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ABSTRACT

This collection of approximately 200 documents gathered during 1984-95 consists of materials used in the administration of state documents depository programs, including: (1) bibliographies; (2) commentaries and letters; (3) depository contracts; (4) forms and form letters; (5) labels; (6) legislation and legal materials; (7) mailing lists; (8) manuals; (9) procedural guidelines; (10) promotional materials; (11) selection lists; (12) shipping lists; and (13) studies, surveys, and workshops. Following several preliminary materials (i.e., materials that relate to the collection as a whole or to several states) and regional materials, the documents are arranged alphabetically by state and, within each state, by topic and year of receipt. Materials from the following 39 states are included: Alabama, Alaska, Arizona, California, Colorado, Connecticut, Delaware, Florida, Hawaii, Idaho, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Dakota, Texas, Utah, Vermont, Washington, Wisconsin, and Wyoming. (MES)

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ED 431 438

The Documents on Documents Collection, 1984-1995

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By:

Margaret T. Lane, Jan Goldsmith, Lauri Kram

IR057405

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PRELIM.

March 31, 1993

Report of Committee of Eight on request for up-to-date information on databases, CD-ROM producets and other electronic formats for state and local information:

ALASKA: "The State has produced databases, but at this time, there is no directory of these sources. A pilot project to create a sample directory of State-produced databases was started in 1992. Work is expected to continue on this project in 1993. I am not aware of any State agencies that have produced CD-ROMs.

The Alaska Department of Natural Resources Division of Geological and Geophysical Surveys has produced (since 1991) some Public Data Files on diskette. Since 1986, this Division has consistently asserted that Public Data Files are not publications, whatever the format. I have not been able to obtain Public Data Files for the depository program." Patience Frederiksen, Head, Government Publications, Alaska State Library, P.O. Box 110871, Juneau, AK 00811-0571

ARIZONA: "In Arizona we have the following databases and electronic formats:
1. Arizona Statistics - Database of statistical tables about Arizona. Included are data about business, economics, demographics, health, and other economic development topics. Official 1990 Census information about Arizona is also included. Users may access the full tables online, and each table includes controlled subject headings as well as the source and publisher of the data. Arizona Statistics is a database of the ASU (Arizona State University) online system. The ASU Online Catalog is the integrated online library system of Arizona State University. It operates on a Tanddem CLX 860 minicomputer with over 18 gigabytes of Winchester disk storage and uses the CARL software.
The ASU Online Catalog is also available on the International Internet and has the address: CARL.LIB.ASU.EDU
2. The Arizona State Economic Development Databases(1), ASEDD, provides economic and demographic information about education, labor, and transportation in Arizona and in specific individual communities. Dial (800)932-2947 at 2400 bps, using other settings as indicated below. When the connection is made, press "return" several times until a prompt is received. At the Destination prompt, type: ACIBMPC and press "return." At "Enter Terminal Type" select VT100, VT200, VT52, or watever terminal Type most closely fits your communications package. At the menu, select the option for ASEDD. This database is also located at ASU (Arizona State University in Tempe, Arizona).
3. Occupational Licenses File (OCCCUM): Includes business occopational data. This database is issued by the City of Tucson, Department of Finance. The data is also available on ASC II File. The data is updated weekly.
4. Business Licenses (BUSCUM): Issued by City of Tucson by the Finance Department. Also available in ASC II Fille from the City of Tucson.
5. Clubs and Organizations: A database of Tucson/Pima Public Library - CLSI Lib. System.
6. Economic Bulletin Board. Includes data on Pima County and City of Tucson economic, business, and other related information. Issued by the City of Tucson, Finance department.

7. GOPHER: University of Arizona (Tucson) CCIT has demographic and business information relating to state and local levels.
8. ALIS (Arizona Legislative Information Systems): ALIS is an online service of current information from the Arizona Legislature. This service is available at the State Library. It contains the text of bills, resolutions and memorials that are introduced, and the amendments and changes made as they proceed through the legislature. Beginning with the 39th legislature, 1989, this system is designed to provide current information for the members and staff of the Arizona Legislature. The system is full text, and provides texts of bills as introduced, as changed by the Senate and House and as changes by the committees. Access to this system is through Reference desk, State Library (800) 228-4710.
9. LOLA (Legislation Online Arizona): LOLA is an online subscription service which offers current information on the status of a bill. It is updated daily during legislative session. This is not a full text service. LOLA is copyrighted product of the Arizona News Service. Information in LOLA is the Arizona News Service's own record of legislatuve action and it is not the official or legal record of the Arizona Legislature. Arizona News Service is located in Phoenix, Artizona.
There are several other pilot projects available at the State, County, and city levels as well." Atifa R. Rawan, University of Arizona Library, Main Library, Central Reference Department, Tucson, AZ 85721.

CALIFORNIA: "I am aware on only one electronic database available to the general public from the State of California: California Economic Database System (CEDS) This is a dial-up database containing state and national labor market information. Contact Scott Slotterbeck at (916) 262-2345 for user's guide, account number and password." (3-page explanation attached.) Jacquelin Siegal, Senior Librarian, Government Publications Section, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001.

COLORADO: "Public Access Databases available through state agencies: a selected list." October 1992. (Entire report in Docs on Docs collection) Also "Public Information Database Survey" and flyer used. James M. Schubert, State Library & Adult Education Office, 201 E. Colfax Ave., Denver, CO 80203

CONNECTICUT: "There are no electronic programs or products exclusively devoted to either Connecticut state or municipal documents. There is, however, a CD-ROM based online union catalog called reQuest which contains the holdings of approximately two hundred libraries in Connecticut. ReQuest does contain any state or municipal documents which the Connecticut State Library has cataloged in OCLC since 1974." Albert J. Palko, State Documents Librarian, Connecticut State Library, 231 Capitol Ave., Hartford, CT 06106

HAWAII: "Enclosed, you will find a copy of part of a brochure from the Department of Business, Economic Development and Tourism (DBED). This describes "state" information available on a database, the DBED Electronic Bulletin Board. The State of Hawaii Data Book is a statistical compendium modeled after the Statistical Abstract of the United States, and contains government and privately produced data concerning Hawaii. DNED's Information Magagement Division is also in the process of producing a CD-ROM with the same type of data found on the bulletin board system." Patrick McNally, Hawaii Documents Center, Hawaii State Library, 478 S. King St., Honolulu, HI 96813

IDAHO: "The short answer to your first request is that no Idaho agencies have thus far "published" electronic products similar to those available from federal agencies. However, there is limited electronic access to some data sets.

As in other states, the hardware and software currently in use by state and local agencies varies greatly. Some agencies have home-grown systems dating from the early 1970s, often with no capacity for down loading or communication. Newer applications tend to rely on off-the-shelf compenents that are somewhat more compatible with outside equipment and software.

In Idaho, all databases are subject to our open records law, so agencies must respond to requests by the public. Usually, this is in the form of a printout for a per-page fee. Hardware and software permitting, it is cometimes possible to obtain the data in electronic format. Some agencies sell mailing lists in electronic format. A cohesive, government-wide policy relating to such access has yet to emerge.

In a few cases, data files used to produce printed publications are also available on diskette. For example Vital Statistics from the Department of Health and Welfare, and County Profiles from the Department of Commerce may be requested in electronic format. However, these are simply "raw" data sets. There is no documentation, and the user must have the original application program (i.e., Lotus or dBase) and a good understanding of how to use it. For most libraries, it would not be practical to try to make these diskettes available to patrons.

As to depository status, I am monitoring developments within the agencies, and involving myself where I can. I want to ensure that as electronic products become available, they will be distributed through our depository program, at least to those libraries equipped to manage them. I am also interested in dialup access to certain large databases. Online access to legislative bills and administrative rules, for example, is currently under development, but a role for libraries is still undefined." Carol A. Silvers, State Documents Coordinator, Idaho State Library, 325 West State St., Boise, ID 83702-6072.

MASSACHUSETTS: "The Commonwealth of Massachusetts has a bill status database at the reference desk in the State Library. It provides the status of bills in the current and immediate previous session. It can be accessed by bill number, sponsor, keyword, and chapter number (act number) and one can also access the general laws of the Commonwealth.

The Social Law Library produces a CD-ROM product on Massachusetts Administrative Law and this covers some agency decisions as well as the Code of Massachusetts Regulations.

Our library has an in-house database for our quarterly CHECKLIST using Procite. We have access to this at our reference desk and it serves as a resource for the reference staff. State publications received in the Library during the quarter are entered almost daily. This is most often before they are cataloged or processed in any way. The reference staff can access these for patrons immediately.

We have no electonic formats here at the State Library for local information. As of 1984, we are the official state depository." Bette L. Siegel, Documents Librarian, State Library, 442 State House, Boston, MA 02133

NEW HAMPSHIRE: "The NH State Library hopes to have legislation introduced in 1994 which would update the definition of publication in the depository law to include titles in electronic format. I presently do not have a list of the databases produced by state agencies. To my knowledge there are no databases available on CD-ROM." John J. McCormick, Supervisor, Reference and Information Services Section, New Hampshire State Library, 20 Park Street, Concord, NH 03301-6303

NEW MEXICO: "Although there are certainly databases and other electronic formats in use in state government here, there are none which are considered state documents, and thus in our depository system. The one CD Rom product I am aware of is one which has the State Statutes, some case law, and recent attorney general opinions. It is sold through our Compilation Commission, but for big bucks - something like $1200 yearly - so we don't even have a copy, much less our depository libraries. One of the goals of the State Library is to get a handle on these various databases, and hopefully up the road, obtain access to them." Norma McCallan, New Mexico State Library, 325 Don Gaspar, Santa Fe, NM 87503.

NEW YORK: "The New York State Department of Environmental Conservation has given the State Library twenty sets of over 900 scanned New York State 1:24,0000 scale planimetric and topographic maps for CD-ROM for distribution through the New York State Documents Depository Program. The disks contain every 7.5 minute planimetric New York map in a master digital format. The maps are based on U.S. Geoloical Survey topographic maps as enhanced by the New York State Department of Transportation.

Since the format for this material is neither paper nor fiche, it does not lend itself to automatic distribution in either paper (D) or microfiche (R) depositories. Therefore, the State Library is polling both paper and fiche depositories statewide with the goal of identifying twenty libraries (two reference and research library resources outside of METRO, four in METRO) with the equipment and software necessary to handle the disks.

The State Library will send the disks to interested libraries in December. Locations will be publicized to the depository library community and in Documents to the People of New York State.

The Department of Environmental Conservation is also offering the CD-ROM for sale to other interested parties. The suuply is limited; therefore each individual company or public sector is limited to one copy. There is no charge for public sector entities; cost to others is $27.00 ($25.00 for CD-ROM and $2.00 for shipping)." (Addresses omitted.) From Documents to the People of New York State.

OREGON: "I am not certain what it is you are asking of us. Yes, we have loaded a number of locally produced databases which include: Oregon Revised Statutes, Oregon Administrative Rules (both full=text files), Oregon Index (Oregon newspaper citation index). We have also loaded a score of files produced by various state agencies. We can send you a list of these files if you so desire. We are undergoing a major software and interface change for our system. Gateways to state agency datafiles are being explored as well as special reference files oriented to state government. Much is in flux at the moment..... Feel free to contact me if you have any further questions. Good luck with your research." Craig Smith, Oregon State Library, State Library Building, Salem, OR 97310.

SOUTH DAKOTA: "The only state publication on CD-ROM is the South Dakota Codified Laws. This is the first edition; Michie Publishing produced it. There have been some problems with its software but we hope to solve them soon. The Code Commission which is responsible for revisions of the Code wanted to offer users an alternative to the paper." Margaret England, Documents Librarian, South Dakota State Library, 800 Governors Drive, Pierre, SD 57501-2294

TEXAS: "The Clearinghouse has not received nor distributed any nonprint publications other than those produced in microfiche. We are aware of several on-line data bases that have been or are planned to be made available to the public through the Comptroller of Public Accounts, the Secretary of State, the Ethics Commission, and the Department of Commerce. The state's Texas Register is available for purchase on diskette and we understand it will soon be available on CD-ROM." Chris Fowler, Texas State Library, P.O. Box 12927, Austin, TX 78711

VERMONT: "There are only a few State-produced sources for electronic information. Current Vermont Supreme Court opinions, public acts and pending bills, the online catalogs for the Dept. of Libraries and selected other Vermont libraries, Vermont government bid information system, and the State Archives and corporations databases are all available on the Vermont Automated Libraries System (VALS). I have enclosed a packet containing access information. We are in the process of adding the Vermont Statutes. Our U.S. Government documents holdings since 1976 are available on the University of Vermont's database, Library User's Information System (LUIS), either directly or through a gateway on VALS. All other electronic information about Vermont is available commercially (cf. DIALOG) or through our State Data Center. We are the lead agency, but the Census files are sold on diskette by the Center for Rural Studies, located at the University of Vermont in Burlington. We can provide more specific information about any of the above or other agencies that maintain electronic databases and public access to them. There are informal efforts to coordinate access through VALS." Paul Donovan, Senior Reference Librarian, Vermont Department of Libraries, 109 State St., Montpelier, VT 05609-0601

WASHINGTON: "There are no databases for Washington." Andrew F. Johnson, University of Washington Libraries, Seattle, WA 98195

In response the the Committee of Eight request for copies of state and local documents collection policies, replies were received from:

ALASKA: "As for the collection development policy, I have on my desk the first two pages of just such a document. I am planning on completing this draft by March 19, 1993. The policy will be included in the larger collection development policy for the State Library, either as a portion of the complete document or as an appendix.

I was hoping to complete the collection development policy so I could respond positively to at least one of your requests. Let me know if you want a copy of the policy when I am done with the draft."

ARIZONA: "See the following article for collection development policy relating to state and local publications at the University of Arizona Library, Tucson, AZ: Rawan, Atifa R. & Robert Mitchel "Building State and Local Publications Collections: The Arizona Experience," Government Publications Review, v. 18 (1991):71-82."

CONNECTICUT: "I delayed responding to your inquiry for the State and Local Documents Task Force survey, in the hopes that our new Collection Development Policy would be formalized and approved by the time of your deadline. Unfortunately that has not happened, and, since it requires administrative approval and then the approval of the State Library Board, the soonest it could happed would be next month. If you wish, I would be happy to send you a copy of that part of the policy covering Connecticut state and municpal documents when it is official."

HAWAII: "A unit of the Hawaii & Pacific Section of Hawaii State Library called the Hawaii Documents Center acquires, distributes within the Hawaii State Public Library System, and maintains a collection of state and county documents published in Hawaii. A biennial index of documents is published, which includes introductory information that appears to answer the second of your two requests."

IDAHO: "Our collection policy is in draft form, not ready for publication. Our depository program as a whole is still under development; everythin needs doing and prioritizing is a challenge. One problem is whether to focus on providing access to our existing (still uncataloged) print collection or to work toward continued freee public access in the future, regardless of format. It's an exciting time to be a documents libraries."

MASSACHUSETTS: "As of 1984, we are the official state depository. I am enclosing a copy of the law and an Administrative Bulletin which I feel covers your question re collection policies. We collect all state documents we can. By law, we collect only the annual reports of the cities and towns."

NEW HAMPSHIRE: "The State Library does not have a separate collection development policy for state publications."

NEW MEXICO: "Government Publications: The State Library is a regional federal publications depository, the official depository of New Mexico state publications, and the administrative agency for the New Mexiso State Documents Depository Clearinghouse program. Materials are acquired to complement these collections both adding publications wihich are not depository items and acquiring finding aids and indexes.
New Mexico State Publications Classification Collection: The State Library is designated an official depository of all publications, pamphlets, reports, notices, proclamations and similar instruments issued by a state agency filed with the New Mexico Record Center.
The Record Center, in turn, shall deliver three copies of any of these depository iems to the State Library, which shall keep one copy available for public inspection during office hours. This copy is housed with the Southwest collection. All other copies may be circulated.

The State Library also actively seeks to aquire state publications which fall outside the scopy of the Record Center. The collection is both current and historical.
State documents are not generally weeded except for superseded regulations."

NEW YORK: 2 documents submitted - one from Charles B. Sears Law Library, University at Buffalo, 7 p. (rev. 2/17/92) and one from SUNY Albany, 3 p. (4/16/84)

OREGON: "I will forward to you, by mail, our most recent draft of our Collection Development Policy."

SOUTH DAKOTA: "I have enclosed a copy of the section of the South Dakota Codified Laws that created the depository system and gives the State Library (me actually) authority to obtain thirteen copies of publications. Our guideline is that a publication must have been produced using state monies."

VERMONT: "Since Vermont lacks an official depository system for State documents (there is a mention at 22 VSA 605(2) of the University as depository though), there is no collection policy other than State statute, which says the State Librarian shall cause multiple copies of State documents to be provided to the State Library (Title 22 V.S.A. 601 et seq.)"

WYOMING: "I have enclosed a copy of the statute that, at present, serves as our state document collection policy."

Due to a variety of reasons including state government reorganization, intermittent catalogers, major downsizing projects, and severe budget cuts, we have been remiss in our work with state documents. One of our future goals is to work with the county libraries and local documents.

At this point I am unable to be of much help. We do have long range plans (the next 1-3 years) to get a better handle on state documents and hopefully, the flow of state government information." Beth Rulli, Program Manager, State Government Information Services, State Library, 2301 Capitol Ave., Cheyenne, WY 82002-0060

In response to the Committee of Eight request for the name of the agency responsible for cataloging state documents, replies were received from:

ARIZONA: "There is no one place mainly responsible for cataloging of all state documents. Department of Library, Archives and Pubblic Records, Phoenix; University of Arizona Library, Tucson; Arizona State Library, Tempe; and Northern Arizona University, Cline Library, Flagstaff."

NORTH DAKOTA: "The North Dakota State Library is responsible for cataloging [state] documents. As the head of the Cataloging Services Department, please feel free to forward any questions or correspondence regarding the cataloging of state documents to me." Mark K. Bowman, North Dakota State Library, 604 E. Boulevard, Bismarch, ND 58505-0800.

Additions to the Committee of Eight Report dated March 31, 1993

CD-ROM products and other electronic formats --

p.1 - add to the Alaska report:

> "The Alaska Department of Natural Resources Division of Geological and Geophysical Services has just agreed to make their Public Data Files available as a State Publication."

DELAWARE: "At the present time the Division of Libraries does not have any state and local documents in electronic formats. An online Legislative Information Service" is available to state agencies through the Office of Information Services and Legislative Hall. This service has the Delaware Code Annotated and legislative information online. I have enclosed a copy of the search menu." Casey O'Connor Reference Librarian, Division of Libraries, 43 S. DuPont Highway, Dover, DE 19901

NEW JERSEY: "New Jersey states that they have no electronic formats." (Report made to Rebecca Gardner)

Collection policies --

p.5 - Add to the Alaska report:

> "Two draft collection development policies for the Alaska State Library were received by the Committee. They cover Alaska State Publications and Local Alaska (Borough and Municipal) Publications."

DELAWARE: "We are not a state document depository at this time, nor do we have a state documents collection policy. The Bureau of Archives and Records Management has been producing Delaware Documentation since 1978. I have enclosed a copy of the Delaware Public Records Law."

KENTUCKY: "As to policies, we are in the process of creating a brochure for the State Publications Program. Unfortunately, this brochure isn't ready so I have included a copy of our program handout." William C. Richardson, Coordinator, State Publications Program, Kentucky Department for Libraries & Archives, P.O. Box 537, Frankfort, KY 40602-0537

NEW JERSEY: "The only collection development policy is that 'we collection anything we can get our hands on to send to the depositories'".

Agency responsible for cataloging state documents --

CALIFORNIA: "The California State Library, Government Publications Section is responsible for cataloging California state publications and issuing a list of those publications. That list is CALIFORNIA STATE PUBLICATIONS (CSP) which is issued monthly in paper and cumulated annually in microfiche. I am the "editor" of CSP and am also in charge of cataloging. Jacquelin Siegel"

COLORADO: "We contract with Auroria Library, Lawrence and 11th Sts., Denver, CO 80204-2805.· Florence Jones, Cataloger"

DELAWARE: "Each library is responsible for its own cataloging. Sometimes people will ask Jane Tupin at the Delaware Division of Libraries for advice." Jane Tupin, Delaware Division of Libraries

KENTUCKY: "The State Publications Program at KDLA currently manages the publications it receives utilizing Rbase 2.1 software running on a VAX 3100 platform. Rbase allows us to store and search bibliographic information as well as generate a variety of reports including the Kentucky Checklist of State Publications. Additionally, Rbase allows us to connect state publications holdings with other related agency records via record group code. This can be particularly helpful when attempting to locate related information that may be held in the agency's office files."
"Documents are cataloged at the State Library in OCLC, using LC classification. A checklist is generated quarterly and sent out to other libraries. They contact the various state agencies directly if they are interest in an item. Bill Richardson, Kentucky Dept. of Libraries and Archives."

MARYLAND: "The documents cataloger position was lost due to budget cuts. Each library is responsible for its own cataloging."

MICHIGAN: "The Library of Michigan catalogs documents in OCLC using a documents scheme loosely based on Sudoc classification. All of the cataloging information is sent out with the shipping list that accompanies the documents to the other libraries. Denise Germain-Peters, The Library of Michigan."

NEW JERSEY: "The State Library catalogs NJ depository documents using AACR2 Frances Radesti is the person responsible."

OHIO: "Documents are cataloged on OCLC, using a modified Sudoc scheme. Each library does its own cataloging. Most tap into OCLC and use the state library's records. Janice Tolford, State Library of Ohio."

PENNSYLVANIA: "The State Library catalogs state documents on OCLC. The records are available to all the other libraries. The cataloging data and OCLC # are included on the Monthly Checklist which is sent to the other libraries. John Geschwindt, State Library of Pennsylvania."

WEST VIRGINIA: "Documents are cataloged at the West Virginia Archives and History Library using a cutter number by agency. Otherwise, up to each library to catalog its own. Cathy Miller, West Virginia Archives and History Library."

June 22, 1993
M T Lane

Prelim.10

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January 28, 1993

Dear Committee of Eight Member:

I am happy to give you a publication that you can send on to your individual states. Rhonda Marker brouyght the SICI information sheets to Midwinter and asked that we distribute them.

Will you please reproduce the three pages and send the tiem to your states along with the question on the cataloging agency in your state. The letter which you can reproduce on your letterhead is attached.

Our Committee report from Midwinter is enclosed for your information.

I did not have any early responses to our first survey sent to you December 30. I will be expecting to hear from you by the February 15 deadline.

Sincerely,

Margaret

Margaret T. Lane,
Cochair, Committee of Eight
State and Local Documents Task Force
Government Documents Round Table, ALA

Enc.

BEST COPY AVAILABLE

The Committee of Eight, State & Local Documents Task Force, Government Documents Round Table, ALA is happy to send you an explanation of the Serial Item & Contribution Identifer (SICI). The Task Force encourages publishers of state and local serials to include this identifier (the unique barcode) on the outside of their serial publications and asks that you share this information with the appropriate agencies in your state.

The Committee also asks that you send me the name of the agency (and that of the person in charge) responsible for cataloging your state documents, e.g., your state library, or state university.

The deadline for response to the query on cataloging agencies is March 15.

Very truly yours,

Member, Committee of Eight
State & Local Documents Task Force
Government Documents Round Table, ALA

Enc.

SISAC
SERIALS
INDUSTRY
SYSTEMS
ADVISORY
COMMITTEE

Since 1982, the Serials Industry Systems Advisory Committee (SISAC) has provided a forum for those in the serials industry to address common concerns. Of early critical importance to SISAC membership was the development of a national standard for the unique identification of serial items and the contributions (e.g., articles, letters) contained in them. The Serial Item and Contribution Identifier (SICI) standard, developed by a SISAC subcommittee under the auspices of the National Information Standards Organization (NISO), was published in 1991 and defines the requirements for constructing the shortest possible, yet unique code.

While the SICI standard defines the data elements for the unique identification of serial items and contributions, it does not prescribe specific applications. SISAC has already developed a bar code application, the SISAC bar code symbol, for serial items and is encouraging its use by publishers and library automation vendors. SISAC members are now working to develop standard formats that include the SICI for the computer-to-computer transmission of business information and are encouraging their use by publishers, libraries, automation vendors, and subscription services. And finally, SISAC is promoting the development of applications that make use of the SICI for the identification of serial contributions.

What does a SICI look like ?

SICI: 0885-3959(199221/22)7:1L.4:SART;1-

Citation: "SISAC Announces Release of Time-Saving Diskette."

SISAC News, v. 7, no.1 (Spring/Summer 1992), p. 4.

A committee of the Book Industry Study Group, Inc.
160 Fifth Avenue, New York, N.Y. 10010
Fax: 212/989-7542 Phone: 212/929-1393

SISAC
SERIALS INDUSTRY SYSTEMS ADVISORY COMMITTEE

SISAC BAR CODE SYMBOL

Throughout the serials industry, publishers are beginning to print the SISAC Bar Code Symbol on the covers of journals, and library automation vendors are developing scanner capabilities for library check-in systems.

WHY?

1 - Supply libraries with accurate serials information
2 - Reduce claims/inquiries to publishers
3 - Increase speed of access to users with faster check-in
4 - Enhance relationships with libraries
5 - Provide capabilities for the future - inventory control, etc.

WHO?

Library Automation Systems Committed - *Now - **New Releases

- Carlyle System
- CLSI
- Comstow (Bibliotech)
- Data Research
- Data Trek*
- Dynix*
- Faxon (Microlinx, Manager)*
- GEAC
- Inlex
- Innovative Interfaces
- ISIS
- NOTIS
- SIRSI*
- VTLS

Publishers Committed - *Now

- Academic Press (HBJ)*
- Against the Grain*
- Balliere Tindal*
- Blackwell Publishing
- CSISAC News*
- EBSCO Publishing*
- Elsevier
- FAXON Publications*
- Kluwer (since 1989)*
- Nat.Research Council(CN)*
- Pergamon
- Royal Society of Chemistry
- Scan Newsletter*
- Sixteenth Century Journal*
- Scholarly Publishing*
- SISAC News*
- Taylor & Francis*
- John Wiley*

HOW?

1 - Contact a film-master company - list available
2 - Develop inhouse software
3 - Purchase off-the-shelf-software

WHEN - NOW! - Based on ANSI/NISO Z39.56 Standard (1991)

See - *SISAC BAR CODE IMPLEMENTATION GUIDELINES* - $7.25
For the above publication, membership and other information, please contact: Sandy Paul/Bill Raggio, SISAC OFFICE, 160 Fifth Avenue, New York, NY 10010. Phone: (212) 929-1393.

SISAC BAR CODE SYMBOL
Join the Crowd ---

November 1992

0269-2821(1992)6:3:1-G

A committee of the Book Industry Study Group, Inc.
160 Fifth Avenue, New York, N.Y. 10010
Fax: 212/989-7542 Phone: 212/929-1393

SISAC
SERIALS
INDUSTRY
SYSTEMS
ADVISORY
COMMITTEE

SICI AT THE CONTRIBUTION LEVEL

What are the Benefits of a SICI for Contributions?

The SICI string can be created by anyone. No special database is required. All the information is present in a typical item citation (journal title and ISSN, volume, issue, page number, and article or contribution title) and is readily available to the publisher, librarian, library supplier, and even library patrons.

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- Document Delivery Services
- Publishers
- Abstracting and Indexing Services
- Libraries
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What are some possible applications for the SICI at the Contribution Level?

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What do I need to begin using the SICI?

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- A copy of the standard itself -- Z39.56-1991, Serial Item and Contribution Identifier available from Transaction Publishers (ISBN 0-88738-943-0)

For Further Information Contact:

SISAC Office 160 Fifth Avenue New York, NY 10010	Tel: (212) 929-1393 Fax: (212) 989 7542

A committee of the Book Industry Study Group, Inc.
160 Fifth Avenue, New York, N.Y. 10010
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Prelim.11

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TELEPHONE (504)-387-0241
FAX (504)-387-1236

December 30, 1992

Dear Committee of Eight Member:

At the request of the Coordinator of SLDTF I am asking that you survey your states again for the current status of their online databases and CD-ROM availability.

A second request is that you ask your states for state and local document collection policies. State libraries might collect "everything" and not need a written policy, so I suggest you consider contacting large university libraries or public libraries in your state.

The letter making these requests, typed low on the page so you can add your letterhead, is enclosed. Be sure to identify yourself as a Committee of Eight member, SLDTF, GODORT, ALA in the letter or FAX transmission.

Also enclosed are the Instructions for Committee Members (December 1992) and the latest list of Committee of Eight contacts for all the states.

The letter you will be sending out asks for responses by February 15. If you receive early responses, please bring them to Midwinter and share them with the Task Force there. The deadline was set late to permit you do initiate your inquiries at your convenience within the next two weeks.

Best wishes to all of you for the holidays and 1993. I hope to see you in Denver.

Sincerely,

Margaret

Margaret T. Lane
Cochair, Committee of Eight
State & Local Documents Task Force
Government Documents Round Table, ALA

The State and Local Documents Task Force of the ALA Government Documents Round Table has two requests for state and local documents information from your state.

The Task Force requests up-to-date information on databases, CD-ROM products and other electronic formats for state and local information. A note on the depository status of the materials would be a useful addition to your list.

The Task Force also requests copies of state and local documents collection policies. This request is made in order to cooperate with the Education Committee of GODORT, which circulates these and other user guides in a floppy disk format at ALA annual conferences.

The deadline for response to both requests is February 15. Early replies will be shared with Task Force members at the Midwinter meeting. Please send your replies to me at the above address.

Very truly yours,

Member, Committee of Eight
State & Local Documents Task Force
Government Documents Round Table, ALA

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

Mabel Smith Douglass Library • Douglass and Cook Colleges
Chapel Drive • P.O. Box 270 • New Brunswick • New Jersey 08903-0270

To: Margaret Lane

From: Rebecca Gardner

Re: Committee of Eight cataloging question

My states' responses to the cataloging responsiblity question are listed below:

Delaware

Each library is responsible for its own cataloging. Sometimes people will ask Jane Tupin at the Delaware Division of Libraries for advice.

Jane Tupin
Delaware Division of Libraries

Kentucky

Documents are cataloged at the State Libray in OCLC, using LC classification. A checklist is generated quarterly and sent out to other libraries. They contact the various state agencies directly if they are interested in an item.

Bill Richardson
Kentucky Dept. of Libraries and Archives

Maryland

The documents cataloger position was lost due to budget cuts. Each library is responsible for its own cataloging.

Michigan

The Library of Michigan catalogs documents in OCLC using a documents scheme loosely based on Sudoc classification. All of the cataloging information is sent out with the shipping list that accompanies the documents to the other libraries.

Denise Germain-Peters
The Library of Michigan

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New Jersey

(Sent response with electronic and collection development question)

Ohio

Documents are cataloged on OCLC, using a modified Sudoc scheme. Each library does its own cataloging. Most tap into OCLC and use the state library's records.

Janice Tolford
State Library of Ohio

Pennsylvania

The State Library catalogs state documents on OCLC. The records are available to all the other libraries. The cataloging data and OCLC # are included on the Monthly Checklist which is sent to the other libraries.

John Geschwindt
State Library of Pennsylvania

West Virginia

Documents are cataloged at the West Virginia Archives and History Library using a cutter number by agency. Otherwise, up to each library to catalog its own.

Cathy Miller
West Virginia Archives and History Library

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REGION.

Region.4

AMERICAN LIBRARY ASSOCIATION

ASCLS/SLAS

Information Needs of Government Discussion Group Meeting

January 23, 1993
9:30 AM - 12:30 PM
Denver, Colorado
Executive Tower Inn, Curtis Room

Present: Approximately 15 persons attended the meeting. Only 8 states are not represented, and the Chair called for discussion group volunteers to contact librarians in those states and encourage them to participate.

Minutes of the June 27, 1992 meeting were accepted as published. The Chair reported that the group has existed since 1974. Last year the group was expanded to include not just state libraries, but any library that meets government information needs. Only 8 states and Puerto Rico are not represented now.

◆ *Library Services in a State Library Setting* - Panel discussion

Four representatives from state libraries spoke about their libraries' service perspectives: the kinds of activities their state libraries are involved in and what services they provide to state government.

Colorado

Jim Schubert, representative from Colorado State Library and Adult Education Office, shared information brochures and reviewed the library's service history. The State Library focuses on Colorado Department of Education literacy programs, not on developing a large collection of books. Colorado has a separate legislative library. Reference service to state government was transferred to Denver Public Library as a result of budget pressure in the 1980's.

The library development office administers LSCA grants; coordinates regional multitype, library service systems; and offers library consulting services. The Adult Education Office offers specialized programs, including ESL and GED testing, and administers a statewide literacy program. Other services are: 1) the professional library for education and library science--including current awareness service, audiovisual materials, and literature searching; 2) the library research service which collects and publishes library statistics with analyses; and 3) custom research services for local libraries. The state library also includes the Colorado State Publications Library and the new Colorado Library for the Blind and Physically Handicapped.

Priority projects are the "Access Colorado" and the "Colorado Library Card Program." "Access Colorado" will make library resources available to anyone in the state via a local phone call to a telecommunications network that links library and information databases. It will be an electronic highway for nonbibliographic databases via local dial-in access. The "Colorado

Library Card" will enable Colorado residents to borrow materials from any participating library in the state.

The collection in the Colorado State Publications Library, which was established in 1980, is cataloged on OCLC and is accessible as a separate database on CARL.

Arizona

Tony Miele from the Arizona State Library presented an overview of the library's programs. Since 1976 the library has been under the direction of the State Legislature. It consists of six divisions: Library for the Blind and Physically Handicapped, Research Library, Archives, Records Management, and Museums (there are two).

The Archives Division has a state preservation officer and publishes guides to preservation to distribute to public libraries. Records Management handles micrographics, and records consulting services to all government agencies. The Research Library manages SOLAR (Serials Online Arizona) and the law collections for the Capitol and the Supreme Court building.

One of the services of the Library Development Division is a weekly newsletter to all 126 school library districts, school libraries, public libraries, and academic libraries. The EDLINK program which links all 15 county libraries, EDIC (Economic Development Information Centers), schools, metropolitan, and public libraries with low-cost INTERNET access is another library Development project. The EDIC's were established through the interest of one of the Microage corporate officers. Arizona has a strong rural economic development program.

A core bibliography on Economic Development Information Centers in Arizona libraries: core collection is available on request from the Arizona State Library.

Arizona has lost its LSCA funding and has filed an appeal. Tony Miele asked the group to be aware that state libraries will need to request that the money be returned to LSCA funds and not to the general fund budget.

AZNET group access began October 1, 1992, for 27 selected users who do not belong to OCLC. Their interlibrary loan costs are paid for the first year, and partially paid the following two years. AZNET allows a two to three day interlibrary loan turn around among small libraries. There are plans to implement FirstSearch.

New Mexico

Karen Watkins, New Mexico State Librarian, provided a program status and services overview. The New Mexico State Library is one of the seven divisions of the Office of Cultural Affairs--most of the other divisions are museums. The library has 59 staff members and a $3.4 million budget, of which 60-70% is spent on information services to state government and reference support to libraries. Documents are the largest segment of the library's collection, which focuses on public policy issues. 30,000 reference questions are answered each year. 10,000 of those are for state government. The legal library is located at the legislature.

The State Library places priority on assertive information provision to government. "Target agencies" are identified where tailored service is set up. This method has been used for the Registration and Licensing Department. The target agency is required to appoint a library committee, survey employees' needs, provide computer hardware, and send a library representative to high-level agency management meetings to be alert for information needs. At the start of the program all agencies were surveyed. The local community college and the Supreme Court Library developed training for the agency's legal information couriers.

Several other projects are in progress. Staff are working with the legislative council service to develop a microcomputer index to track progress of bills. The publication "Kaleidoscope," a quarterly compilation of short topics of interest to more than one agency is distributed to approximately 2,000 state employees. The library presently is not automated, but is scheduled to be online by the end of 1993. The system will be part of a state government local area network with remote check out capability. The request for proposals for the project was issued January 22, 1993. Staff is currently dealing with perceptions of ways to offer service such as document delivery. The state library currently performs searching service and absorbs the cost of document delivery. Now staff are dealing with questions of how electronically produced information will be provided with the same access as print formats.

Wyoming

Elizabeth Rulli from the Wyoming State Library profiled the library which was established in territorial days, 1860-1870. It is part of the Department of Administration and has a staff of 28. As a result of a needs study, the library focuses service on reference to state government: a shift away from heavy emphasis on back up to public libraries. The state library continues to provide centralized acquisitions for small public and school libraries in the state.

One of the services offered is WYLD, a linked network service for reference and interlibrary loan for state government. Federal Register on line is used in a current awareness service. Weekly update listings are sent to state agencies which can request prints of the regulations. Congressional Quarterly on line is also used this way. Other services furnished to state agencies are clip art, acquisitions services, newspapers, and telephone directories. Expansion of services to state offices located outside Cheyenne through interoffice mail is under consideration. It is the goal of the state library to serve as the gateway of information coming in and out of all state agencies.

Cooperative collection development is under consideration for the future. A union list of state agency subscriptions, off-site storage of nonarchival publications, and correction of state statutes to reflect service to state agencies (current statutes reflect library development services only) are some projects of importance. The library has also set up software called Professional Librarian which agencies can use for cataloging their agency libraries.

- *Group Discussion*

During the group discussion representatives from several states shared information about the differences in service focus from state to state and the service strategies employed to address target service groups. Several states noted that there is an impetus to justify the library agency by pushing information out to the public: the state library's role may be changing from providing information to state agencies to getting state agency information out to the public. Another trend that was noted was the move away from literacy involvement to involvement in economic development.

- *June Meeting*

Suggested topics for discussion for the next meeting in New Orleans are connecting with the Internet--especially interface software and navigating the Internet; the use of LSCA money for state library developmental projects; and how state library services can be promoted to legislators in ways specifically relevant to their individual districts.

The meeting adjourned at 12:30 pm.

Respectfully submitted,

Burns Davis

Burns Davis

Present: Marilyn Douglas (NY), chair, Karen Watkins (NM), Frank Iacono, (RI), James Schubert (CO), Karin Ford (ID), Beth Rulli (WY), Michele Reid (SD), Karen Wilson (VA), Tom Sloan (DE), Charlesa Lowell (DE), John Welch (NC), Stan Gardner (MO), Jane Kolbe (SD), Burns Davis (NE), Joseph Eagan (MD).

AL

AL87:B01

STATE OF ALABAMA
DEPARTMENT OF ARCHIVES AND HISTORY

624 WASHINGTON AVENUE
MONTGOMERY, ALABAMA 36130
205-261-4361

EDWIN C. BRIDGES, DIRECTOR

October 22, 1987

Grace G. Moore
Recorder of Documents
Louisiana State Library
Post Office Box 131
Baton Rouge, Louisiana 70821

Dear Ms. Moore:

The letter of October 5, 1987, from Susan Tulis was referred to me, since Richard accepted a position with the state archives in New York in 1986.

Enclosed is a copy of our state publications depository bill, which did not pass during the 1987 legislative session.

I am also sending a description of how we are handling state publications at the Archives. Since Alabama does not have a depository program yet, I did not know if this enclosure would be appropriate to include in your collection. Just discard it, if not.

I would appreciate receiving information about the Documents on Documents Collection and the User's Guide, and I hope that the enclosed information will be useful to you.

Sincerely,

Keeta Kendall

Keeta Kendall
Arrangement and Description Division

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BOARD OF TRUSTEES
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10/87

AL87:F01

LRS 87-6172R1:5/28/87

(Did not pass during the 1987 legislative session

SUBSTITUTE FOR H.B. 32

SYNOPSIS: This bill creates a State Publications Depository Program for maximum availability and distribution of state publications to the public; it establishes the Alabama Publications Clearinghouse as a division of the Alabama Public Library Service and provides for its operations, duties and authority. It authorizes the Alabama Public Library Service to make reasonable rules and regulations; it establishes the Advisory Council for the State Publications Depository Program, its appointed and ex officio membership, term, duties and powers. The duties and powers of the Alabama Department of Archives and History relative to the depository program for state publications are defined and the distribution of the microform products is prescribed. Each agency is required to designate a staff member as publication officer and to notify the clearinghouse of the designee, as well as to provide certain state publications and related information. It provides for the criteria and eligibility of depositories, including the United States government depository libraries. The funding will be provided from appropriations made to the Alabama Public Library Service and the service will make reimbursement of certain costs of providing microforms by the Department of Archives and History. It repeals conflicting laws, and specifically repeals section 41-6-12, Code of Alabama 1975, which requires the printing of 250 additional copies of state publications for use by the Department of Archives and History.

A BILL
TO BE ENTITLED
AN ACT

To create a State Publications Depository Program for maximum availability and distribution of state publications to the public; to establish the Alabama Publications Clearinghouse, as a division of the Alabama Public Library Service, and to provide for its operations, duties and authority; to authorize the Alabama Public Library Service to make and implement reasonable rules and regulations; to establish the Advisory Council for the State Publications Depository Program and to provide for the membership, terms, duties, qualifications and powers; to define the duties and powers of the Alabama Department of Archives and History relative to the depository program for state publications and the distribution of microform products; to require each state agency to designate a publications officer from among its staff and to notify the said clearinghouse of the designee, and to provide certain state publications and related information; to provide for the criteria and eligibility of depositories, including the United States government depository libraries; to provide that funding be from appropriations made to the use of the Alabama Public Library Service; to provide for the said service to make reimbursement of certain reasonable costs of producing microforms by the Department of Archives and History; to repeal section 41-6-12, Code of Alabama 1975, as amended, which requires the printing of 250 additional copies of state publications for use by the Department of Archives and History.

BE IT ENACTED BY THE LEGISLATURE OF ALABAMA:

Section 1. It is the intent of the legislature in enacting this law that:

a. State publications of public interest be made available to the public; and

b. An efficient distribution and depository system of these publications be established; and

c. An Advisory Council for the State Publications Depository Program be hereby established; and

d. The preservation of all state publications having historical value be ensured.

Section 2. As used in this act the following words shall have the following meanings ascribed to them unless the context clearly indicates otherwise:

a. "State agency" means any permanent or temporary state office, department, division or unit, bureau, board, commission, task force, authority, institution, state college or university, and other unit of state government, whether executive, legislative or judicial, and includes any subunits of state government.

b. "State publication" includes any document issued in print by any state agency and which may be legally released for public distribution but for the purposes of this act does not include the following state publications:

(a) Code of Alabama;

(b) Alabama Reporter;

(c) Bound volumes of the Acts of Alabama;

(d) The Alabama Digest;

(e) University press items prepared for commercial sale and other university items not designated for external distribution.

"State publication" does not include

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correspondence, interoffice or intraoffice memoranda, routine forms or other internal records and certain ephemeral materials such as news releases.

c. "Depository" means an institution which contracts with the Alabama Public Library Service to participate in the state publications depository system.

d. "State printer" means the State Print Shop, a commercial printer under contract with a state agency, or a state agency print shop.

Section 3. There is hereby created as a division of the Alabama Public Library Service, an Alabama Publications Clearinghouse. The clearinghouse shall be headed by a librarian with a master's degree from a library school accredited by the American Library Association. The clearinghouse shall establish and operate a state publications depository program for Alabama publications. To this end, the Alabama Public Library Service shall make such reasonable rules and regulations as shall be necessary to carry out the provisions of this act and to implement the same.

Section 4. The purpose of the Advisory Council for the State Publications Depository Program is to advise the Director of the Alabama Public Library Service and the head of the Alabama Publications Clearinghouse on matters concerning the administration of the state publications depository program, including but not limited to interpreting the definition of state publications. The Advisory Council shall have the authority to determine which state publications shall be submitted to the Alabama Publications Clearinghouse.

The membership of the advisory council shall consist of not more than fifteen members, including: the ex officio members, and those members appointed by the Executive Board of the Alabama Public Library Service from recommendations from the Alabama Commission on Higher Education's Council of Librarians, Alabama Library Association Government Documents Round Table, and state agencies. At least eight members shall represent the state agencies, including at least one member from a college or university, and at least five shall represent the depositories. The Director of the Alabama Public Library Service, the Director of the Alabama Department of Archives and History, the State Law Librarian, the Head of the Alabama Publications Clearinghouse, and the moderator of the Alabama Library Association Government Documents Round Table shall be ex officio members. The terms of the advisory council, other than the ex officio members, shall be for three years.

Section 5. a. The state printer or the responsible state agency, if a state printer was not used, shall forward to the Alabama Publications Clearinghouse upon completion of at least nine (9) copies of every state publication. The Alabama Publications Clearinghouse shall distribute these copies as follows: three (3) to the Alabama Department of Archives and History--one (1) for reproducing in microform and two (2) for permanent retention in its historical collection; two (2) to the Library of Congress; one (1) to the Center for Research Libraries; three (3) to the Alabama Public Library Service--one (1) for its reference use and two (2) for its circulation.

b. The Alabama Department of Archives and History shall produce in microform for depository distribution every state publication appropriate for microform distribution within the program under the guidelines developed by the Advisory Council for the State Publications Depository Program. If the Alabama Department of Archives and History determines that a publication cannot be reproduced in microform, the state printer or the issuing agency shall provide additional copies equal to the number of state publications depositories.

c. The Alabama Publications Clearinghouse shall distribute one (1) copy of every state publication, appropriate for distribution, as determined by the Advisory Council, to each state depository.

d. All state publications in microform may be purchased at reasonable cost for production and distribution from the Alabama Department of Archives and History.

Section 6. a. Every state agency shall designate one (1) of its staff members or employees as the publications officer for the agency and notify the Alabama Publications Clearinghouse of the identity of such publications officer and of the identity of any new publications officer should a change occur.

b. Each publications officer of each state agency shall have the duty to provide the Alabama Publications Clearinghouse with nine (9) or more copies of each state publication specified by the guidelines of the Advisory Council and not printed by or furnished by a state printer, to compile and forward to the Alabama Publications Clearinghouse required lists of the state publications of the agency, and to provide other related information as may be requested by the Alabama Publications Clearinghouse.

Section 7. a. All United States government depository libraries, existing now or hereafter, in the state of Alabama are eligible to be a state publications depository. Libraries may contract with the Alabama Public Library Service to become depositories.

b. Each depository shall agree to make state publications accessible to the public, to render free service in their use, and to abide by the rules and regulations promulgated by the Alabama Public Library Service. Extended noncompliance with the contract provisions shall result in the loss of depository status.

Section 8. To facilitate the distribution of state publications, the Alabama Publications Clearinghouse shall issue quarterly a complete list of state publications issued during the immediately preceding quarter, such list to be cumulated and printed at the end of each calendar year.

Section 9. a. Funding for the State Publications Depository Program shall be from appropriations provided the Alabama Public Library Service as a part of its budget in a program entitled State Publications Depository Program.

b. The Alabama Public Library Service will reimburse the Alabama Department of Archives and History for its reasonable costs in producing microforms distributed as a part of the State Publications Depository Program.

Section 10. This act shall not require state agencies to supply copies of publications produced prior to the effective date of this act.

Section 11. The provisions of this act are severable. If any part of the act is declared invalid or unconstitutional, such declaration shall not affect the part which remains.

Section 12. Section 41-6-12, Code of Alabama 1975, as amended is hereby specifically repealed and all laws or parts of laws which conflict with the provisions of this act are repealed to the extent they relate to state documents and state publications. This act shall in no way affect the authority of the State Records Commission, as specified in Sections 41-13-20 through 41-13-44 of the Code of Alabama 1975, to determine which state records, including the record copies of state publications, shall be permanently preserved because of their historical value.

Section 13. This act shall become effective immediately upon its passage and approval by the Governor, or upon its otherwise becoming a law.

10187

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One of the most important functions of the Alabama Department of Archives and History is to provide access to state agency records of historical, evidential, or legal value. State publications, first located in the Reference Division and later constituting a separate division, are presently considered and treated as state records. Justification for this classification stems from these reasons: the publications are a record of government, they provide a primary source for documenting the functions and activities of an agency, and large quantities of material may be accessed more quickly through archival methods.

Publications are arranged by the authoring agency and grouped into series, which are archivally defined as a group of records which are functionally related. A list of series titles is somewhat like the federal government's list of classes. Some series are authentic in the library sense of serials; e.g., annual reports, bulletins, and circulars. Other series are grouped artificially, either by function, as in planning and research documents or directories, or by subject, as in publications illustrating a specific activity pertaining to the agency. The classification of series also takes into account the names of the divisions of an agency, but publications are not subdivided by division because the divisions change frequently. Thus publications of the Bureau of Vital Statistics are shelved under the series title, Vital Statistics.

Series descriptions consist of a brief summary of the publications, including their function, content, and special features. Since 1986 the series have been entered into the

Research Libraries Information Network (RLIN), using the MARC Archival and Manuscripts Control (AMC) format. Access is provided through Library of Congress subject headings, form and genre headings, main entry and series title fields as well as through added entries for individual and corporate authors or subjects, and alternate, uniform, and serial titles, using AACR II rules.

Problems have arisen in defining a state agency and a state publication. Archives staff have tried to reconcile these questions through a compromise of library cataloging procedures and principles of archival provenance. An agency administrative history, which contains the legal authority for its creation, a description of its composition, responsibilities, and powers, and perhaps its relationship to other entities, helps to differentiate state agencies from preceding, succeeding, or independent bodies. State publications are defined similarly to the definition in the State Publications Depository Bill.

The finding aid manual consists of printouts of the series descriptions entered in RLIN. They are arranged alphabetically by authoring agency and then alphabetically by series title, corresponding to the shelf arrangement. If a classification system is developed, it will use a combination of agency letters and numbers similar to the SuDocs system, according to present planning. In addition to the RLIN system, shelf lists of series titles with inclusive dates will also provide access.

Visitors are welcome to tour the state records section and the Archives upon appointment with the Arrangement and

Description Division. The staff will also be pleased to demonstrate the RLIN system.

AK

AK93:B01

STATE OF ALASKA

WALTER J. HICKEL, GOVERNOR

DEPARTMENT OF EDUCATION

DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS

ALASKA STATE LIBRARY
P.O. BOX 110571
JUNEAU, ALASKA 99811 0571
PHONE (907) 465 2910
FAX (907) 465 2665 (LIBRARY)
(907) 465 2151 (DIRECTOR)

Karen R. Crane, Director

April 12, 1993

Margaret T. Lane
P.O. Box 3335
Baton Rouge, LA 70821

Dear Ms. Lane:

Please find enclosed two draft collection development policies for the Alaska State Library. This items are for use by the GODORT State and Local Documents Task Force Committee of Eight. The policies enclosed cover *Alaska State Publications* and *Local Alaska (Borough and Municipal) Publications*. Mike Mitchell, who used to handle State Publications, is compiling the general collection development policy for the State Library, so I am not sure how these policies will look when finalized.

I would like to revise the information supplied in the report of March 31, 1993. The Alaska Department of Natural Resources Division of Geological and Geophysical Services has just agreed to make their Public Data Files available as a State Publication. This means that my cataloger will shortly learn how to catalog diskettes and we will all learn how to handle electronic formats of information.

I hope that the policies are helpful. Please let me know if there is anything else I can do to help the Committee of Eight.

Sincerely,

Patience Frederiksen

Patience Frederiksen
Head, Government Publications

05-E8LH

AK93:B02

STATE OF ALASKA

DEPARTMENT OF EDUCATION

DIVISION OF LIBRARIES, ARCHIVES & MUSEUMS

WALTER J. HICKEL, GOVERNOR

ALASKA STATE LIBRARY
P. O. BOX 110571
JUNEAU, ALASKA 99811-0571
PHONE: (907) 465-2910
FAX: (907) 465-2665 (LIBRARY)
(907) 465-2151 (DIRECTOR)

Karen R. Crane, Director

February 25, 1993

Andrew F. Johnson
Government Publications Division
University of Washington Libraries FM-25
Seattle, WA 98195-0001

Dear Mr. Johnson:

Here is the material you requested on electronic information products and the collection development policy of the Alaska State Library regarding State Publications.

The State has produced databases, but at this time, there is no directory of these sources. A pilot project to create a sample directory of State-produced databases was started in 1992. Work is expected to continue on this project in 1993. I am not aware of any State agencies that have produced CD-ROMs.

The Alaska Department of Natural Resources Division of Geological and Geophysical Surveys has produced (since 1991) some Public Data Files on diskette. Since 1986, this Division has consistently asserted that Public Data Files are not publications, whatever the format. I have not been able to obtain Public Data Files for the depository program.

As for the collection development policy, I have on my desk the first two pages of just such a document. I am planning on completing this draft by March 19, 1993. The policy will be included in the larger collection development policy for the State Library, either as a portion of the complete document or as an appendix.

I was hoping to complete the collection development policy so I could respond positively to at least one of your requests. Let me know if you want a copy of the policy when I am done with the draft. By the way, who came up with the moniker, Committee of Eight? Sounds like an interesting group!

Sincerely,

Patience Frederiksen

Patience Frederiksen
Head, Government Publications

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AK86:H01

Alaska State Publications Distribution Center

MANUAL FOR DEPOSITORY LIBRARIES

Alaska Department of Education
Division of State Libraries & Museums
Pouch G
Juneau, Alaska 99811

1982

Alaska State Publications Distribution Center
manual for depository libraries. -- Juneau,
Alaska (Pouch G, Juneau 99811) : Alaska
Dept. of Education, Division of State
Libraries & Museums, 1982.
26 leaves in various foliations ; 28 cm.
Cover title.
1. Libraries, Depository--Alaska. 2.
Government publications--Library resources--
Alaska. I. Alaska. Division of State Libraries
and Museums.
Z675.D4A47

CONTENTS

I. The Alaska State Publications Distribution Center program

- Purpose
- Sequential list for distribution of State publications
- Alaska Depository Library contract
- State Publications Distribution Center standards for depositories
- State publications collection and distribution

II. State publications retention requirements

- Alaska Regional Research Libraries and Alaska Regional Resource Libraries
- Depository libraries other than regional research/resource libraries
- State publication groups defined with explanation on retention
- List of basic State publications for retention by depository libraries

III. Suggestions for processing State publications

- Check-in procedures and shipping list
- Organization of general State publications depository collection.

IV. Appendix

- IV-1. Legislation relating to State publications and data access: AS 14.56.090
- IV-2. Sample shipping list page
- IV-3. 1981 Biennial State Publications Depository Library Survey Form.

THE ALASKA STATE PUBLICATIONS DISTRIBUTION PROGRAM

Purpose

The State Library Distribution and Data Access Center exists by the authority of AS 14.56.090. (See appendix IV-1 and IV-2) Its purpose is to coordinate the collection, storage and access of all information produced by or for Alaska State agencies. Part of the Center's duties includes the distribution of published materials to depository libraries to facilitate and encourage economical and longstanding public access to this public information.

The State Publications Distribution Center, part of the Alaska State Library's documents program, has the statutory responsibility for collecting all studies, newsletters and other informational materials published or fiscally supported by Alaska State agencies and for then distributing these materials to libraries maintaining depository collections of these materials.

By distributing this minimal number of copies of each State publication to selected and contracted libraries, the State of Alaska is striving to assure the permanent availability and multiple use of State publications at minimal cost.

Depository libraries enter into a contract agreement to maintain and make available for use the State publications sent to them. Standards have been prepared to assist depository libraries in fulfilling the obligation of their depository status.

Visits to depository libraries by Staff members of the State Publications Distribution Center may be made to assist depository libraries in utilizing their depository material.

SEQUENTIAL LIST AND DISTRIBUTION OF STATE PUBLICATIONS

June 1981

1. ALASKA HISTORICAL LIBRARY (Juneau)
2. E.E. RASMUSON LIBRARY (University of Alaska, Fairbanks) **
3. UNIVERSITY OF ALASKA, ANCHORAGE, LIBRARY **
4. LIBRARY OF CONGRESS (Washington, D.C.)
5. ALASKA STATE LIBRARY (Juneau) **
6. Z.J. LOUSSAC (Anchorage) *
7. FAIRBANKS NORTH STAR BOROUGH LIBRARY *
8. ALASKA RESOURCES LIBRARY (Anchorage)
9. WASHINGTON STATE LIBRARY (Olympia)
10. KETCHIKAN PUBLIC LIBRARY
11. SHELDON JACKSON (Sitka)
12. NORTHWEST COMMUNITY COLLEGE LEARNING RESOURCES CENTER (Nome)
13. A. HOLMES JOHNSON LIBRARY (Kodiak)
14. KENAI COMMUNITY LIBRARY
15. KUSKOKWIM CONSORTIUM LIBRARY (Bethel)
16. NATIONAL LIBRARY OF CANADA (Ottawa)
17. CENTER FOR RESEARCH LIBRARIES (Chicago)
18. SEATTLE PUBLIC LIBRARY
19. UNIVERSITY OF WASHINGTON (Seattle)
20. UNIVERSITY OF ALASKA, JUNEAU

* Alaska Regional Resource Library
** Alaska Regional Research Library

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ALASKA DEPOSITORY LIBRARY CONTRACT

This agreement made this __________day of _________, 19 _____, by and between the State Publications Library Distribution Center of the Alaska State Library hereinafter called the "Center", and the _________________ ___________________Library, hereinafter called the "Depository".

WITNESSETH: WHEREAS, the legislature of the State of Alaska in 1970 enacted legislation as Chapter 2, SLA creating a State Publications Library Distribution Center within the State Library and

WHEREAS, under that law the Center is authorized to enter into depository contracts with any municipal, college or university library, any public library association, state library agencies, and the Library of Congress; and

WHEREAS; the ___________________________________Library is desirous of entering into such a contract;

NOW, THEREFORE, IT IS MUTUALLY AGREED AND UNDERSTOOD, that

(1) The Center shall publish an annual list of documents or other access tool

(2) The Center shall send documents on permanent deposit to the Depository in monthly shipments with shipping lists

(3) The Depository shall provide space to adequately house the publications in a manner approved by the Center

(4) The Depository shall provide an orderly systematic record of receipt of all documents from the Center and state publications to be retained shall be processed and shelved within thirty days after receipt.

(5) A Depository shall provide trained personnel to provide service to patrons of the depository in the use of such publications.

(6) The Depository agrees to make the documents readily available for public use.

(7) The Depository agrees to accept and maintain all publications specified for retention by the Center.

(8) The Depository agrees to inform the Center of all inquiries and special requests concerning state documents for libraries.

(9) The Depository agrees upon request to send to the Center the name of every state agency from which it is currently receiving publications.

(10) The Depository agrees to comply with all of the rules, regulations and standards adopted by the Alaska State Library for depository libraries.

The contract may be terminated by either party upon six (6) months written notice to the other party that said contract is to be terminated. Upon termination of the contract the Depository shall ship all documents to the Center or to such other Depositories as may be specified by the Center.

In signing this contract the ______________________________ Library makes application to become a Depository of Alaska State Publications.

Dated this __________ day of __________, 19____

By: _________________________________
Librarian

____
Library

____
Address

Approved for ________________________ Depository

By: ______________________________________
Director, Division of State Libraries

____
Date

I-4

STATE PUBLICATIONS LIBRARY DISTRIBUTION CENTER

Standards

1. Alaska depository libraries are all complete depositories. Any other library in the state may request specific state documents from the State Library, and these will be furnished whenever available. A complete depository is to be sent one copy of every available state publication.

2. Any municipal, college or university library, any public library association, state library agencies, and the Library of Congress, may be designated as a depository provided that all other qualifications are met. The State Library will take into consideration the geographical location of the applying library for ease of access to residents in all areas of the State.

3. Any library designated as a depository, shall agree to the following conditions, with the understanding that failure to comply with any one condition is sufficient ground for cancellation of the contract between the State and the library.

   a. Provide space to house the publications with adequate provisions for expansion. State publications do not need to be maintained in a separate collection unless the receiving library prefers to do so. Housing in a vertical file rather than on shelves is acceptable for appropriate pamphlet-type materials.

   b. Provide an orderly, systematic recording of documents received and retained.

   c. Determine, process and shelve all state publications to be retained within 30 days after receipt of the material.

   d. Provide trained personnel to render satisfactory service without charge to patrons in the use of such publications. This librarian need not spend full time on state publications.

   e. Dispose of publications only in accord with retention requirements determined by the State Library after general consultation.

   f. Accept and maintain all publications specified for retention.

   g. Library rules must assure that the documents are available for public use and circulations, unless for some unusual reason it becomes necessary to restrict use.

STATE PUBLICATION DISTRIBUTION CENTER -- RESPONSIBILITIES AND FUNCTIONS

The Center is responsible for collecting and distributing Alaska State publications to depository libraries in a timely manner. The Center has identified three source types of State publications: publications produced by the State printing facilities in Anchorage and Juneau, publications printed by private printers contracted by State agencies, consultant reports published as an adjunct to professional services/consulting contracts. To assure collection of these 3 categories of publications, a printing pick-up arrangement with the Central Duplicating facilities in Anchorage and Fairbanks has been established. Arrangements have been made with the Alaska Division of General Services and Supply to send a copy of private printing contracts and the Alaska Division of Finance has included the depository publications quota in its professional services, i.e., consultant/contract regulations. The depository program has been endorsed by the Governor's Management and Efficiency Review as a cost-effective program.

A State publications survey form is now a required part of State agencies' budget request submissions to the Division of Budget and Management. The Division recognizes the value of a publications survey in assessing the current performance and accessibility of State agencies. This survey can assure the cooperation of agencies in providing the State Library a comprehensive annual listing of their publications in a timely manner.

Another category of publications are those of the University and an agreement has been made to coordinate receipt and distribution with the University Publications Distribution Center. The University has assumed Alaska Library Network cataloging responsibility for University publications, while the State Library has this responsibility for other Alaska State publications.

After the depository quota of (20) copies of a particular publication are received, they are manually shelflisted by agency. The State Publications Distribution Center automatically requests missing copies for State publications initially received in less than 20 copies. The exact number of copies received is listed, so that the distribution sequence can be completed as soon as the missing copies are received. [Confidential publications are not distributed, and publications intended for public distribution may be witheld until their official release date.] Some very large publications may be produced in very limited numbers and the Center tries to be reasonable in its demands while emphasizing the depository obligation. In this climate of budgetary consciousness, forcing agencies to exhaust or significantly increase their publication budgets is both unfeasible and impractical.

Once shelflisted, two copies of each title are sent to Technical Services for classification and for cataloging into the Washington Library Network (WLN). These two copies are then distributed to the Historical Library's non-circulating collection and to the State Library's circulating documents collection. The other copies are placed in the depository shipment bins for distribution to depositories.

At a scheduled time each month, the shelflist cards of the titles received during that month are used to produce a monthly shipping list to accompany the shipment of State publications to depository libraries. Publication copies distributed in less than the complete 20-copy quota have their receiving libraries specified using the unique Alaska Depository Library numbers. Print-outs of the WLN cataloging are keyed to the shipping list and are also enclosed with the shipments. (See example page of shipping list in Appendix)

II. STATE PUBLICATION RETENTION REQUIREMENTS.

Alaska Regional Research Libraries and Resource Libraries

The backbone of the Alaska Library Network concept is composed of the Alaska Regional Research Libraries and Resource Libraries. These libraries are indicated on the "Sequential List for Distribution of State Publications."

The regional research and resource libraries are expected to maintain everything distributed to them, in keeping with their central role of support services for other Alaska libraries.

Depository Libraries Other Than Regional Research and Resource Libraries.

Space limitations and other factors led to a review of publications and preparation of a basic list that all depository libraries are to maintain. Minimum retention requirements for depository libraries are included in this section. These are only minimum requirements and depository libraries are encouraged to retain as much depository material as possible relevant and timely to their community information needs. These minimum requirements shall be reviewed and revised on a periodic basis.

State Publication Groups Defined with Explanation on Retention and Checklist Symbol.

Several categories have been established for retention.

1. Permanent. (Pm)
2. Serial-documents issued at recurring times.
    Retention group 1 -- latest. (S1)
    Retention group 2 -- current and previous 2 years' editions. (S2)
3. Periodical -- select group to be put on microfiche. (P1)

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LIST OF BASIC STATE PUBLICATIONS FOR RETENTION BY DEPOSITORY LIBRARIES

PERMANENT RETENTION (All issues to be kept permanently)

Administrative Orders. (Governor) These administrative directives vary in subject, but have considerable influence over the conduct of Alaska State Government. [KFA1230.A4]

Alaska Blue Book. (Education/State Library) This is the basic indexed compendium of general reference information concerning the State of Alaska. Some important feature articles are not repeated, so it is wise to retain all issues. Copies are sold by the State Library at $7.50. [JK2409.A4]

Alaska's 1980 Population: A Preliminary Look. (Labor/Research & Analysis) This is a succinct compendium of the most important Alaska population information already gleaned from the 1980 Census. [HA233.H37 1981]

Alaska, Report of Performance. (Governor/Policy Development & Planning) This annual publication is a compilation of the annual reports of the various State agencies for a given year. [JK9538 1979 .A429]

Alaska Sea Grant Reports. (University/Sea Grant Program) These reports are concerned with practical studies of Alaska's seas and coasts. [Various numbers -- mostly in the SH's]

Alaska Session Laws. (Legislature/Legislative Affairs) These are the individual laws as they are passed by the Legislature. They are currently distributed by the State Library on an annual basis at $35.00 per set. [KFA1225.A3]

Alaska's Fish and Wildlife Habitat. (Fish & Game) This is a two-volume wildlife atlas which maps the geographical ranges of Alaska's fish and wildlife. [G1531.D4A4]

Alaska's Fisheries Atlas. (Fish & Game/Commercial Fisheries) This is a more detailed two-volume atlas to the productive concentrations of fish in Alaska waters. [QL616.A45]

Atlas of the Ketchikan Region. (Community & Regional Affairs/Community Planning) This is an in-depth geographical, economic and social examination of Ketchikan and its environs. It is similar in format and type of subject to the regional profiles. [GB126.A4M35]

Audio Cassette Catalog. (Education/State Library) This catalog lists the taped lectures and music available to prospective Alaska borrowers. [Z5814.V8A43]

Film Catalog. (Education/State Library) This is a subject and title index of 16mm films freely circulated to Alaskans for public, educational & individual use. [Z5784.M9J9]

Final Status of Bills, Bill History and Journal Index. (Legislature) These reference tools enable the searcher to identify pieces of legislation by subject, number or sponsor whether or not the bills are ever passed into law. They are cumulated at the end of each (two-year) Legislature. [KFA1215.A5]

Geologic and Geochemical Reports. (Natural Resources/Geological & Geophysical Surveys) These technical reports are on various subjects relevant to Alaska's steadily growing mining and oil industry.

PERMANENT RETENTION. (Cont.)

Historical Library Monographs. (Education/State Library) These are an irregular series of monographs on selected historical topics. Series currently includes: 1. The Alaska salmon trap: its evolution, conflicts and consequences. 2. Education in Russian Alaska. 3. Subject index to THE ALASKAN, 1885-1907; a Sitka Newspaper. 4. A guide to Alaska's newspapers. 5. A guide to Alaska Native corporation publications. 6. The Southeast Alaska salmon fishery. 7. Historic settlements along the Kuskokwim River, Alaska, by Wendell H. Oswalt.

History and Archeology Series - Miscellaneous Publications. (Natural Resources/Parks) These publications cover a variety of subjects such as, for example, Alaska roadhouses.

Institute of Social and Economic Research Reports. (University) These reports are concerned with various social, economic and governmental aspects of Alaska life.

Institute of Marine Science Reports. (University) These research reports are also concerned with Alaska seas and coasts.

Institute of Water Resources Reports. (University) These research reports are concerned with Alaska water quality and quantity.

Kadyak: A Background for Living. (University/Arctic, Environmental Information and Data Center) This is a detailed study of the Kodiak area which is similar in format to the regional profiles described below. [F912.K8B8]

Regional Profiles of Alaska. (Joint Federal-State Land Use Planning Commission for Alaska) Each of the six, large volumes in this set covers a specific region Alaska: geographically, socially and economically. [HC108.A45A4]

Some Books about Alaska Received. (Education/State Library) This annual booklet lists Alaska-related books acquired by the Alaska Historical Library. Annotations are provided. [016.9798A11s]

State and Local Publications Received. (Education/State Library) A 1964-74 "ten-year" cumulation, the annual editions for 1975-77 and a 1977-published supplemental list are available in microfiche format now. These lists are useful to scan Alaska State publications on an agency/subject basis. Their publication has been indefinitely suspended due to staff-time shortages. [Z7161.A23A4]

Summary of Alaska Legislation. (Legislature) This booklet summarizes all of the State legislation passed into law during a particular Session. [345.22A11s]

University of Alaska Library Occasional Papers. (University) These publications can be bibliographies, lists of municipal publications, compilations of Alaska place names, etc..

SERIAL (Retention Group 1) Latest/Updated edition, only, to be kept.

Alaska Administrative Code. (Lieutenant Governor) These regulations governing the administration of laws, funds, etc., are promulgated by State agencies in conformity to the intent, spirit and text of the law as it is passed. [KFA1235.A235

Alaska Annual Planning Information. (Labor/Research & Analysis) This is a compilation of statistical information relevant to planning in Alaska business or government. [HD5701.A43]

Alaska Disaster Plan. (Military Affairs/Emergency Services) This binder should be up-to-date and always ready for emergency use. [HV555.U6A65]

Alaska Education Directory. (Education) This is a listing of the addresses, telephone numbers and professional positions of the staffs of Alaska school districts and individual schools. [L903.A4A3]

Alaska Fishing and Hunting Regulations. (Fish & Game) Regulations for commercial fishing, sport fishing and hunting should be on hand for referencing. [799A11a]

Alaska Resource Development Directory. (University/Cooperative Extension Service) This directory lists the major government and private agencies providing public services to Alaska citizens. [F902.5.A35]

Alaska State Aid Catalog. (Community & Regional Affairs) Lists State-funded assistance programs for prospective applicants. These programs should acquire increasing importance, considering the cutbacks in the Federal budget. [350.8A11a]

Alaska Statistical Review and General Information. (Division of Economic Enterprise) This is a 1980 compilation of key statistical indicators of Alaska's social and economic conditions and trends. [HA231.A4]

Alaska Statutes. (Legislature) Actually sold by the Michie Co., these are special binders containing the codified, indexed and annually updated version of Alaska's laws. [KFA1230.A3]

Alaska Union List of Serials. (University/Rasmuson Library) This is a location listing of all the magazines received by virtually all Alaska libraries. It is invaluable in locating magazines for local patron referrals or interlibrary loan.

Alaska Vessel Register. (Commercial Fisheries Entry Commission) This lists Alaska (fishing) vessels by their Coast Guard and Alaska Department of Fish & Game registry numbers, by operator and by vessel name. [HE566.F57A4]

Board and Commissions. (Office of the Governor) This is a listing of all the Boards, commissions and committees affiliated with Alaska State government. The statutory authorization membership (including mailing addresses) and liaison State agency are provided. [HD7824.U5A46]

Business License Directory. This lists Alaska businesses by product or service category and then by city. [HF5035.A4B8]

Constitution of the State of Alaska. (Lieutenant Governor) This is Alaska's first State Constitution, as amended since its composition. [KFA1606 1956.A335]

Corporate Directory. (Commerce/Banking and Corporations) This is a listing of [HG4057.A6A4a]

SERIAL (Retention Group 1) Latest/Updated edition, only, to be kept.

Alaska Administrative Code. (Lieutenant Governor) These regulations governing the administration of laws, funds, etc., are promulgated by State agencies in conformity to the intent, spirit and text of the law as it is passed. [KFA1235.A235

Alaska Annual Planning Information. (Labor/Research & Analysis) This is a compilation of statistical information relevant to planning in Alaska business or government. [HD5701.A43]

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Alaska Vessel Register. (Commercial Fisheries Entry Commission) This lists Alaska (fishing) vessels by their Coast Guard and Alaska Department of Fish & Game registry numbers, by operator and by vessel name. [HE566.F57A4]

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Business License Directory. This lists Alaska businesses by product or service category and then by city. [HF5035.A4B8]

Constitution of the State of Alaska. (Lieutenant Governor) This is Alaska's first State Constitution, as amended since its composition. [KFA1606 1956.A335]

Corporate Directory. (Commerce/Banking and Corporations) This is a listing of [HG4057.A6A4a]

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SERIAL Latest/updated edition, only, to be kept. (Cont.)

registered corporations. Foreign and nonprofit corporations are included, although not separately listed.

Current Research Profile for Alaska. (University) This lists research projects underway throughout Alaska. [333.1016/All1c]

Directory of Municipal Officials. (Community & Regional Affairs) This is a listing of elected and appointed Alaska city and borough government officials, along with their addresses and telephone numbers. [KFA1653.Z9A43]

Directory of Permits. (Environmental Conservation) This is a valuable reference information source which is intended to assist citizens in knowing their permit requirements and sources. [KFA1680.Z9A44]

Directory of Postsecondary Educational Institutions in Alaska. (Education/Postsecondary Education Commission) This is an annotated listing of all of the many postsecondary education programs available in Alaska -- from modeling schools to graduate level university coursework. [L903.A4D5]

Driver's Manual, State of Alaska. (Public Safety) This gives regulations and advice for Alaska drivers. [629.213A11a]

Establishing a Business in Alaska. (Commerce/Economic Enterprise) This is a general information handbook for prospective Alaska businessmen. [HF5065.A4A42]

Directory of State Officials. (Legislature/Legislative Affairs) This lists (by agency) the addresses and telephone numbers of important Alaska State officials, legislators and U.S. Congressional representatives. [353.9A11d]

Information Circulars. [Each Title]. (Natural Resources/Geological & Geophysical Surveys) These are topical information summaries and bibliographies concerned with such diverse matters as "Proper Claim Staking in Alaska" and "Mining Laws Applicable in Alaska." [622A11i]

Occupational Safety and Health Standards. [Each title] (Labor/Occupational Safety and Health) Safety regulations for various kinds of industry, construction, electrical work, lumbering, etc.. [various nos.]

University of Alaska Catalogs of Courses. (University) These list course offerings for the University of Alaska's various campuses. [378.9J/A11c]

SERIAL (Retention Group 2) Current year's and previous 2 years' editions.

APUC List of Hearings Transcripts. (Commerce/Public Utilities Commission) These are listings of the frequent hearings held by the Commission over rate changes. [HD2767.A4A467]

Annual Financial Report. (Administration/Finance) This gives a year-end accounting of our State government's financial transactions and condition. [HJ11.A426]

Budgets.
  Executive Budget: This budget is the initial budget compiled from the agency budget request submissions to the Governor's Office of Budget and Management. It is often called "The Governor's Budget." [HJ2053.A4A6]
  Free Conference Committee: This is the budget after the final step of the legislative process. [HJ2053.A4A4]

3-Year Local Service Roads and Trails Program, (yrs.). This is a planning prospectus of Alaska land transportation routes. (Transportation) [TE24.A4A46]

PERIODICAL   All papercopy issues to be kept until replaced by microform copies.

Alaska Seas and Coasts. (University/Sea Grant Program) This bimonthly newsletter provides public awareness articles on topics concerned with marine science and fisheries in Alaska waters. [SH11.A73]

Economic Trends. (Labor/Research & Analysis Section) This monthly publication statistically profiles selected and timely Alaska topics such as a capital move's impact. [331.11A]

Northern Engineer. (University/Geophysical Institute) This quarterly publication provides well-illustrated articles on Alaska-related technical subjects such as solar energy applications for Arctic living. [620.005N81]

Northwater (University/Institute of Water Resources) This is a current awareness newsletter concerned with Alaska water resources. [PN4784.N5W3]

Review of Social and Economic Conditions. (University/ISER) This quarterly analyzes specific social and economic subjects to great depth. [HC107.A4A55]

ALPHABETICAL LISTING OF SUGGESTED MINIMUM RETENTION TITLES

APUC LIST OF HEARINGS TRANSCRIPTS. (Commerce/Public Utilities Commission)
Serial 2: Current and previous 2 years' editions. [HD2767.A4A467]

ADMINISTRATIVE ORDERS. (Governor)
Permanent retention: of all editions, volumes, titles, etc. [KFA1230.A4]

ALASKA ADMINISTRATIVE CODE. (Lieutenant Governor)
Serial 1: Latest/updated edition, only, to be kept. [KFA1235 1973.A235]

ALASKA ANNUAL PLANNING INFORMATION. (Labor/Research & Analysis)
Serial 1: Latest/updated edition, only, to be kept. [HD5701.A43]

ALASKA BLUE BOOK. (Education/State Library)
Permanent retention: of all editions, volumes, titles, etc.. [JK2409.A4]

ALASKA DISASTER PLAN. (Military Affairs/Emergency Services) [HV555.U6A65]
Serial 1: Latest/updated edition, only, to be kept.

ALASKA EDUCATION DIRECTORY. (Education)
Serial 1: Latest/updated edition, only, to be kept. [L903.A4A3]

ALASKA FISHING AND HUNTING REGULATIONS. (Fish and Game)
Serial 1: Latest/updated edition, only, to be kept. [799A11a]

ALASKA, REPORT OF PERFORMANCE. (Governor/Policy Development & Planning)
Permanent retention: of all editions, volumes, titles, etc.. [JK9538 1979 .A429]

ALASKA RESOURCE DEVELOPMENT DIRECTORY. (University/Cooperative Extension Service)
Serial 1: Latest/updated edition, only, to be kept. [F902.5.A35]

ALASKA SEA GRANT REPORTS. (University/Sea Grant Program)
Permanent retention: of all editions, volumes, titles, etc.. [Mostly in SH's]

ALASKA SEAS AND COASTS. (University/Sea Grant Program)
Periodical: Paper copies to be kept until replaced by microform. [SH11.A73]

ALASKA SESSION LAWS. (Legislature/Legislative Affairs)
Permanent retention: of all editions, volumes, titles, etc.. [KFA1225.A3 (yr.)]

ALASKA STATE AID CATALOG. (Community & Regional Affairs)
Serial 1: Latest/updated edition, only, to be kept. [350.8A11a]

ALASKA STATISTICAL REVIEW AND GENERAL INFORMATION. (Division of Economic Enterprise)
Serial 1: Latest/updated edition, only, to be kept. [HA231.A4]

ALASKA STATUTES. (Legislature)
Serial 1: Latest/updated edition, only, to be kept. [KFA1230 1962 .A3]

ALASKA UNION LIST OF SERIALS. (University/Rasmuson Library)
Serial 1: Latest/updated edition, only, to be kept.

ALASKA VESSEL REGISTER. (Commercial Fisheries Entry Commission)
Serial 1: Latest/updated edition, only, to be kept. [HE566.F57A4]

ALASKA'S FISH AND WILDLIFE HABITAT. (Fish and Game)
Permanent retention: of all editions, volumes, titles, etc.. [G1531.D4A4]

ALASKA'S 1980 POPULATION: A PRELIMINARY LOOK. (Labor/Research & Analysis)
Permanent retention: of all editions, volumes, titles, etc.. [HA233.H37 1981]

ANNUAL FINANCIAL REPORT. (Administration/Finance)
Serial 2: Current and previous 2 years' editions. [HJ11.A426]

ATLAS OF THE KETCHIKAN REGION. (Community & Regional Affairs/Community Planning)
Permanent retention: of all editions, volumes, titles, etc.. [GB126.A4M35]

AUDIO CASSETTE CATALOG. (Education/State Library)
Permanent retention: of all editions, volumes, titles, etc.. [Z5814.V8A43]

BOARDS AND COMMISSIONS. (Office of the Governor)
Serial 1: Latest/updated edition, only, to be kept. [HD7824.U5A46]

BUDGETS. (Budget & Management) (Legislature)
Serial 2: Current and previous 2 years' editions. [HJ2053.A4A6]

BUSINESS LICENSE DIRECTORY. (Revenue)
Serial 1: Latest/updated edition, only to be kept. [HF5035.A4B8]

CONSTITUTION OF THE STATE OF ALASKA. (Lieutenant Governor)
Serial 1: Latest/updated edition, only, to be kept. [KFA1606 1956 .A335]

CORPORATE DIRECTORY. (Commerce/Banking & Corporations)
Serial 1: Latest/updated edition, only, to be kept. [HG4057.A6A4a]

CURRENT RESEARCH PROFILE FOR ALASKA. (University)
Serial 1: Latest/updated edition, only, to be kept. [330.1016/A11c]

DIRECTORY OF MUNICIPAL OFFICIALS. (Community & Regional Affairs)
Serial 1: Latest/updated edition, only, to be kept. [KFA1653.Z9A43]

DIRECTORY OF PERMITS. (Environmental Conservation)
Serial 1: Latest/updated edition, only, to be kept. [KFA1680.Z9A44]

DIRECTORY OF POSTSECONDARY EDUCATIONAL INSTITUTIONS IN ALASKA. (Education/Postsecondary Education Commission)
Serial 1: Latest/updated edition, only, to be kept. [L903.A4D5]

DIRECTORY OF STATE OFFICIALS. (Legislature/Legislative Affairs.
Serial 1: Latest/updated edition, only, to be kept. [353.9A11d]

DRIVER'S MANUAL. (Public Safety)
Serial 1: Latest/updated edition, only, to be kept. [629.213A11a]

ECONOMIC TRENDS. (Labor/Research & Analysis)
Periodical: Paper copies to be kept until replaced by microform. [HD8053.A4A44]

ESTABLISHING A BUSINESS IN ALASKA. (Commerce/Economic Enterprise)
Serial 1: Latest/updated edition, only, to be kept. [HF5065.A4A42]

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FILM CATALOG. (Education/State Library)
Permanent retention: of all editions, volumes, titles, etc.. [Z5784.M9J9]

FINAL STATUS OF BILLS, BILL HISTORY AND JOURNAL INDEX. (Legislature)
Permanent retention: of all editions, volumes, titles, etc.. [KFA1215.A5]

FISHERIES ATLAS. (Fish & Game/Commercial Fisheries)
Permanent retention: of all editions, volumes, titles, etc.. [QL616.A45 v.(no.)

GEOLOGIC AND GEOCHEMICAL REPORTS. (Natural Resources/Geological & Geophysical Surveys)
Permanent Retention: of all editions, volumes, titles, etc..

HISTORICAL LIBRARY MONOGRAPHS. (Education/State Library)
Permanent retention: of all editions, volumes, titles, etc.. [various nos.]

INSTITUTE OF MARINE SCIENCE REPORTS. (University)
Permanent retention: of all editions, volumes, titles, etc.. [various nos.]

INSTITUTE OF SOCIAL & ECONOMIC RESEARCH REPORTS. (University)
Permanent retention: of all editions, volumes, titles, etc.. [various nos.]

INSTITUTE OF WATER RESOURCES REPORTS. (University)
Permanent retention: of all editions, volumes, titles, etc.. [various nos.]

KADYAK: A BACKGROUND FOR LIVING. (University/AEIDC)
Permanent retention: of all editions, volumes, titles, etc.. [F912.K838]

NORTHERN ENGINEER. (University/Geophysical Institute)
Periodical: Paper copies to be kept until replaced by microform. [620.005N81]

NORTHWATER. (University/Institute of Water Resources)
Periodical: Paper copies to be kept until replaced by microform. [PN4784.N5W3]

OCCUPATIONAL SAFETY AND HEALTH STANDARDS. (Labor)
Serial 1: Latest/updated edition, only, to be kept. [KFA1535.A433A3]

REGIONAL PROFILES OF ALASKA. (Joint Federal-State Land Use Planning Commission for Alaska)
Permanent retention: of all editions, volumes, titles, etc.. [HC108.A45A4]

REVIEW OF SOCIAL AND ECONOMIC CONDITIONS. (University/ISER)
Periodical: Paper copies to be kept until replaced by microform. [HC107.A4A55]

SOME BOOKS ABOUT ALASKA RECEIVED. (Education/State Library)
Permanent retention: of all editions, volumes, titles, etc.. [016.9798A11s]

STATE & LOCAL PUBLICATIONS RECEIVED. (Education/State Library) [Z7161.A23A4]
Permanent retention: of all editions, volumes, titles, etc..

SUMMARY OF ALASKA LEGISLATION. (Legislature)
Permanent retention: of all editions, volumes, titles, etc.. [345.22A11s]

THE 3-YEAR LOCAL SERVICE ROADS AND TRAILS PROGRAM. (Transportation)
Serial 2: Current and previous 2 years' editions. [TE24.A4A46]

UNIVERSITY OF ALASKA CATALOGS OF COURSES. (University)
Serial 1: Latest/updated edition, only, to be kept. [378.9J/All1c]

UNIVERSITY OF ALASKA LIBRARY OCCASIONAL PAPERS. (University)
Permanent retention: of all editions, volumes, titles, etc.. [various nos.]

III. SUGGESTIONS FOR PROCESSING STATE PUBLICATIONS

Check-in Procedures and the Shipping List

Any depository shipment box(es) of publications should arrive stamped "STATE PUBLICATIONS DEPOSITORY SHIPMENT."

1. Locate the shipping lists and cataloging information in the shipment. Pay close attention to the explanation of symbols accompanying the titles in the shipping list. (See Appendix IV-4.)
2. Check publications received with the "List of Basic Publications for Retention by Depository Libraries."
3. On the shipping list, put a check mark next to each item received in the shipment and a second mark to indicate if it's on the mandatory retention list. Color marking pens work well for this, using one color to check the list as received and another color to show permanent retention.
4. Indicate on the shipping list other items you select for your library's needs.
5. Write on each document "Permanent" or date it can be discarded, if you wish.

Organization of Depository Collection.

As long as you can quickly determine whether or not you do have a specific Alaska State publication title, any shelflisting or cataloging is left entirely up to you. Examples of arrangement are:

1. Alphabetical by branch (Executive, Judicial, Legislative), department, division and then by title.

   Note: This system is convenient for browsing the publications of a specific agency. Since most agencies are subject-oriented, this provides some subject arrangement. With large quantities of publications this system becomes less manageable.
2. Library of Congress Classification for publications is on the shipping list

list if you wish to organize by this number in your library collection, or within a documents section.

3. State publication periodicals, such as ALASKA FISH TALES AND GAME TRAILS MAY BE DISPLAYED WITH MAGAZINE FILES.

4. The following State publications are important for basic reference. You may want to include them -- and others -- with your main reference material.

   Alaska Blue Book
   Directory of Municipal Officials
   Regional Profiles of Alaska
   Alaska's 1980 Population
   Directory of Permits
   Alaska State Aid Catalog
   Alaska Library Network Catalog
   Alaska Union List of Serials
   Business License Directory
   Corporate Directory

5. The monthly depository shipping lists can be displayed for public examination. The public has shown great interest in these monthly updates of recent State publications distributed.

APPENDICES

IV-1. AS 14.56.090

IV-2. Sample Shipping List Page

IV-3. 1981 Biennial State Publications Depository Survey

Article 2. State Library Distribution and Data Access Center.

Section
90. State library distribution and data access center established
100. Duties of center
110. Regulations
120. Deposit of publications and research data
123. Liaison with center
125. Summaries and indices
130. Other documents required of state agencies

Section
135. Efficiency and computerization
140. Repealed
150. Depository library contracts
160. Depository library designations
170. Limited distribution of state publications and research data
180. Definitions

Sec. 14.56.090. State library distribution and data access center established. There is established in the state library the state library distribution and data access center. (Sec. 1 ch 2 SLA 1970; am Sec. 2 ch 27 SLA 1979)

Sec. 14.56.100. Duties of center. The state library distribution and data access center shall, in cooperation with federal, municipal, and private data collection and research efforts, promote the establishment of an orderly depository library and data index distribution and access system (Sec. 1 ch 2 SLA 1970; am Sec. 3 ch 27 SLA 1979)

Sec. 14.56.110. Regulations. The Department of Education shall adopt regulations necessary to carry out the provisions of secs. 90 — 180 of this chapter. (Sec. 1 ch 2 SLA 1970)

Sec. 14.56.120. Deposit of publications and research data. (a) Each state agency shall deposit, upon release, at least four copies of each of its state publications in the center Additional copies of each publication may be requested by the center for deposit in quantities necessary to meet the needs of the depository library system and to provide inter-library service to those libraries not having depository status.

(b) Each state agency shall notify the center of the creation of all data published or compiled by or for it at public expense and provide for its accessibility through the center, unless the data is protected by the constitutional right to privacy or is of a type stated by law to be confidential or the agency is otherwise prohibited by law from doing so.

(c) The center is also a depository for publications of municipalities and regional educational attendance areas, including surveys and studies produced by a municipality or regional educational attendance area or produced for it on contract. Four copies of each publication produced for a municipality or regional educational attendance area may be deposited with the center for record and distribution purposes.

(d) Each municipality or regional educational attendance area may notify the center of the creation of all data published or compiled by or for it at public expense and provide for its accessibility through the center, unless the data is protected by the constitutional right to privacy or is of a type stated by law to be confidential or the municipality or regional educational attendance area is otherwise prohibited by law from doing so.

(e) When research project or study is conducted for a person by a state agency, a municipality, or a regional educational attendance area, even though no state funding is involved, the state agency, municipality or regional educational attendance area shall request that person for permission to make copies of its final report available to the center under AS 14.56.090 — 14.56.180. If permission is granted, the report shall be deposited with the center

(Sec. 1 ch 2 SLA 1970; am Sec. 4 ch 27 SLA 1979)

14.56.123. Liaison with center. Each state agency shall and each municipality and regional educational attendance area may designate one of its employees to be responsible for depositing the materials and information specified in AS 14.56.120. (Sec. 5 ch 27 SLA 1979)

Sec. 14.56.125. Summaries and indices. (a) Upon notification of the creation of data under AS 14.56.120, a state agency shall and a municipality or regional educational attendance area may prepare an abstract or summary of it.

(b) The center shall prepare and keep current an index of all publications and data abstracts or summaries on file and shall publish and distribute that index regularly to contracting depository libraries and to other Alaska libraries upon request. (Sec. 5 ch 27 SLA 1979)

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Sec. 14.56.130. Other documents required of state agencies. Upon the request of the center, a state agency shall furnish the center with a complete list of its current state publications, data published or compiled by or for it at public expense, and a copy of its mailing or exchange lists. However, data which is protected by the constitutional right to privacy or is of a type stated by law to be confidential or which the agency is otherwise prohibited by law from distributing may not be furnished to the center. (Sec. 1 ch 2 SLA 1970; am Sec. 6 ch 27 SLA 1979)

Sec. 14.56.135. Efficiency and computerization. The center shall, to the extent practicable, avoid duplication, coordinate its activities with other state agencies charged with record-keeping functions, and employ computerization to compile or organize research data and other materials. (Sec. 7 ch 27 SLA 1979)

Sec. 14.56.140. Repealed. (Sec. 11 ch 27 SLA 1979)

Sec. 14.56.150. Depository library contracts. The center may enter into depository contracts with municipal, regional educational attendance area, university or community college libraries, public library associations, state library agencies, the Library of Congress, and other state and federal library systems. The requirements for eligibility to contract as a depository library shall be established by the Department of Education upon the recommendation of the state librarian and shall include and take into consideration the type of library, its ability to preserve publications or data and to make them available for public use, and the geographical location of the library for ease of access to residents in all areas of the state. (Sec. 1 ch 2 SLA 1970; am Sec. 8 ch 27 SLA 1979)

Sec. 14.56.160. Depository library designations. Libraries may be designated as either "complete depository" or "selective depository." A complete depository library shall be sent one copy of every state publication. A selective depository library shall be sent one copy of every publication from the specific state agencies it designates. (Sec. 1 ch 2 SLA 1970)

Sec. 14.56.170. Distribution of state publications and research data. The center may not engage in general public distribution of either (1) state publications or lists of publications or (2) the index of publications and research data. However, unless expressly prohibited by law, the center shall make available to any person, upon request and under procedures established by it, publications, summaries, research data, indices, and other materials in its possession. Reasonable fees for reproduction or printing costs and for mailing and distribution of materials may be charged by the center. (Sec. 1 ch 2 SLA 1970; am Sec. 9 ch 27 SLA 1979)

Sec. 14.56.180. Definitions. In AS 14.56.090 — 14.56.180, unless the context otherwise requires,

(1) "center" means the state library distribution and data access center.

(2) "state agency" includes state departments, divisions, agencies, boards, associations, commissions, corporations and offices, and the University of Alaska and its affiliated research institutes;

(3) "municipal" and "municipality" includes cities and organized boroughs of every class, including municipalities unified under AS 29.68.240 — 29.68.440;

(4) "state publication" includes any official document, compilation, journal, bill, law, resolution, bluebook, statute, code, register, pamphlet, list, book, report, study, hearing transcript, leaflet, order, regulation, directory, periodical or magazine issued or contracted for by a state agency determined by the state librarian to be appropriate for retention in the center;

(5) "research data" or "data" means a representation of facts, concepts or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or by automatic means which was prepared to serve as a basis for reasoning, calculation, discussion or decision and which is determined appropriate for indexing by the state librarian.

(Sec. 1 ch 2 SLA 1970; am Sec. 10 ch 27 SLA 1979)

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ALASKA DEPARTMENT OF EDUCATION
DIVISION OF STATE LIBRARIES AND MUSEUMS

STATE AND LOCAL PUBLICATIONS RECEIVED, DECEMBER 1981

C = Copies of Washington Library Network cataloging information print-outs for this item are enclosed and should be keyed to this shipping list by the circled letter appearing to the left of this item's entry.

% = Items distributed in less than 20 copies with no hope of additional copies being distributed in the future - usually because its authoring agency has exhausted its stock.

* = Item distributed in less than 20 copies either for the first time with the possibility of additional copies being distributed in the future or as a supplemental distribution of additional copies. Look for the Alaska Depository Library number in brackets [ADL#] to the right of the title to determine whether or not your library is among those depository libraries actually receiving copies of the indicated publication in this shipment.

Pm, Pl, S1, S2 = Item is on a minimum retention list as a permanent, periodical, serial (of current, plus 1 years) and serial (of current, plus 2 years) retention item.

A Library of Congress or Dewey Decimal classification number already being used in the Historical Library for a previously cataloged serial publication is given at the end of the publication's shipping list entry.

DEPARTMENT OF ADMINISTRATION:

ALASKA COUNCIL ON SCIENCE & TECHNOLOGY.

[Committee reports]. (Title). Juneau, 1981.
Living resources and habitat protection, research priorities and recommendations.
Q180.U5A47

DIVISION OF DATA PROCESSING.

Customer services bulletin. Holiday issue. Juneau, 1981. JK549.A8C85

DIVISION OF GENERAL SERVICES & SUPPLY.

% Contract award manual amendment no. 27. Juneau, 1981. (Irregular) [ADL 1,2,3,5,6]
351.71/All c

DIVISION OF RETIREMENT & BENEFITS.

PERS newsbreak. No. 7. Juneau, 1981. JK9560.P4P43 (Semi-annual)

PUBLIC DEFENDER AGENCY.

Report, Public Defender Agency, July 1, 1980 to June 30, 1981. Juneau, 1981. (Annual)
KFA1778.A85

DEPARTMENT OF COMMERCE AND ECONOMIC DEVELOPMENT:

ALASKA POWER AUTHORITY.

Black Bear Lake project feasibility report, by Harza Engineering Company, and CH2M-Hill Northwest, Inc.. Anchorage, 1981. 2v TK1425.P75B55

____________________ (Depository Library's Name)

____________________ (Depository Librarian's Name)

____________________ (Depository Librarian's Staff Title)

____________________ (Library's Mail Address)

____________________ (City, State and Zip)

____________________ (Phone Number)

1981 BIENNIAL STATE PUBLICATIONS DEPOSITORY LIBRARY SURVEY

1. Approximately how long do depository shipments take to reach your library from their mailing here at the State Publications Distribution Center? ____________________
2. Do the depository shipments arrive in satisfactory condition? ( ) Yes ( ) No
3. Do you use the monthly shipment checklist when checking in the shipment contents?

   ____

   Do the checklist symbols help you? ____________________

   Can you suggest any improvements to the checklist? ____________________

   ____
4. Does our appending the State Library's classification numbers to as many titles in the monthly checklist as possible help your processing of depository materials?

   ( )Yes ( ) No, because ____________________
5. Do you currently have any unopened depository shipments on hand?
   ( )Yes ( ) No If so, how many? ____________
6. How do you use the ALN (Alaska Library Network) cataloging now accompanying the newly issued State publications titles? ____________________

7. Are you aware that this cataloging information is accepted as definitive by the Library of Congress? ( )Yes ( )No

8. Does your library have a: ( )Microfilm reader; ( )Microfilm reader/printer; ( )Microfiche reader; ( )Microfiche reader/printer?
   What is your general feeling toward microform State depository publications:
   ( )Strongly prefer; ( )Mildly prefer; ( )Mildly dislike; ( )Strongly dislike.
9. Are most of your Alaska State depository publications maintained: _____in a separate Alaska State depository collection, ___integrated with your library's circulating collection, ___partially integrated, ___other, (please explain)

   ____
10. Are most depository publications physically located where they are readily accessible to your library's users? ( )Yes ( )No, because ____________________

    ____

11. What system does your library use for shelving State depository materials?
    ( )Dewey Decimal Classification ( )Library of Congress
    ( )Alphabetical by State Agency ( )Other, (specify) ____________________

12. Are most of your library's depository publications kept: (   )on shelves, (   )in vertical files, (   )in pamphlet boxes, (   )other, (specify) ____________

____

13. What records do you keep of your depository holdings? (   )shelflist
(   )checklist (   )other, (specify) ______________________________

14. Are most depository publications entered in your general card catalog?
(   )No (   )Yes, by (   )author, (   )title, (   )subject

15. If depository publications are not entered in the general card catalog, are there subject referral cards to your depository collection? (   )Yes (   )No

16. What services are provided to library patrons utilizing State documents?
(   )reference (   )direct loans (   )interlibrary loans (   )other, (specify)

____

17. What is your best guesstimate of the number of times any of your depository materials have been used in the past year? (   )10 times or less, (   )10-50 times, (   )50-200 times, (   )200-1000 times, (   )more than 1000 times.

18. Do you still have your copies of: Contract _____, Standards _____, Minimum retention list _____?

19. Are your interlibrary loans made as a free service? (   )yes (   )no

20. In which different ways do you publicize the availability of your Alaska State depository publications?
(   ) Brochures, handouts, etc.
(   ) Public service (i.e., free) newspaper announcements
(   ) Public service radio spots
(   ) Public service TV spots
(   ) Other, (please specify) ______________________________

Do you publicize the collection as a whole or by individual titles? ____________

21. Would you like a consultant to visit your library to help you to establish procedures to handle state documents? (   )Yes (   )No

22. Could local legislators be referred to your library for state documents? (   )Yes (   )No

23. What are the major problems you've encountered with the depository program?

____

____

____

____

24. Do you systematically receive and/or distribute publications of your own agency, municipality, etc.?
Do you compile an annual list of these publications? (   )Yes (   )No (If yes, please send a copy to the Center.)

25. What suggestions do you have for improvement of the depository program?

____

____

____

____

Return to: State Publications Distribution Center
Pouch G
Juneau, Alaska 99811

AK93:H01

GENERAL COLLECTION POLICIES

Local Alaska (Borough and Municipal) Publications

1. Background

The Alaska State Library is mandated to collect local publications from boroughs and municipalities by *Alaska Statutes* 14.56.120. Four copies of local publications may be sent to the State Library for cataloging and distribution.

2. Users

The primary users served by the Alaska State Library include State government agencies, the legislators and their constituents, local and Federal government agencies, and libraries statewide. Depending on the number of copies of local publications received, materials are distributed to the Alaska Historical Collections, the University of Alaska Fairbanks' Rasmuson Library, University of Alaska Anchorage Consortium Library, and the Alaska State Library.

3. Cooperative Agreements with Other Depository Libraries

The Collection Development Steering Committee of the Alaska Library Association includes a section on municipal publications in their 1991 publication: *Strategic Long-Range Plan for Collection Development in Alaska: The Next Five Years*. The Steering Committee notes that public libraries need to be encouraged to take responsibility for collecting and cataloging their own municipal publications. The development of cooperative efforts concerning municipal publications in Alaska has just begun.

4. Sources Used for Acquisition

Local publications are received by the Alaska State Library directly via the State Publications Program. Up to four copies are received, cataloged, and distributed. Local publications are also received in boxes of donated materials from legislators' offices. Some publications are obtained in response to reference questions. Government Publications Services requests free sets of borough and municipal codes to meet the needs of legislators from all regions of the state. In general, subject selectors are not involved in selecting or acquiring local publications.

5. Selection Criteria

Local publications are added to the Historical, Reference, Circulating, and Periodicals Collections; no separate collection of local publications exists at the State Library. Current information, such as statistical publications and local law codes, are added to the collections housed in Information Services (Reference, Circulating, and Periodicals.) Substantial reports on topics of current interest, materials on the culture and history of local areas, and selected annual reports are added to the Historical Collections. Publications of permanent value and local publications from Southeast Alaska are given special consideration.

Local publications of marginal impact and materials that would become dated quickly, such as position papers and local planning publications, are not maintained by the State Library. Local school district publications are no longer collected by the State Library. The State Library has the option of shipping local publications, not selected for our collections, to the public library serving that region.

6. Format, Preservation, Withdrawal

Local publications are received primarily in paper and infrequently in microfiche. To date, local maps and electronic products have not been received by the State Library. These publications receive preservation care appropriate for the collection to which they are added. Local publications are withdrawn according to the criteria set in the general collection development policy. These publications may be weeded from the Historical Collections at the direction of the Head Librarian for that section. Local publications in the Reference, Periodicals, and Circulating Collections may be withdrawn by the Head of Information Services, in consultation with the Head of the Historical Collections.

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4/6/93

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[Alaska State Library]

GENERAL COLLECTION POLICIES

Alaska State Publications

1. Background

The State and Local Publications Distribution Center was mandated by the Alaska Legislature in 1971. The Center is directed to: "promote the establishment of an orderly depository library...system." (*Alaska Statutes* 14.56.100) The Center currently collects eighteen (18) copies of available State Publications for distribution. Two copies are maintained at the Alaska State Library; the first copy received is added to the Historical Collections and the second copy can be added to either the Circulating, Reference, or Periodicals collections. The remaining sixteen copies are distributed to depository libraries in Alaska, the United States, and Canada.

2. Users

The primary users served by the Alaska State Library include State government agencies, the legislators and their constituents, local and Federal government agencies, and libraries statewide. Collection development policy decisions concerning State Publications affect library users across Alaska, the United States and Canada via the depository library program.

3. Cooperative Agreements with Other Depository Libraries

The Collection Development Steering Committee of the Alaska Library Association published: *The Strategic Long-Range Plan for Collection Development in Alaska: The Next Five Years* in 1991. Goal F of the *Plan* concerns the Alaska State Documents Depository system. This goal calls for a complete review of the depository system; problems to be addressed include acquisition, distribution, and permanent retention of State Publications.

In response to this call for action, the Alaska State Publications Task Force was formed. The Task Force is working on recommendations to reorganize the distribution of State Publications to the depositories. The Task Force will address other problems, such as acquisition and withdrawal of State Publications in the depositories. The State Library selects and maintains State Publications more comprehensively than the other depositories. This is due to the legislative mandates expressed in the *Alaska Statutes* for the Historical Collections, the State Library, and the State and Local Publications Distribution Center.

3. Types of Publications Acquired from State Agencies

Alaska Statute 14.56.180 (4) defines state publications as: "any official document, compilation, journal, bill, law, resolution, bluebook, statute, code, register, pamphlet, list, book, report, study, hearing transcript, leaflet, order, regulation, directory, periodical or magazine issued or contracted for by a state agency determined by the state librarian to be appropriate for retention in the center."

The Distribution Center acquires State Publications useful to the wide range of library patrons. Generally, these materials convey information pertinent to the research needs of the public. Items that are published for in-house use only (blank forms, memorandum pads, letterhead paper, envelops, etc.) are not acquired for the depository libraries.

4. Sources Used for Acquisition

State Publications are produced by State agencies in locations across Alaska. Publications are generally produced in small numbers. The problems of scattered publishing locations and short print runs can only be overcome with a concentrated and concerted acquisitions plan.

Currently, the following methods are used to locate and acquire State Publications:

1. Agreements with Central Duplication facilities in Anchorage and Juneau: The print order form filled out by agencies includes a box indicating that 18 copies will be added to the order and that these copies will be sent to the State Publications Program as required by law.

2. State agency mailing lists: Many serial publications are received by the State Publications Program via mailing lists maintained by the publishing agencies.

3. Claims: The State Publications program claims State agency periodicals. This occurs when the State Publications Library Assistant finds that issues of a serial have not been received.

4. Review of media: State Publications are identified by review of State agency periodicals, newsletters, and press releases. Commercial sources are also used to identify State Publications; these sources include newspapers, periodicals, radio, and television.

5. Review of lists and catalogs: The State Publications program reviews lists of publications produced by State agencies and the Legislature to identify titles needed for the program. The Western Library Network (WLN) and other bibliographic utilities will be used to identify publications not received by the program.

6. Outreach to State agencies: As the subject selectors gain familiarity with State agencies via outreach efforts, information concerning the publications produced by these agencies will be shared with the State Publications program. Publications that have not been received will be requested for the program.

7. Patron and depository librarian requests: Patron requests at the State Library and the depository libraries will be used to identify and acquire State Publications for the program. Depository librarians will be encouraged to share this information with the State Publications program.

8. Gift boxes: The Legislative Reference Library receives boxes of materials removed from legislators' offices. Publications from these boxes are reviewed by staff at the Legislative Reference Library; the remaining materials are sent to the State Publications program. These publications are reviewed for titles not received by the program. Depending upon the publication date of each item, additional copies are requested for the depository libraries. Boxes of donated publications are received directly from State agencies. The same review procedure is followed for these materials.

It should be noted that the acquisition methods currently in use concentrate on identification of State Publications late in the publishing cycle. This is essentially a reactive acquisition mode. The State Publications program will create an acquisitions plan in 1993. The acquisitions plan will attempt to acquire State Publications in a proactive manner. This will be accomplished by identifying early access points in the publishing cycle.

5. Subject Selectors and Alaska State Publications

Subject selectors at the Alaska State Library do not select State Publications for acquisition. This is due to the fact that the *Alaska Statutes* require the State Library to acquire State Publications as comprehensively as possible. Collection goals by subject are not appropriate, given this legislative mandate.

However, a network of mutual responsibilities between the subject selectors and the State Publications program does exist. Information concerning new State Publications should be shared. In this manner, the program will be able to improve acquisition rates of State Publications and the selectors will be able to offer improved reference service. Staff in the State Publications program will provide training on these materials and will participate in outreach efforts.

6. Location Within the Alaska State Library

The State Library receives two copies of State Publications via the program. The first copy of each title is added to the Historical Collections. The second copy is added to one of the following collections: Circulating, Reference, or Periodicals. The collection designated for the second copy is determined by the content, format, and location designated for earlier issues of the publication.

If more than 18 copies of a publication are received, the Head of Government Publications Services decides whether to return the additional copies to the agency, store the copies on the seventh floor, or discard them. Anticipation of patron requests for copies of State Publications determine which titles shall be added to storage.

7. Preservation of State Publications

State Publications receive preservation care appropriate for the collection to which they are added.

8. Format of State Publications

At this time, the State Publications program has limited control over the format in which State Publications are received. If the publishing agency produces the title in various formats, the State Publications program may be able to select the format most appropriate for the depository libraries. This situation rarely occurs.

The majority (roughly 95%) of State Publications received by the program are printed on paper. Microfiche and audio-visual materials account for the remainder. Paper and audio-visual materials are added to appropriate collections within the State Library. Microfiche is added only to the Historical Collections. As of 1993, the State Publications program had not received any titles on computer diskette or CD-ROM.

In 1990, *Alaska Statute* 14.56.120 was amended. Under the new law, State agencies were required to notify the State Library Distribution and Data Access Center of "automated data bases" created or compiled at public expense. In response to this mandate, the Automations Librarian at the State Library implemented a pilot project to identify a limited number of state-produced databases. No subsequent action has yet been taken.

9. Supporting Publications

Commercially-produced materials on government publications librarianship are purchased. These materials support the Alaska State Publications program and meet our statewide collection development commitment for library science. These materials include: monographs on state publications librarianship; indexes and bibliographies of pertinent state publications; handbooks and manuals on this area of librarianship; and periodicals concerning government publications.

10. Withdrawal of State Publications

State Publications are withdrawn according to the criteria set in the general collection development policy for the Alaska State Library. State Publications may be weeded from the Historical Collections at the direction of the Head Librarian for that section. State Publications in the Reference, Periodicals, and Circulating Collections will be withdrawn by the Head of Information Services, in consultation with the Head of the Historical Collections.

AK86:J01

IT'S THE LAW

When you, as the head or staff member of an Alaska State agency have 20 copies of your publication sent to the State publications Distribution and Data Access Center, you are complying with the law -- specifically, Section AS 14.56. 120 of the ALASKA STATUTES.

AND FOR GOOD REASON:

You are being a cost-effective administrator. After expending your agency's staff time and funds to produce a publication, you want it to be widely disseminated and permanently available. When we distribute your publications to depository collections in libraries throughout Alaska, the other United States and Canada, you are assured that your information will be communicated to citizens and researchers, today and tomorrow.

NE ACTION:

We ask you to have 20 copies of each of your agency's publications intended for public use sent to us. This includes everything from lengthy reports to brief mimeographed leaflets, in papercopy or microform, as described in AS 14.56.180(4). Only 20 copies are currently needed. (In the case of highly technical, papercopy reports we will sometimes accept only 5 copies, if asked to do so. Microfiche is welcome, although we ask that at least one copy be in paper. Also, only 4 copies of press releases are requested.)

OUR STATE DUPLICATING FACILITIES SHOULD BE DIRECTLY SENDING TO THE CENTER THE DEPOSITORY COPIES OF EACH OF YOUR PUBLICATIONS THEY'VE PRINTED.

We also encourage Alaska cities and boroughs to send us 5 copies of their publications for depository distribution

RINGS THREE BENEFITS:

1. One copy of each of your publications is permanently deposited and available for consultation and photocopying in the Alaska Historical Library's non-circulating reference collection. Another copy is available for borrowing from the Alaska State Library's circulating collection.

2. ALASKA GOVERNMENT AGENCIES ARE ENCOURAGED TO REFER ANY REQUEST FOR ONE OF THEIR PUBLICATIONS TO THE CENTER (OR DIRECTLY TO THE NEAREST ALASKA DEPOSITORY LIBRARY) -- IF THEY HAVE HAD DEPOSITORY COPIES OF THAT PUBLICATION SENT TO THE CENTER. These depository libraries have contracted with the Center to keep their depository collections of Alaska State publications available for public use. They are listed on the back of this page and include the most important libraries in Alaska, Canada, the Pacific Northwest and the other United States generally.

3. Your publication is entered into the Alaska Library Network's bibliographic database and Washington Library Network resource directory, thereby having its availabilit advertised to researchers throughout Alaska and the Northwest. Also, the Library of Congress gives Alaska State publications a prominent place in its MONTHLY CHECKLIST OF STATE PUBLICATIONS.

AND EVERYONE GAINS:

This basic distribution of Alaska documents means that citizens and researchers throughout Alaska and the other states and provinces can dependably locate publications our State agencies have issued and borrow those of interest -- either directly from a nearby library or via Interlibrary Loan. This potential for re-use reduces the number of copies you need printed to meet personal copy requests. Also, you may sometimes find that you can locate a copy of one of your agency's publications with greater confidence and speed in the State Library than in your own agency.

BE SURE THAT 20 COPIES OF EACH OF YOUR AGENCY'S PUBLICATIO
GO TO:

State Publications Distribution and Data Access Center
Alaska State Library (Interagency Mail No. 0571)
Pouch G
Juneau, Alaska 99811 USA

If you would like more copies of this leaflet, please let us know. We welcome questions about the program -- at (907) 465-2942 -- and visitors.

ALASKA STATE PUBLICATIONS DEPOSITORY LIBRARIES:
(IN DEPOSITORY DISTRIBUTION SEQUENCE)

1 Alaska Historical Library, Juneau
2 Rasmuson Library, University of Alaska, Fairbanks
3 University of Alaska, Anchorage, Library
4 Library of Congress, Washington, D.C.
5 Alaska State Library, Juneau
6 Anchorage Municipal Library
7 Noel Wien Memorial Public Library, Fairbanks
8 Alaska Resources Library, Anchorage
9 Washington State Library, Olympia
10 Ketchikan Public Library
11 Sheldon Jackson College Library, Sitka
12 Northwest Community College Learning Resource Center, Nome
13 A. Holmes Johnson Public Library, Kodiak
14 Kenai Community Library
15 Kuskokwim Consortium Library, Bethel
16 National Library of Canada, Ottawa
17 Center for Research Libraries, Chicago
18 Seattle Public Library
19 University of Washington Library, Seattle
20 University of Alaska, Juneau, Library

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Sequential list and Distribution of State Publications

1. ALASKA HISTORICAL LIBRARY (Juneau)
2. E. E. RASMUSON LIBRARY (University of Alaska, Fairbanks)
3. UNIVERSITY OF ALASKA, ANCHORAGE, LIBRARY
4. LIBRARY OF CONGRESS (Washington, D.C.)
5. ALASKA STATE LIBRARY (Juneau)
6. Z. J. LOUSSAC (Anchorage)
7. FAIRBANKS NORTH STAR BOROUGH LIBRARY
8. ALASKA RESOURCES LIBRARY (Anchorage)
9. WASHINGTON STATE LIBRARY (Olympia)
10. KETCHIKAN PUBLIC LIBRARY
11. SHELDON JACKSON (Sitka)
12. NORTHWEST COMMUNITY COLLEGE LEARNING RESOURCES CENTER (Nome)
13. A. HOLMES JOHNSON LIBRARY (Kodiak)
14. KENAI COMMUNITY LIBRARY
15. KUSKOKWIM CONSORTIUM LIBRARY (Bethel)
16. NATIONAL LIBRARY OF CANADA (Ottawa)
17. CENTER FOR RESEARCH LIBRARIES (Chicago)
18. SEATTLE PUBLIC LIBRARY
19. UNIVERSITY OF WASHINGTON (Seattle)
20. UNIVERSITY OF ALASKA, SOUTHEAST (Juneau)

December 1987

Alaska State Publications

and the Law

Alaska Department of Education
Division of State Libraries
P.O. Box G
Juneau, Alaska 99811-0571

To ensure that all Alaskans have access to the publications created with public funds, Alaska Statute 14.56.100 designates the Alaska State Library Distribution and Data Access Center to "promote the establishment of an orderly depository library and data index distribution and access system."

Agency Actions Required by Law

The law requires each agency to:

- "notify the center of the creation of all data published or copied by or for it at public expense . . ." (AS 14.56.120)
- "deposit, upon release, at least four copies of its state publications in the center. Additional copies of each publication may be requested by the center for deposit in quantities necessary to meet the needs of the depository library system . . ." (AS 14.56.120)

ALASKA LIBRARY NETWORK

Distribution Needs for the Depository Library System

- 20 copies of agency publications are currently needed. This includes everything from lengthy reports to brief mimeographed leaflets in paper copy or microform, as described in AS 14.56.180 (4). In the case of highly technical reports, fewer copies may be suggested.
- Each publication receives Library of Congress approved cataloging which is shared with other libraries through the Western Library Network database.
- The 20 copies are distributed to libraries throughout Alaska, the U.S. and Canada. This distribution provides greater accessibility to agency publications for both Alaskans and researchers in other states. Individuals may consult state government publications in a nearby library or request their local library to borrow a publication through interlibrary loan.

Copies of publications are to be sent to:

State and Local Publications
Distribution Center
Alaska State Library
P.O. Box G (MS0571)
Juneau, Alaska 99811-0571

For additional information call:

(907) 465-2942

Definitions

"In AS 14.56.090 - 14.56.180, unless the context otherwise requires,

(1) 'center' means the state library distribution and data access center;

(2) 'research data' or 'data' means a representation of facts, concepts or instructions in a formalized manner suitable for communication, interpretation, or processing by humans or by automatic means which was prepared to serve as a basis for reasoning, calculation, discussion or decision and which is determined appropriate for indexing by the state librarian;

(3) 'state agency' includes state departments, divisions, agencies, boards, associations, commissions, corporations and offices, and the University of Alaska and its affiliated research institutes;

(4) 'state publication' includes any official document, compilation, journal, bill, law, resolution, bluebook, statute, code, register, pamphlet, list, book, report, study, hearing transcript, leaflet, order, regulation, directory, periodical or magazine issued or contracted for by a state agency determined by the state librarian to be appropriate for retention in the center. (§ 1 ch 2 SLA 1970; am § 10 ch 27 SLA 1979; am § 88 ch 74 SLA 1985)"

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AK89:M01

1984 STATE PUBLICATIONS DEPOSITORY LIBRARY SURVEY

Please complete and return by October 31, 1984 to:
Alaska State Publications Distribution Center
Alaska State Library
Pouch G
Juneau, Alaska 99811

Name of depository: ______________________________
Depository librarian/staff title: ______________________
Mailing address: ________________________________
Telephone number: _______________________________

1. Approximately how long do our shipments take to reach you? ___ weeks.

2. Do you use the monthly shipping list in processing your depository shipments? ( )Yes ( )No
   Can you suggest any improvements we can make in the list? ________
   ____

3. Do you have a backlog of unopened depository shipments? ( )Yes ( )No

4. What percentage of Alaska depository material do you keep?
   ( )25% ( )50% ( )75% ( )95+%
   Are you keeping the material specified in the MANUAL FOR DEPOSITORY LIBRARIES? ( )Yes ( )No
   What do you do with material not being kept? ____________________
   ____

5. Do you use the ALN (Alaska Library Network) cataloging information we send with our Alaska State depository material? ( )Yes ( )No
   Were you aware that this cataloging is accepted as definitive by the Library of Congress? ( )Yes ( )No

6. What microform equipment do you have?
   ( )microfilm reader
   ( )microfilm reader/printer
   ( )microfiche reader
   ( )microfiche reader/printer

7. Which of the following would be most desirable/useful to you and your users, considering factors like convenient use, ease of organization, compactness, etc.? (If opportunity to change exists.)
   ( )All depository material in microformat
   ( )Most depository material in microformat, but heavy-use and reference-type material should remain in paper
   ( )Some depository material in microformat would be acceptable, but only if it is of a low-use or technical nature or if __________
   ____
   ( )Microform material is undesirable

8. What is your best guesstimate of the number of times any of your Alaska depository material has been used in the past year?
( )10 times or less
( )10-100 times
( )more than 100 times
How do you publicize the availability of your Alaska Depository publications?____

____

How do you make your State publications accessible to your readers?

____

____

9. What Alaska publications do you consider reference-type material?

____

____

10. Do you make interlibrary loans of Alaska depository material? ( )Yes ( )No
Without charge? ( )Yes ( )No

11. Would you like to see the annual checklist of Alaska State Publications published again?
If "yes", how do you think it would be used?____________________

____

12. Do you often find yourself making a direct request from an Alaska State agency for one of its publications? ( )Yes ( )No
Would you be willing to enclose a copy of our IT'S THE LAW leaflet with such requests? ( )Yes ( )No

13. Do you have a copy of:
( )your Alaska depository contract
( )your MANUAL FOR ALASKA DEPOSITORY LIBRARIES
( )our IT'S THE LAW depository program information leaflet

14. Does your library systematically receive and/or distribute publications of your own agency, municipality, etc.? ( )Yes ( )No
Do you compile an annual list of these publications? ( )Yes ( )No
(If "yes", please send a copy to the Center)

15. What suggestions do you have for improving our Alaska Depository program?____

____

____

16. Would you like a copy of the results of this survey? ( )Yes ( )No

Thank you for your time and assistance.

AZ

AZ93:B01

Feb. 27, 1993

Chris Fowler
Texas State Library
P.O. Box 12927
Austin, Texas 78711-2927

Dear Chris,

Sorry for not responding to your request earlier in regard to the State and Local Documents Task Force on up-to-date information on databases, CD-ROM products and other electronic formats for state and local information.

In Arizona we have the following databases and electronic formats:

1. Arizona Statistics - Database of statistical tables about Arizona. Included are data about business, economics, demographics, health, and other economic development topics. Official 1990 Census information about Arizona is also included. Users may access the full tables online, and each table includes controlled subject headings as well as the source and publisher of the data.
Arizona Statistics is a database of the ASU (Arizona State University) online system. The ASU Online Catalog is the integrated online library system of Arizona State University. It operates on a Tanddem CLX 860 minicomputer with over 18 gigabytes of Winchester disk storage and uses the CARL software.
The ASU Online Catalog is also available on the International Internet and has the address: CARL.LIB.ASU.EDU

2.The Arizona State Economic Development Databases, ASEDD, provides economic and demographic information about education, labor, and transportation in Arizona and in specific individual communities. Dial (800)932-2947 at 2400 bps, using other settings as indicated below. When the connection is made, press "return" several times until a prompt is received. At the Destination prompt, type: ACIBMPC and press "return". At "Enter Terminal Type" select VT100, VT200, VT52, or whatever terminal type most closely fits your communications package. At the menu, select the option for ASEDD. This database is also located at ASU (Arizona State University in Tempe, Arizona).

3. Occupational Licenses File (OCCCUM): Includes business occupational data. This database is issued by the City of Tucson, Department of Finance. The data is also available on ASC II File. The data is updated weekly.

4. Business Licenses (BUSCUM): Issued by City of Tucson by the Finance Department. Also available on ASC II File from the City of Tucson.

5. Clubs and Organizations: A database of Tucson/Pima Public

Library - CLSI Lib. System.

6. Economic Bulletin Board: Includes data on Pima County and City Of Tucson economic, business, and other related information. Issued by the City of City of Tucson, Finance department.

7. GOPHER: University of Arizona (Tucson) CCIT has demographic and business information relating to state and local levels.

8. ALIS (Arizona Legislative Information Systems): ALIS is an online service of current information from the Arizona Legislature. This service is available at the State Library. It contains the text of bills, resolutions and memorials that are introduced, and the amendments and changes made as they proceed through the legislature. Beginning with the 39th legislature, 1989, this system is designed to provide current information for the members and staff of the Arizona Legislature. The system is full text, and provides texts of bills as introduced, as changed by the Senate and House and as changes by the committees. Access to this system is through Reference desk, State Library (800) 228-4710.

9. LOLA (Legislation OnLine Arizona): LOLA is an online subscription service which offers current information on the status of a bill. It is updated daily during legislative session. This is not a full text service. LOLA is copyrighted product of the Arizona News Service. Information in LOLA is the Arizona News Service's own record of legislative action and it is not the official or legal record of the Arizona Legislature. Arizona News Service is located in Phoenix, Arizona.

There are several other pilot projects available at the State, County, and city levels as well.

State and Local Documents Collection Development Policy:
See the following article for collection development policy relating to state and local publications at the University of Arizona Library, Tucson, AZ.:

Rawan, Atifa R. & Robert Mitchel "Building State and Local Publications Collections: The Arizona Experience," Government Publications Review, v. 18 (1991):71-82.

Name of Agency responsible for cataloging of state documents:
(the following institutions are doing cataloging of Arizona state documents. There is no one place mainly responsible for cataloging of all state documents)

1. Dept. of Library, Archives and Public Records
   Research Division, State Documents Unit
   1700 W. Washington
   Phoenix, Arizona 85007 (602) 542-3701

2. University of Arizona Library
   Catalog Department
   University Of Arizona
   Tucson, Arizona 85721

3. Arizona State University
   Hayden Library
   Catalog department
   Arizona State University
   Tempe, Arizona 85287-0001

4. Northern Arizona University
   Cline Library
   Catalog Department
   Box 6022
   Flagstaff, AZ 96011-6022

Please let know if you need additional information.

Sincerely,

Atifa R. Rawan
University of Arizona Library
Main Library
Central Reference Department
Tucson, Arizona 85721
(602) 621-4867

CA

CA89:B01

CALIFORNIA STATE LIBRARY

LIBRARY—COURTS BUILDING • P.O. BOX 942837 • SACRAMENTO, CA 94237-0001

TELEPHONE (916) 445-2585

June 23, 1989

To: All California state depository libraries

From: Jacquelin Siegel, Senior Librarian, Government Publications Section.

Subject: *News and Notes about the Government Publications Section at the California State Library:*

As the new Senior Librarian, responsible for technical services and for coordinating the administration of the California Library Distribution Act, I would like to share the following information regarding California state documents with all staff handling California state government publications.

We recently published and distributed to all depository libraries the *California State Agency Classification Scheme.* We have been receiving requests for additional copies. Unfortunately we were only able to produce a limited number of paper copies. The publication was created on an IBM compatible computer using WordPerfect 5.0. If you would like to receive the machine readable file please send us three formatted double sided 5 1/4" floppy disks, or one formatted high density 5 1/4" floppy disk and a self-addressed disk mailer and we will copy the current version of the list. Staff time permitting we will try to honor all requests. Please note that the file will be copied on a one-time basis; depositories will have to input the monthly listings that appear in ***California State Publications (CSP)*** if they wish to keep the file current.

To improve your chances of obtaining missing California State publications please note the following suggestions:

Check your LDA shipping list against the shipment immediately. If a publication is missing from a shipment, photocopy the list, mark the missing title, and send the copy to : Bindery-LDA Dept., Office of State Printing, 344 N. 7th St., Sacramento, CA 95814. Make sure to include your address as it appears on the shipping label. In ***CSP*** we have stated that requests for missing publications must be made within six weeks from the date of the LDA list. In practice, the earlier you send in your request, the better the chance that the Office of State Printing still has a supply. After six weeks the Office sends any remaining copies of the publications back to the issuing agency. If you discover a few months down the road that you are missing publications, please contact the issuing agency first. Contact us at the State Library only as a last resort. We will then check to see if we have any copies remaining.

Occasionally a title will be crossed off an LDA list. This means that the Office of State Printing has run out of its supply. We sometimes receive additional copies, so you may send your request for these out of stock LDA publications to us. Please include a copy of the shipping list as we file our copies by shipping list number. A warning--time is of the essence; it is first come, first served. Due to space limitations we weed extra copies after one year.

Other publications (those not distributed through the Office of State Printing) listed in ***CSP*** should be claimed directly from the issuing agency or from the address corresponding to the availability code. Please note that some titles technically are not "publications" as defined in the Library Distribution Act and the ***State Administrative Manual***, and therefore your claim may not be honored. Those titles appear in ***CSP*** because the issuing agency has deposited a copy with the State Library and we have cataloged it.

We welcome two new law depository libraries. Contracts for the Court of Appeal Library, First Appellate District in San Francisco and National University Law Library in San Diego were recently approved.

Remember, Government Publications Staff are always available to assist you with problems and questions. In general, I handle California LDA matters and Tom Andersen, Section Head, handles federal depository administration. When in doubt, just call (916) 324-4863, state your question, and our staff will direct your question to someone who can help you.

California State Library
Government Publication Section

Mailing address: P.O. Box 942837
Sacramento, CA 94237-0001

Street address: 914 Capitol Mall
Sacramento, CA 95814

Telephone Reference (916) 322-4572 Staff (916) 324-4863
(ATSS) 492-4572 (ATSS) 454-4863

Ontyme CSLSLS
Telefacsimile (916) 324-8120

Hours of service 8:00 - 5:00 Monday - Friday

CA93:B01

CALIFORNIA STATE LIBRARY

LIBRARY - COURTS BUILDING • P.O. BOX 942837 • SACRAMENTO, CA 94237-0001

February 11, 1993

Ms. Lauri Kram
University Library
Public Affairs Service
University of California
Los Angeles, CA 90024

Dear Ms. Kram,

I am aware of only one electronic database available to the general public from the State of California:

California Economic Database System (CEDS)

This is a dial-up database containing state and national labor market information. Contact Scott Slotterbeck at (916) 262-2345 for user's guide, account number and password.

Sincerely,

Jacquelin Siegel

Jacquelin Siegel
Senior Librarian
Government Publications Section

2/16/93

Margaret, This letter just arrived after our phone call today — when Ctte of 8 solicited this info last year Ms Siegel sent me info on CEDS. I've attached this to this letter for your referral.
LK.

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CALIFORNIA ECONOMIC DATABASE SYSTEM (CEDS)

EDD has installed a dial-up computer database containing state and national labor market information. Called CEDS (California Economic Database System), it provides instant access to the very latest LMI data from anywhere in the country.

1) Did you know:

- We have 627 registered users, since coming on line in the Summer of 1986.
- Although most of our users (98%) are from California, we have users throughout the country, including Washington, D.C., New York, New Orleans, West Virgina, Phoenix and Hawaii.
- We serve many types of clients, including banks, universities, economic research firms, real estate apprasial and development firms, rehabilitation counselors, law firms, the military and other governmental entites.
- We post information as soon as we obtain it. This means that our users can have vital labor market information soon after it is released by EDD. We have a half-dozen people who call in the morning of release day to get this information.

2) More about our Program:

This system is specifically designed for California businesses in need of quick access to current labor market information. The system features:

- Labor force and demographic information for the State, County and MSAs.
- Industrial employment for the State, County and MSA.
- Average weekly earnings for selected industries for California and MSA.
- Selected national economic indicators.
- California labor market forecast.
- Key release dates and information on publications.

Users equipped with a personal computer and a modem can obtain data necessary for informed decisions. The system has built-in flexibility and does not require programming or software expertise. Our system runs on an IBM AT. We use Remote2 by Crosstalk for communications, dBASE for programming, and Quicksilver as a compiler.

Other than charges for long distance telephone calls, there are no fees for using this service.

CEDS Information:	Scope:
Labor force Employment Unemployment Unemployment Rate	State 58 Counties MSAs
Wage and salary employment by industry	State 58 Counties MSAs
Population data Annual percent change for 1970, 1980, 1990 (U S Census and California Dept. of Finance)	State 58 Counties MSAs
Income: household median Household median income ranking	State 58 Counties
Quarterly economic forecast	State
Size-of-firm	58 Counties MSAs
Wages by major industry	State
Wages for manufacturing	MSAs
Consumer price index Gross national product (GNP) Current labor force Unemployment insurance rates	National
Taxable retail sales	State MSAs
Unemployment insurance claims - initial Labor force, industry employment- historical	State
Area analysts of labor market information- Names and telephone numbers	58 Counties
EDD publications - sources of labor market information.	State 58 Counties MSAs
CEDS update schedules CEDS news System configuration	State 58 Counties MSAs

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EDD has installed a dial-up computer database containing state and national labor market information. Called CEDS (California Economic Database System), it provides instant access to the very latest labor market data from anywhere in the country.

This system is specifically designed for California businesses in need of quick access to current labor market information. Examples include:

- Labor force and demographic information for the State, County and MSA
- Industrial employment for the State, County and MSA
- Average weekly earnings for selected industries for California and MSA
- Selected national economic indicators
- California labor market forecast
- Key release dates and information on publications

Users equipped with a personal computer and a modem (a device for communicating over telephone lines) can obtain data necessary for informed decisions. The system has built-in flexibility and does not require programming or software expertise.

Other than charges for long distance telephone calls, there are no fees for using this service.

In order to access CEDS, a user ID and Password are necessary. To obtain them, contact:

California Employment Development Department
Labor Market Information Division
800 Capitol Mall, MIC 57
Sacramento, California 95814
Telephone (916) 424-7385
Attn: CEDS Administrator

-------------------TEXT-OF-FORWARDED-MAIL-------------

CA93:B02

Date: Mon, 22 Feb 93 14:54:32 PST
From: gps@WATER.CA.GOV(Calif. State Library)
To: ecz5pas@MVS.OAC.UCLA.EDU
Subject: Committee of Eight request re cataloging

The California State Library, Government Publications Section is responsible for cataloging California state publications and issuing a list of those publications. That list is CALIFORNIA STATE PUBLICATIONS (CSP) which is issued monthly in paper and cumulated annually in microfiche. I am the "editor" of CSP and am also in charge of cataloging.

Jacquelin Siegel
gps@water.ca.gov

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CA89:H01

DISTRIBUTING STATE PUBLICATIONS

California State Agency Responsibilities under the Library Distribution Act

Government Publications Section

CALIFORNIA STATE LIBRARY
Gary E. Strong, State Librarian

December 1985

DISTRIBUTING STATE PUBLICATIONS:

California State Agency
Responsibilities
under the
Library Distribution Act

Government Publications Service
California State Library

December 1985

Gary E. Strong, State Librarian

This handbook is for publications representatives--and for all those who are responsible for preparing and publishing state agency and department publications.

California's Library Distribution Act requires some publications to be sent to a specific list of places. This handbook tells you which publications come under LDA (see the chart on p. 5) and how they are distributed (see p. 7).

The State Library's Government Publications Section manages this program. The staff works with publications representatives; call GPS at 4-4863; we'll be glad to help!

Table of charts and supporting information

	p.
Chart I: Kinds of Publications That Qualify for Distribution as "State Publications"	5
Chart II: Distribution of Agency-reproduced State Publications	7
Printing Requisition Form (STD 67)	8
Library Distribution Act: Government Code sections 14900-14910	9
State Administrative Manual, Publications and Documents (sections 3120-3124)	12
List of Complete Depository Libraries	15
List of Selective Depository Libraries	16

> "It is the policy of the State of California to make freely available to its inhabitants all state publications by distribution throughout the state."
>
> --Government Code, Section 14900.

Information published by state agencies and offices is needed by local governments, researchers, educators, and professionals in the private sector as well as by those in state government. And this information must be accessible when people need it, not just when it is newly published. The operative words in the code section are "state publications" and "freely available." This handbook explains what publications should be distributed and how the process works.

What "state publications" means

Everything a state agency produces is not a "state publication" as defined by Government Code 14907.

The tests for a publication to qualify as a state publication are that it is:

- Reproduced in multiple copies, and
- Issued by either:
  - The Legislature (or its committees, caucuses, and research offices), or by
  - Any state agency, including Cabinet-level agencies, departments, boards, committees, temporary committees, and task forces, or
- Issued at the state's expense by a private firm acting for one of these bodies.

The definition of a "state publication" excludes materials not intended for public use: forms, inter/intra-office memos, preliminary drafts prepared for in-house review.

See Chart I on p. 5.

What "make available" means

"Available" covers both distribution at the time of publication and keeping the information on tap so that it can be used when people need it. Distribution of the publications is the issuing agency's responsibility; making the information available is the function of California's depository library system.

Distribution

New state publications can be distributed either by the agency that published and printed them or, automatically, by the Office of State Printing (OSP) if printed by OSP.

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- By the issuing agency

  Twenty-two copies of all publications reproduced by in-house or commercial facilities, or under contract with an outside shop such as the Department of General Services--any means except printing by OSP--must be distributed by the state agency to organizations, including Complete Depository Libraries, listed in Chart II. (See p. 7.)

  Additional copies should be kept on hand to fill requests from the Selective Depository Libraries (listed on p. 16) but copies need not be sent to them automatically.

- By OSP

  OSP will automatically print and distribute copies to all (Complete and Selective) depository libraries when the "YES" box under "TO BE DISTRIBUTED UNDER LDA" is checked on the standard printing requisition form (Standard Form 67; see p. 8).

Depository libraries

Nearly 150 California libraries have agreed to maintain collections of state publications, to organize them so they can be used easily, and to provide reference assistance to people using them. The California State Library monitors these libraries periodically to ensure that standards of performance are met.

- Complete depositories maintain comprehensive collections, including all the publications distributed both by issuing agencies and by OSP. There are complete depositories in all major population centers. See the list on p. 15.

- Selective depositories automatically get one copy of each publication printed by OSP and distributed under the Library Depository Act. They have the right to request one copy of agency-reproduced publications from the issuing agency. See the list on p. 16.

Library Distribution Act (LDA)

The operative legislation for the depository library system is the Library Distribution Act (Government Code sections 14900-14910; see p. 9), first passed in 1945.

Supporting regulations are sections 3120-3124 in the State Administrative Manual. (See p. 12.)

Publications Representatives

SAM section 3123 requires each agency to designate a Publications Representative responsible for complying with the LDA's provisions. The State Library works with these representatives, both on getting publications into the distribution system and on depository program issues.

The Publication Representative's jobs are to:

- Notify the Government Publications Service, California State Library, of his/her name, mailing address, and telephone number on December 1, every year.
- Decide when a publication is a "state publication" for LDA distribution.
- Oversee in-house procedures for complying with LDA.
- Maintain mailing lists for distributing agency-reproduced publications under LDA.
- Process depositories' claims for publications they are entitled to but did not get.
- Serve as the State Library's contact person on depository program issues.
- Provide information on publications--price, where to order, whether or not copies are available--to depository libraries on request.

The State Library's role

The Library's Government Publications Service works with agencies and depositories.

GPS works with agencies to:

- Explain and interpret LDA requirements, and
- Determine if a publication should be distributed.

GPS works with depository libraries to:

- Evaluate applicants for depository status,
- Monitor depositories' services, and
- Help depositories meet LDA procedural requirements.

GPS maintains its own collection of publications which is the most comprehensive in the state. All publications are loaned, to state employees in person, and to all Californians through their own libraries. GPS provides the link between users and collections by publishing a monthly California State Publications (CSP), which

- Tells where to order new publications and their price,
- Indexes them by issuing agency, title, and subject, and
- Catalogs them for libraries.

CSP, which is cumulated annually, has been used as both an acquisitions tool and a self-contained catalog of California state publications since 1946.

Exchange agreements with thirty other states bring their publications to GPS, providing more in-depth information.

The pay-offs

State publications, in the State Library's collection and in depository libraries, are used by those who need to find out:

- What has been done before,
- What worked and what didn't,
- What information already exists, and
- How programs have been carried out.

LDA, the State Library and agencies are parts of a working system that brings information to users. State agencies are a vital part of this system; they are the starting points, and how well the system works depends, in large measure, on how completely they meet their responsibilities.

Chart I: Kinds of Publications That Qualify for Distribution as "State Publications"

Categories of publications	Examples	Exceptions
I. Agency operations		
Annual, or biennial, reports		
Materials on agency programs	Environmental Impact Reports; Program evaluations; Program plans	Materials designed strictly for internal use Preliminary drafts, unless expressly prepared for public comment
Budgets and financial reports	Annual operating budget; Monthly, or quarterly, financial reports	
Statistical compilations of data collected		
Records of public proceedings	Minutes of public meetings of governing boards; Transcripts and records of public hearings	
II. Laws and regulations		
Laws, regulations	Laws Regulations Licensing standards	
Decisions	Opinions and decisions of adjudicating or regulatory agencies	

Categories	Examples	Exceptions
III. Reports on activities:		
Reports on research	Conducted by the agency; Conducted under contract with the agency by an individual or firm	
Conference and workshop materials	Published proceedings	Kits and packets of previously published materials
	Agendas containing substantive information about the conference or workshop	Agendas or meeting announcements without substantive information
Handbooks and manuals	Training manuals for use outside the agency	Materials published solely for training agency employees
IV. Directed to the public:		
Directories	Directories of facilities, services provided, personnel licensed	Internal directories
Explanatory or public relations materials	Brochures, maps, pamphlets, press releases	
Periodicals	Magazines, newsletters	Internal newsletters for employees only

Chart II: Distribution of Agency-Reproduced State Publications

Number of copies:	Send to automatically:
1 each	Complete Depository Libraries (see p. 15).
2	Library of Congress, Exchange and Gift Division, Monthly Checklist Section, Washington, D.C. 20540
1	Council of State Governments, Iron Works Pike, Lexington, KY 40505 Attn: Research Librarian
3*	California State Library, Government Publications Service, Library-Courts Building, Room 400 P.O. Box 942837, Sacramento, CA 94237-0001 E29
	Send on request to:
1 each	Selective Depository Libraries (see p. 16).
2	California State Archives, 1020 O Street, Sacramento, CA 95814

* Two copies only for annual reports and periodicals.

PRINTING REQUISITION—INVOICE
STATE OF CALIFORNIA
STD 67 (REV 7-74)

THIS FORM MUST BE COMPLETELY FILLED OUT

SUBMIT ORIGINAL AND FIRST THREE COPIES TO OFFICE OF STATE PRINTING

AGENCY

SHIPPING ADDRESS

SHIPPING INSTRUCTIONS

NO. COPIES THIS ORDER	DATE OF LAST ORDER
LAST PRINTING OFFICE JOB NO	NO. COPIES LAST ORDER
NO. COPIES ON HAND	ESTIMATED TIME ORDER TO LAST
HOLD TYPE FOR FUTURE PRINTING ☐ YES ☐ NO	FORM TO BE FILLED IN BY TYPEWRITER ☐ YES ☐ NO
IS PROOF WANTED? ☐ YES ☐ NO	NAME OF PROOFER
ADDRESS OF PROOFER	DATE WANTED
INQUIRIES TO	PHONE

ADDRESS

ENGRAVINGS, CUTS AND DRAWINGS

SIZE (GIVE WIDTH FIRST)	NUMBER OF TIP-INS

BINDING	☐ PERFECT-BIND	☐ LOOSELEAF	☐ SADDLE-STITCHED	☐ SIDE-STITCHED
	QUANTITY PAPER	QUANTITY LEATHER	QUANTITY BUCKRAM	
FOLDS	NO. OF FOLDS		SIZE AFTER FOLDING	
GRAIN	☐ HORIZONTAL		☐ VERTICAL	
PERFORATE	☐ ALL COPIES	☐ SEE SPECIAL INSTRUCTIONS	TYPE OF PERFORATION ☐ SLOT	☐ ROUND
PUNCH	DISTANCE CENTER TO CENTER	NO HOLES / DIAM	TYPE OF HOLE ☐ SLOT	☐ ROUND
PRINT	☐ ONE SIDE	☐ TWO SIDES	IF TWO SIDES, PRINT ☐ HEAD TO HEAD	☐ HEAD TO FOOT
NUMBER	STARTING NO.		ENDING NO	
PAD	☐ GUMMED	☐ STITCHED	☐ PADS	☐ BOOKS
	☐ TOP	☐ BOTTOM	☐ LEFT	☐ RIGHT
	NO. SHEETS PER PAD		NO. SETS PER PAD	
SETS	SNAP-OUT ☐ NCR	☐ INTERLEAVED CARBON	STUB LOCATION (SPECIFY)	
WRAP	NO. SETS PER PACKAGE		NO. PADS PER PACKAGE	
LABEL	☐ LABEL EACH PACKAGE SHOWING FORM TITLE, FORM NO., QUANTITY AND ITEM CODE NO.			

115

DATE DELIVERY REQUESTED	DATE OF ESTIMATE	PRINTING OFFICE JOB NO.

CHARGE TO

FUND			
APPROPRIATION			ESTIMATE NUMBER
ITEM	CHAPTER	STATUTES	FISCAL YEAR
FUNCTION			AGENCY CODE
LINE ITEM ALLOTMENT			

UNENCUMBERED BALANCE $	AMT. OF THIS ESTIMATE $	STATE PRINTING OFFICE **INVOICE**
ENCUMBRANCE ADJUSTMENT		DATE
INCREASE $	DECREASE $	JOB COST $

SPECIAL INSTRUCTIONS

☐ THIS JOB HAS BEEN ESTIMATED BY OSP

COPY	KIND OF STOCK	WT. (#)	COLOR OF PAPER	COLOR OF INK
ORIG.				
DUP.				
TRIP.				
QUAD				
QUIN.				
SEXT.				
SEPT.				
OCT.				
COVER				

TO BE DISTRIBUTED UNDER LDA
☐ YES ☐ NO

ONAL KNOWLEDGE THAT THE ABOVE ESTIMATED EXPENDITURE IS NECESSARY AND THAT THIS ESTIMATE HAS BEEN CAREFULLY EXAMINED AND IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ADEQUATE TO COVER THE ACTUAL COST.

SIGNATURE OF OFFICER REQUESTING EXPENDITURES
►

I HEREBY CERTIFY UPON MY OWN PERSONAL KNOWLEDGE THAT BUDGETED FUNDS ARE AVAILABLE FOR THIS ENCUMBRANCE (AFTER T.B.A. NO ______ OR B.R. NO. ______).

SIGNATURE OF ACCOUNTING OFFICER
►

I HEREBY AUTHORIZE THE STATE CONTROLLER UPON REQUEST OF AN AUTHORIZED OFFICER OF THE OFFICE OF STATE PRINTING TO TRANSFER TO THE SERVICE REVOLVING FUND FROM THE FUND AND APPROPRIATION SPECIFIED HEREON THE AMOUNT CHARGED BY THE OFFICE OF STATE PRINTING FOR SERVICES RENDERED AND SUPPLIES DELIVERED PURSUANT TO THIS REQUISITION.

APPROVED

SIGNATURE OF EXECUTIVE OFFICER
►

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TITLE

LIBRARY DISTRIBUTION ACT

(Government Code, Sections 14900-14910)

14900. It is the policy of the State of California to make freely available to its inhabitants all state publications by distribution to libraries throughout the state, subject to the assumption by such libraries of the responsibilities of keeping such documents readily accessible for use, and of rendering assistance in their use to qualified patrons without charge.

14901. To the end that the policy specified in Section 14900 may be effectively carried out, the State Printer shall print a sufficient number of copies of each state publication as determined by the State Librarian in accordance with Sections 14901, 14903, 14904, 14905.1, and 14907, not to exceed three hundred fifty (350), unless the Department of General Services with the advice of the State Librarian determines that a greater number is necessary in order to meet the requirements for deposit in a "library stockroom" (to be maintained by the State Printer for that purpose) for distribution to libraries as hereinafter provided, except that of legislative bills, daily journals, and daily or weekly histories, not more than one hundred fifty (150) copies shall be printed for such deposit and distribution, and of publications not printed by the State Printer, the department, commission or other agency concerned shall print one hundred (100) copies for such distribution. An additional two (2) copies of each state publication as selected by the State Archivist shall be printed and delivered to the State Archivist by the State Printer or the department, commission, or other agency concerned, and all remaining copies in excess of two (2) copies heretofore received shall be distributed to interested parties without charge or destroyed. The cost of printing, publishing, and distributing such copies shall be fixed and charged pursuant to Section 14866.

14902. "State publication" or "publication" as herein employed is defined to include any document, compilation, journal, law, resolution, Blue Book, statute, code, register, pamphlet, list, book, report, memorandum, hearing, legislative bill, leaflet, order, regulation, directory, periodical or magazine issued by the state, the Legislature, constitutional officers, or any department, commission or other agency thereof or prepared for the state by private individual or organization and issued in print, and "print" is defined to include all forms of duplicating other than by the use of carbon paper. The publications of the University of California, however, and intraoffice or interoffice publications and forms shall not be included.

14903. As soon as practicable after deposit of the copies in the library stockroom, the State Printer shall forward of each publication other than the legislative bills, daily journals and daily or weekly histories, fifty (50) copies to the State Library at Sacramento, twenty-five (25) copies each to the University of California libraries at Berkeley and Los Angeles, and fifty (50) copies to the California State Colleges to be allocated among the libraries thereof as directed by the Trustees of the California State Colleges. Such copies in excess of the number required for the institutions themselves, may be used for exchanges with other institutions or with agencies of other states and countries.

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14904. The copies remaining in the library stockroom, including the legislative bills, daily journals, and daily or weekly histories, shall be distributed as soon as practicable by the State Printer first one copy each to the libraries which are on his mailing list as "complete depositories," second one copy each to the libraries which are on his mailing list as "selective depositories," and third the balance to any libraries which may write for a copy or copies. Publications not printed by the State Printer shall be distributed by the issuing department, commission or other agency as soon as practicable after printing, first to all "complete depositories," and second to "selective depositories," designated by the Department of General Services.

14905. To be placed on the mailing list as a "complete depository" or as a "selective depository," a library must contract with the Department of General Services to provide adequate facilities for the storage and use of the publications, and must agree to render reasonable service without charge to qualified patrons in the use of the publications. A library designated as a "complete depository" shall be sent one copy of every state publication, while a library designated as a "selective depository" shall be sent one copy of each publication of the type or issuing agency it selects.

14905.1. The California State Library may enter into agreements with the appropriate state agencies of each of the 49 other states of the United States of America, to establish a program for the exchange of publications of legislative service agencies, other than publications of the Joint Legislative Audit Committee and of the Joint Legislative Budget Committee. The California legislative reports to be exchanged shall be selected by the State Librarian after consultation with, and subject to the approval of, the Joint Committee on Legislative Organization. The legislative research reports received from other states in exchange shall be made available by the California State Library to the California Legislature.

Prior to designation as an exchange agency, the state agency shall agree to provide adequate facilities for the storage and use of the publications, and must agree to render reasonable service in the use of the publications without charge to the legislature of that state and other qualified patrons.

The California State Library shall notify the appropriate state agency of each of the other states of the provisions of this section.

The additional number of copies of publications, not to exceed 100, needed to implement the program shall be printed or otherwise duplicated. The State Printer and the state legislative agencies upon notification of the need shall provide the designated number of publications.

14906. Any municipal or county free library, any state college or state university, the library of any incorporated college or university in this state, the library of any public community college in this state, and the State Library, may contract as above provided. Applications are to be considered in the order of their receipt by the Department of General Services.

14907. Upon application, county law libraries, the law libraries of any law school approved by the State Bar of California, the Supreme Court Library, and the law libraries of the Department of Justice and the law library of the Continuing Education of the Bar of the University of California Extension may contract as provided in Section 14905 to become a selective or complete depository library.

14908. Because of the specialized service rendered the citizens of this state through assistance in the administration of justice, proximity to another depository library shall be disregarded in the selection of a law library as a depository of legal materials.

14909. Maintenance of basic general documents shall not be required of law library depositories, but basic legal documents shall be maintained by them. Such basic legal documents shall include legislative bills, legislative committee hearings and reports, legislative journals, statutes, administrative reports, California Administrative Code and Register, annual reports of state agencies and other legal materials published by the state, where obtainable through the agency preparing same.

14910. To facilitate the distribution of state publications, the State Library shall issue monthly or quarterly a complete list of state publications issued during the immediately preceding month or quarter, such lists to be cumulated and printed at the end of each calendar year. All state departments, commissions and other agencies shall, upon request, supply information to the State Library for the preparation of the monthly or quarterly lists and the annual cumulative lists.

STATE ADMINISTRATIVE MANUAL

PUBLICATIONS AND DOCUMENTS

LIBRARY DISTRIBUTION ACT (Revised 11/65) 3120

The Library Distribution Act establishes a system to distribute state agency publications to libraries in order to make such publications widely available to residents of the State. In order to make this program fully effective, state agency cooperation is needed in distributing publications as required by law. Refer to Government Code Sections 14900 - 14911.

DEFINITION OF PUBLICATIONS STANDARDS DEFINED (New 5/73) 3121.1

Publication means anything produced in multiple copies (Government Code Section 14902). The intent of the following statements are twofold: (1) to give each Publications Representative some rules by which he can formulate his department's procedures, and (2) to give each Publications Representative an established policy so that questions of LDA applicability will be easier to resolve at the departmental level.

All publications not prohibited by law or elsewhere in SAM shall fall under the Library Distribution Act. These publications may be:

1. Of lasting interest and use to the public, or
2. Of general interest, or
3. Of special interest when such interest is geographically dispersed, or
4. Of special interest when the State is the monopolistic custodian of data which can be used for other legitimate ends, or
5. Annual compilations of periodicals not qualifying for LDA distribution but, because of the annualization, the data becomes important.

All forms, letters, memorandums, exclusive use documents, legally restricted items, organizational and procedural manuals, and interoffice and intraoffice publications for use within the state administration shall not qualify for distribution under LDA.

A department may elect to qualify local interest circulars and publications; specialized publications of primary utility to a select group; reports on minor reorganizations and policy changes dealing with state administration; and market reports and weeklies that are dated to critical tolerances if it so chooses.

DEFINITION OF STANDARD CERTIFICATION AND ASSISTANCE (New 5/73) 3121.2

The Government Publications Section of the State Library shall review and approve the LDA guidelines and changes in guidelines of all departments, boards, and commissions. The Government Publications Section shall act as a counselor to departments, commissions, and boards requesting assistance in determining LDA applicability of specific documents.

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EXCEPTION TO THE DEFINITION (New 5/73) 3121.3

Since the State Library is generally expected to be a complete loaning depository of state documents to other public libraries; and since the State Library offers a unique service to state employees, each publication of note produced by an authority in the state administrative structure ought to be available through the Government Publications Section. Therefore, at least one copy of all state publications otherwise not falling under LDA, or excluded by SAM Section 3121.1 above, shall be sent to the State Library, Government Publications Section.

DISTRIBUTION OF PUBLICATIONS PRODUCED BY STATE PRINTING PLANT (Rev. 9/77) 3122.1

The Office of State Printing shall distribute all Library Distribution Act material produced at its facilities to all Complete Depository Libraries, all Selective Depository Libraries, the State Archivist, the Library of Congress, and the Council of State Governments. The State Printer may authorize the director of a department, board, or commission to distribute its own publications reproduced by the Office of State Printing if a written and specific request by the director of the organization is submitted.

The charge to agencies for printing includes the cost of producing the additional copies required by the Library Distribution Act. An additional flat charge is made for the cost of distribution.

DISTRIBUTION OF PUBLICATIONS PRODUCED BY DUPLICATING PROCESS (Rev. 9/77) 3122.2

Each agency, except the University of California, is responsible for distributing publications which are produced by its own facilities or produced for them by the central duplicating service. Agencies are to prepare 100 extra copies of such publications and are responsible for distributing these 100 copies as follows:

1. State Library, Government Publications Section: three copies of each publication except that only two copies are required of serials (periodicals and annual reports). These are needed as soon as possible so that the monthly list of state publications can be prepared without delay.

2. One copy each to the other Complete Depository Libraries listed in annual edition of "California State Publications."

3. One copy to each Selective Depository Library requesting the publication. Mailing lists are to be maintained by the agency for the purpose of distributing publications to interested Selective Depository Libraries and others.

4. Two copies to the State Archivist.

5. Two copies to Exchange and Gift Division, Monthly Checklist Section, Library of Congress, Washington, D.C. 20540.

6. One copy to Research Librarian, Council of State Governments, Iron Works Pike, Lexington, Kentucky 40505.

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7. Copies to any other libraries which may request them, until the supply of remaining copies is exhausted. If demand for a publication exceeds supply, Selective Depository Libraries are to receive first consideration. These copies, if not distributed, shall be retained for a period of one year.

DISTRIBUTION OF PUBLICATIONS PRODUCED UNDER CONTRACT WITH INDIVIDUAL OR FIRM (New 5/73) 3122.3

Agencies which let reproduction contracts for Library Distribution Act qualified publications, whether the material to be reproduced is a part of a consulting contract or not, are responsible for distributing the 100 copies as outlined in SAM Section 3122.2 above. Such reproduction contracts should have provision for the additional copies included at time of acceptance of the bid.

PUBLICATIONS REPRESENTATIVES (Revised 5/73) 3123

Each department, board, or commission shall designate one person as their Publications Representative. Documents and Publications of the Office of Procurement and the Librarian (LDA) at the Government Publications Section, State Library, shall be notified as to the name, mailing address, and telephone number of the Publications Representative each December 1.

The designated person shall develop and apply suitable procedures to assure a distribution of departmental, board, or commission publications, both printed and processed, which are in harmony with the provisions of the Library Distribution Act.

When a publication is to be distributed pursuant to the Library Distribution Act, the department, board, or commission shall include this information on the Printing Requisition - Invoice, Std. Form 67, or Duplicating Order, Std. Form 68.

INTERDEPARTMENTAL COORDINATION (Revised and Renumbered 1/1/63) 3124

The Government Publications Section of the State Library is responsible for coordinating the distribution of both printed and processed state publications, and for the preparation of periodic lists of state publications. They will advise agency Publications Representatives on questions arising as to the operation of the library distribution system. It is recognized that it is not always easy to determine whether or not a publication should be distributed or comes within the "intraoffice or interoffice" category. In order that a consistent policy may be applied, particularly in the case of similar publications issued by different agencies, agency publications representatives are urged to consult with the State Library as questions arise.

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** DEPOSITORY LIBRARIES **

Under the provisions of the Library Distribution Act (Government Code sections 14905, 14906, and 14907), the libraries listed below have contracted with the Department of General Services to serve as complete or selective depositories. They agree to provide adequate facilities for the shelving and use of the publications deposited with them, render reasonable service without charge to qualified patrons, and retain all publications received until authorized to dispose of them.

Complete Depository Libraries

One copy of each state publication as defined in Government Code section 14902 must be placed on deposit with each complete depository. Provisions of the State Administrative Manual authorize the California State Library to receive three copies of monographs and two copies of annual reports and periodicals.

California State Library, Government Publications Section, Library and Courts Building, P.O. Box 942837, Sacramento, 94237-0001 (IMS: 914 Capitol Mall, E-29)
California State University, Chico, Library-Government Publications Center, Chico, 95929
California State University, Long Beach, Library-Government Documents, 1250 Bellflower Blvd., Long Beach 90840
Fresno County Free Library, Government Publications, 2420 Mariposa St., Fresno, 93721
Los Angeles Public Library, Serials Division, 361 S. Anderson St., Los Angeles, 90033
Oakland Public Library, 125 Fourteenth St., Oakland, 94612
San Diego Public Library, Science and Industry Department, 820 E St., San Diego, 92101
San Diego State University, Malcolm A. Love Library, 5402 College Ave., San Diego, 92115
San Francisco Public Library, Government Documents Department, Civic Center, 251 McAllister St., San Francisco, 94102.
Stanford University Libraries, State Document Librarian, Government Documents Div., Stanford, 94305
University of California, Berkeley, General Library-Documents Department, Berkeley, 94720
University of California, Davis, Shields Library-Government Documents Department, Davis, 95616
University of California, Los Angeles, University Research Library, Serials Dept.-Exchange Section, 405 Hilgard Ave., Los Angeles, 90024
University of California, San Diego, Central Library, Documents Department, C-075-P, La Jolla, 92093
University of California, Santa Barbara, Library-Government Publications Section, Santa Barbara, 93106

Selective Depository Libraries

Selective depositories receive one copy of each printed publication distributed by the Office of State Printing. They also receive on request publications distributed directly by issuing agencies.

A.K. Smiley Public Library, 125 West Vine St., Redlands, 92373
Alameda Free Library, 1433 Oak Street, Alameda, 94501
Alhambra Public Library, 410 West Main Street, Alhambra, 91801
Anaheim Public Library, Documents Section, 500 West Broadway, Anaheim, 92805
Auburn-Placer County Library, 350 Nevada Street, Auburn, 95603
Berkeley Public Library, 2090 Kittredge Street, Berkeley, 94704
Butte County Library, 1820 Mitchell Avenue, Oroville, 95965
California Institute of Technology, Robert A. Millikan Memorial Library, 1201 E. California Blvd., Pasadena, 91106
California Polytechnic State University, San Luis Obispo, Library, Government Documents Section, San Luis Obispo, 93407
California State Polytechnic University, Pomona, Library-Serials Unit, 3801 W. Temple Ave., Pomona, 91768
California State University, Bakersfield, Library-Documents Section, 9001 Stockdale Highway, Bakersfield 93311
California State University, Dominguez Hills, Library-Government Documents, 800 E. Victoria St., Carson, 90747
California State University, Fresno, Library, Shaw and Cedar Avenues, Fresno, 93740
California State University, Fullerton, Library-Documents Section, P.O. Box 4150, Fullerton, 92634
California State University, Hayward, Library-Documents Dept., Hayward, 94542
California State University, Los Angeles, John F. Kennedy Memorial Library, Government Publications Section, 5151 State University Dr., Los Angeles, 90032
California State University, Northridge, Oviatt Library, 18111 Nordhoff St., Northridge, 91330
California State University, Sacramento, Library-Documents, 2000 Jed Smith Dr., Sacramento, 95819
California State University, San Bernardino, Library, 5500 University Parkway, San Bernardino, 92407
California State University, Stanislaus, Library, 801 Monte Vista Ave., West, Turlock, 95380
Chula Vista Public Library, 365 F Street, Chula Vista, 92010
Contra Costa County Library, Documents Section, 1750 Oak Park Boulevard, Pleasant Hill, 94523

El Centro Public Library, 539 State Street, El Centro, 92243
El Dorado County Library, 345 Fair Lane, Placerville, 95667
Escondido Public Library, 239 South Kalmia, Escondido, 92025
Eureka-Humboldt Library, 636 F Street, Eureka, 95501
Fremont Main Library, 39770 Paseo Padre Parkway, Fremont, 94538
Fullerton Public Library, 353 West Commonwealth Avenue, Fullerton, 92632
Garden Grove Regional Library, 11200 Stanford Avenue, Garden Grove, 92640
Glendale Public Library, 222 East Harvard Street, Glendale, 91205
Hayward Public Library, 22737 Mission Boulevard, Hayward, 94541
Humboldt State University, Library-Documents Department, Arcata, 95521
Inglewood Public Library, 101 West Manchester Boulevard, Inglewood, 90301
John F. Kennedy Library, Depository Program, 505 Santa Clara Street, Vallejo, 94590
Kern County Library, 701 Truxtun Avenue, Bakersfield, 93301
Long Beach Public Library, 101 Pacific Avenue, Long Beach, 90802-4482
Los Angeles County Public Library, Government Publications, P.O. Box 7011, Downey, 90241-7011
Los Angeles County Public Library, Angelo M. Iacoboni Library, 4990 Clark Avenue, Lakewood, 90712
Los Angeles County Public Library, Carson Library, 151 East Carson Street, Carson, 90745
Los Angeles County Public Library, Compton Library, 240 West Compton Boulevard, Compton, 90220
Los Angeles County Public Library, Culver City Library, 4975 Overland Avenue, Culver City, 90230
Los Angeles County Public Library, Gardena Library, 1731 West Gardena Boulevard, Gardena, 90247
Los Angeles County Public Library, Huntington Park Library, 6518 Miles Avenue, Huntington Park, 90255
Los Angeles County Public Library, Lancaster Library, 1150 West Avenue J, Lancaster, 93534
Los Angeles County Public Library, Montebello Library, 1550 West Beverly Boulevard, Montebello, 90640
Los Angeles County Public Library, Norwalk Library, 12350 Imperial Highway, Norwalk, 90650
Los Angeles County Public Library, Rosemead Library, 8800 Valley Boulevard, Rosemead, 91770
Los Angeles County Public Library, Valencia Library, 23743 West Valencia Boulevard, Valencia 91355
Los Angeles County Public Library, West Covina Library, 1601 West Covina Parkway West, West Covina, 91790
Mendocino County Library, 105 North Main Street, Ukiah, 95482
Merced County Library, 2100 O Street, Merced, 95340

Mills College Library, 5000 MacArthur Blvd., Oakland, 94613
Monterey County Library, Court House Annex, 26 Central Avenue, Salinas, 93901
Napa City-County Library, 1150 Division Street, Napa, 94559
Occidental College Library, Documents Division, 1600 Campus Road, Los Angeles, 90041
Oceanside Public Library, 615 Fourth Street, Oceanside, 92054
Ontario City Library, Government Documents Section, 215 East C Street, Ontario, 91764
Pasadena Public Library, 285 East Walnut Street, Pasadena, 91101
Plumas County Library, P.O. Box 10270, Quincy, 95971
Pomona College, The Honnold Library, Documents Collection, Claremont, 91711
Pomona Public Library, Technical Services Division-Documents, P.O. Box 2271, Pomona, 91769
Redwood City Public Library, 881 Jefferson Avenue, Redwood City, 94063
Richmond Public Library, Civic Center Plaza, Richmond, 94804
Riverside City and County Public Library, P.O. Box 468, Riverside, 92502
Sacramento Public Library, Central Library-Reference Department, 828 I Street, Sacramento, 95814
San Bernardino County Library, Documents, 104 West Fourth Street, San Bernardino, 92401
San Bernardino Public Library, Documents, 555 W. Sixth St., San Bernardino, 92410
San Bernardino Valley College Library, 701 South Mt. Vernon Avenue, San Bernardino, 92410
San Diego County Library, Governmental Reference Library, 1600 Pacific Hwy. No. 602, San Diego, 92101
San Francisco State University, Social Science, Business, and Ethnic Studies Library, 1600 Holloway Avenue, San Francisco 94132
San Jose Public Library, Reference Dept., 180 West San Carlos Street, San Jose, 95113
San Jose State University, Clark Library-Government Publications, One Washington Square, San Jose, 95192
San Luis Obispo City-County Library, P.O. Box 8107, San Luis Obispo, 93403
San Mateo Public Library, 55 West Third Avenue, San Mateo, 94402
Santa Ana Public Library, Reference Section, 26 Civic Center Plaza, Santa Ana, 92701
Santa Barbara Public Library, P.O. Box 1019, Santa Barbara, 93102
Santa Clara County Library, Reference Center, 10400 Torre Avenue, Cupertino, 95014

Santa Cruz Public Library, Documents Section, 224 Church Street, Santa Cruz, 95060
Santa Maria Public Library, Reference Dept., 420 South Broadway, Santa Maria, 93454
Santa Monica Public Library, 1343 - 6th St., Santa Monica, 90401
Shasta County Library, 1855 Shasta Street, Redding 96001
Sonoma County Library, Third and E Streets, Santa Rosa, 95404
Sonoma State University, Library-Documents Dept., 1801 East Cotati, Ave., Rohnert Park, 94928
Stanislaus County Free Library, 1500 I Street, Modesto, 95354
Stockton-San Joaquin County Public Library, 605 North El Dorado Street, Stockton, 95202
Thousand Oaks Library, 1401 East Janss Road, Thousand Oaks, 91362
Torrance Public Library, 3301 Torrance Boulevard, Torrance, 90503
Tulare County Free Library, Documents Section, 200 West Oak, Visalia, 93291
University of California, Irvine, University Library, Government Publications Department, P.O. Box 19557, Irvine, 92713
University of California, Riverside, Library-Government Publications, P.O. Box 5900, Riverside, 92517
University of California, San Francisco, Library, Acquisitions Division, San Francisco, 94143
University of California, Santa Cruz, McHenry Library, Documents Section, Santa Cruz, 95064
University of Santa Clara, Michel Orradre Library, Documents Department, Santa Clara, 95053
University of Southern California, Doheny Memorial Library, Government Documents Dept., University Park- 7C 0182, Los Angeles, 90089
University of the Pacific, Library-Reference Department, 3601 Pacific Avenue, Stockton, 95211
Ventura County Library, Documents Dept., P.O. Box 771, Ventura, 93002
West Hills Community College Library, 300 Cherry Lane, Coalinga, 93210
Whittier College, The Wardman Library, 13406 East Philadelphia Street, Whittier, 90601
Whittier Public Library, 7344 Washington Avenue, Whittier, 90602

Law Library Depositories

Law library depositories have special document retention requirements pursuant to section 14909 of the California Government Code.

Alameda County Law Library, Room 200, Court House, 1225 Fallon St., Oakland, 94612
California Western University School of Law Library, 350 Cedar St., San Diego, 92101
Court of Appeal Library, Second Appellate District, 3580 Wilshire Blvd., Room 448, Los Angeles, 90010
Don A. Turner Law Library, 401 N. Arrowhead Ave., San Bernardino, 92415
Golden Gate University Law Library, 536 Mission St., San Francisco, 94105
Hastings College of the Law Library, 200 McAllister St., San Francisco, 94102
Kern County Law Library, 306 Administration & Courts Bldg., Truxton & Chester Avenues, Bakersfield, 93304-5696
Los Angeles County Law Library, 301 W. First St., Los Angeles, 90012
Loyola University School of Law Library, 1440 W. Ninth St., Los Angeles, 90015
McGeorge School of Law, Library, Documents Dept., 3282 Fifth Ave., Sacramento, 95817
Orange County Law Library, 515 N. Flower, Santa Ana, 92703
Riverside County Law Library, 3535 Tenth St., Suite 100, Riverside, 92501-3674
Sacramento County Law Library 720 Ninth St., Sacramento, 95814
San Diego County Law Library, 1105 Front St., San Diego, 92101
San Joaquin County Law Library, Room 300, Court House, 222 E. Weber Ave., Stockton, 95202
San Luis Obispo County Law Librry, Government Center no. 125, San Luis Obispo, 93408
San Mateo County Law Library, Hall of Justice and Records, 710 Hamilton St., Redwood City, 94063
Santa Barbara County Law Library, Courthouse, 1100 Anacapa St., Santa Barbara, 93101
Santa Clara County Law Library, 360 N. First St., San Jose, 95113
Santa Cruz County Law Library, 701 Ocean St., Santa Cruz, 95060
Sonoma County Law Library, Hall of Justice, 600 Administration Dr., Santa Rosa, 95401
Southwestern University School of Law Library, Government Documents, 675 South Westmoreland Ave., Los Angeles, 90005-3992
Stanford University, Law Library, Stanford, 94305

Supreme Court of California, Law Library, 4241 State Building Annex, 455 Golden Gate Ave., San Francisco, 94102
University of California, Berkeley, Law Library, Boalt Hall, Berkeley, 94720-2499
University of California, Davis, Law Library, Documents Dept., Davis, 95616
University of California, Los Angeles, Law Library, 1106 Law Bldg., 405 Hilgard Ave., Los Angeles, 90024
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CALIFORNIA STATE AGENCY CLASSIFICATION SCHEME

edited by

Dennis Hagen

1989

Government Publications Section
California State Library

Gary E. Strong, State Librarian

ACKNOWLEDGMENT

This publication would not exist without the efforts of Dennis Hagen, former Senior Librarian for Technical Services in the Government Publications Section; he created, organized, and edited the introductory matter, the classification listing, and the index. His dedication, technical expertise, and creative abilities are much appreciated.

Thomas K. Andersen
Head, Government Publications

NOTE

The information in this publication is current as of December 31, 1988, and can be supplemented by the monthly listings of new and corrected classification numbers in *California State Publications*, beginning with the January 1989 issue.

TABLE OF CONTENTS

Introduction i

Call Number Guidelines i

- Agency number (first line) i
- Book number (second line) iii
- Special situations iv
  - Legislative hearings & other committee publications iv
  - Agency name changes v
  - Serials entered under title v
  - Book numbers for counties vi
  - Book numbers for addresses and speeches vi
  - Book numbers for state parks vi

Table A, Book numbers vii

Table B, Standard book numbers viii

Table C, Book numbers for counties ix

Table D, Book numbers for state parks x

Classification listing 1

Index 173

INTRODUCTION

The California State Agency Classification Scheme is used by the State Library to classify its collection of publications issued by California state agencies. New classification numbers are listed each month in *California State Publications*.

The scheme was created in the mid-1950s by Mary Schell, then head of the Library's Government Publications Section. Prior to this date the California documents collection was arranged by agency, then subarranged by title. The classification scheme created by Ms. Schell formalized this arrangement.

A basic call number consists of two lines. The first line is a classification number. It is an alphanumeric code representing the issuing agency. The second line is a book number reflecting the key word in the title.

This publication is designed to list all classification numbers used by the California State Library. Each number is followed by the heading for the agency. If the heading conforms to *Anglo-American Cataloguing Rules, 2nd ed.*, one of two bracketed codes follows the heading: [AACR2-LC] indicates the heading was found in the Library of Congress' Name Authority File; [AACR2-C] indicates the heading was created by the California State Library. The classification list is followed by a keyword index.

CALL NUMBER GUIDELINES

AGENCY NUMBER (FIRST LINE)

The first line, or agency number, consists of a single capital letter followed by three or four digits. A separate number is created for subdivisions of agencies.

E200	State Dept. of Education
E778	State Dept. of Education, Bureau of Publications
E2015	California Energy Commission
T900	Dept. of Transportation

In recent years a second agency line has been used when space is no longer available in a section of the classification system. The second line is an alphanumeric code consisting of a capital letter for the subagency followed by one or two digits. The book number becomes the third line. This technique is only used when a first line agency number cannot be created.

E2015	Energy Commission
P6	Office of Policy and Program Evaluation
I52	Innovative regulatory incentives for ...

Exceptions have been made to the guideline of a separate number for each subagency. For example, the various labor market information groups within the Employment Data and Research Division are all assigned the number of the division.

E1950	Employment Data and Research Division
E1950	Coastal Area Labor Market Information Group
E1950	Northern Area Labor Market Information Group

Other examples can be found within the Dept. of Water Resources. The various district offices are all assigned the number of the department.

W750	Dept. of Water Resources
W750	Dept. of Water Resources, Central District
W750	Dept. of Water Resources, Northern District

Sometimes this technique is used for temporary task forces or study groups.

E2015	Energy Commission
E2015	Energy Commission, Fuels Planning Committee

BOOK NUMBER (SECOND LINE)

The second line, or book number, is constructed of a capital letter followed by one or more digits. Table A is used to construct most book numbers, but often the cataloger must deviate from this table in order to fit the new number among the existing numbers in the shelflist. Also, over the years, some standard book numbers have been used. They are listed in Table B. They have not been used consistently. Often they cannot be assigned to new titles due to conflicts in the shelflist.

P73	Preschool program guidelines
I57	Intergenerational child care
R4	Report to the legislature
N4	Information center newsletter

A variety of methods have been used to expand the space available under a given agency number.

- Two, three, and sometimes four digits are used following the beginning letter of the book number
- Lower case letters are sometimes added to the book number

T321	Regulations for the California solar energy tax credit
S667	Solar tax credit report
R445s	Residential conservation service benchmark survey

To distinguish different editions of a title a third line, the year of the edition, is added to the call number.

E2015
S51
1983

Monographs in a numbered series are usually assigned a book number for the series with a third line for the series number.

F650	Inland Fisheries informational leaflet ;
I47	no. 37
no.37	

SPECIAL SITUATIONS

Legislative Hearings and Other Committee Publications

All call numbers for legislative hearings and other committee publications consist of four lines. The first line is L500. The second line is an alphanumeric code for the committee. It consists of a capital letter for the committee followed by two or three digits. Subcommittees are assigned the same number as the overall committee. The third line is the year of the hearing, or the year of issue for other publications. The fourth line is an accession number. The first title received from a committee in a given year is no. 1, etc.

L500
U85
1987
no.3

Some committees issue serials. Call numbers for these publications also have L500 as the first line. Sometimes the second line is the committee number with a trailing lowercase letter reflecting the publication's title. Another method that has been used is to add a book number as a third line.

L500	L500
W3b	W3
	R43

Agency Name Changes

Sometimes the classifiction number for an agency will be changed to reflect an agency's or subagency's new name. The decision is made by the cataloger. Some of the factors which influence the decision are:

- Does the name reflect a change in the responsibilities of the body or is it just a superficial name change?
- How difficult will it be to maintain split files for the agency's ongoing serials?

The browsing aspects of changes in classification numbers have not been a major considertion in the past since CSL has closed stacks.

An example of an agency name change which is reflected by a new classification number is the Dept. of Health Services. The agency number for the department is H900. Its predecessor, the Dept. of Health, is assigned to H1100.

Examples of agency numbers which have not changed are:

A500	Dept. of Food and Agriculture (formerly Dept. of Agriculture)
I800	Dept. of Real Estate (formerly Division of Real Estate within the Dept. of Investment)
E138	Dept. of Commerce (formerly Dept. of Economic and Business Development)

Serials Entered Under Title

Serials which are entered under title, and which have been issued by a number of different agencies, may have been assigned to a number of different call numbers. When this occurs, the listing in *California State Publications* reflects the latest call number. An explanatory note (MARC field 550) describes the changes in issuing bodies and a second explanatory note (MARC field 590) lists the various call numbers that have been used.

Book Numbers for Counties

The book numbers in Table C are often used as a third line when a publication is issued with a separate part for each county. This number follows the second line book number which reflects the overall title of the publication. For example,

E1950	Employment Data and Research Division
E5	Wage and salary and employment ...
C6	Contra Costa County

Book Numbers for Addresses and Speeches

Addresses and speeches are classed under the agency of the official making the address. A standard book number of A4 is used. Added to this number is a work letter representing the official's last name. An accession number is used as a third line.

A500	Dept. of Agriculture
A4w	Address by William Warne
no.1	First address received

Book Numbers for State Parks

Publications about individual state parks by the Dept. of Parks and Recreation are classified under P155.P4 with a third line book number representing the specific park. See Table D. A lower case letter is added to the state park number to distinguish different titles about the same park.

P155	
P4	
S92d	(Sycamore Canyon ... draft EIR)

TABLE A

BOOK NUMBERS

Digit for 2nd letter

after consonants

a	e	i	o	r	u	y
3	4	5	6	7	8	9

after vowels

b	d	l	m	n	p	r	s	t	u	y
2	3	4		5	6	7	8		9	

after s

a	ch	e	hi	m	t	u
2	3	4	5	6	(78)	9

after qu

a	e	i	o	r	y
3	4	5	6	7	8

after qa-qt use 2-29

Digit for 3rd letter

a	e	i	m	n	r	u	x
2	3	4	5	6	7	8	9

TABLE B

STANDARD BOOK NUMBERS

A4	Addresses, speeches, etc.
B5	Bibliography (use with work mark denoting subject)
B9	Bulletin
C3	*Catalog*
D4	Decision
D5	Directory
F5	Film catalog
H4	Hearing (other than legislative)
H5	History
I5	General information
M3	Manual
M5	Minutes
O7	Order
O8	Organization chart
P8	Press release
P9	List of publications
R4	Report (annual, biennial, etc.)
R45	Resolution

TABLE C

BOOK NUMBERS FOR COUNTIES

A3	Alameda
A4	Alpine
A5	Amador
B8	Butte
C3	Calaveras
C5	Colusa
C6	Contra Costa
D4	Del Norte
E4	El Dorado
F7	Fresno
G5	Glenn
H8	Humboldt
I5	Imperial
I6	Inyo
K4	Kern
K5	Kings
L2	Lake
L3	Lassen
L6	Los Angeles
M1	Madera
M2	Marin
M3	Mariposa
M4	Mendocino
M5	Merced
M6	Modoc
M7	Mono
M8	Monterey
N3	Napa
N4	Nevada
O7	Orange
P5	Placer
P6	Plumas
R5	Riverside
S2	Sacramento
S22	San Benito
S23	San Bernardino
S24	San Diego
S25	San Francisco
S26	San Joaquin
S27	San Luis Obispo
S28	San Mateo
S3	Santa Barbara
S4	Santa Clara
S5	Santa Cruz
S6	Shasta
S63	Sierra
S66	Siskiyou
S7	Solano
S75	Sonoma
S8	Stanislaus
S9	Sutter
T4	Tehama
T7	Trinity
T8	Tulare
T9	Tuolumne
V4	Ventura
Y6	Yolo
Y8	Yuba

TABLE D

BOOK NUMBERS FOR STATE PARKS

A5	Angel Island State Park, Marin County
A7	Armstrong Redwoods State Park, Sonoma County
B5	Big Basin Redwoods State Park, Santa Cruz County
B6	Bodie State Historic Park, Mono County
B6t	Bothe-Napa Valley State Park, Napa County
B72	Brannan Island State Recreation Area
C2	Calaveras Big Trees State Park, Calaveras County
C25	Castle Crags State Park, Shasta County
C69	Columbia State Historic Park, Tuolumne County
C79	Crystal Cove State Park
C9	Cuyamaca Rancho State Park, San Diego County
D3	D.L. Bliss State Park, El Dorado County
D4	Del Norte Coast Redwoods State Park, Del Norte County
D7	Dry Lagoon State Park, Humboldt County
D95	Durham Ferry State Recreation Area
E56	Empire Mine State Historic Park
F6	Folsom Lake State Recreation Area, Sacramento County
F64	Fort Humboldt State Historic Park,
F65	For Ross State Historic Park, Sonoma County
G6	Grinding Rock
G7	Grizzly Creek Redwoods State Park, Humboldt County
G7s	Grover Hot Springs State Park, Alpine County
H422	Hearst San Simeon State Historic Monument,
H43	Henry Cowell Redwoods State Park, Santa Cruz County
H6	Hollister Hills State Vehicular Recreation Area, Santa Clara
H8	Humboldt Redwoods State Park, Humboldt County
H81	Hungry Valley Recreation Area
J4	Jedediah Smith Redwoods State Parks, Monterey County
K5	King Beach State Recreation Area
L25	Lake Elsinore State Recreation Area, Riverside County
L3	La Purisima Mission State Historic Park, Santa Barbara Cty
L34	Lake Valley State Recreation Area
L6	Los Encinos State Historic Park
M2	Mac Kerricher State Park, Mendocino County
M3	McArthur-Burney Falls Memorial State Park, Shasta County
M4	Mendocino Headlands State Park, Mendocino County
M5	Mitchell Caverns State Reserve, San Bernardino County

M62	Morro Bay State Park, San Luis Obispo County
M64	Mount Diablo State Park, Copntra Costa County
M65s	Mt. San Jacinto Wilderness State Park, Riverside County
M65t	Mt. Tamalpais State Park, Marin County
O4	Old Town San Diego, San Diego County
O42	Old Sacramento, Sacramento County
O46	Olompali State Historic Park
O7	Oroville Reservoir State Recreation Area, Butte County
O72	Lake Oroville, Butte County
P2	Palomar Mountain State Park, San Diego County
P3	Pelican State Beach, Del Norte County
P35	Lake Perris State Recreation Area
P4	Pfeiffer Big Sur State Park, Monterey County
P5	Picacho State Recreation Area, Imperial County
P55	Pio Pico State Historic Park, Los Angeles
P6	Pismo State Beach, San Luis Obispo County
P7	Plumas-Eureka State Park, Plumas County
P8	Point Lobos State Reserve, Monterey County
P9	Prarie Creek Redwoods State Park, Humboldt County
R43	Refugio State Beach,
R5	Richardson Grove State Park, Humboldt County
R9	Russian Gultch State Park, Mendocino County
S22	Salton Sea State Recreation Area, Riverside County
S23	Samuel P. Taylor State Park, Marin County
S25	San Clemente State Beach, Orange County
S26	San Juan Bautista State Historic Park, San Benito County
S27	San Luis Reservoir State Recreation Area, Merced County
S28	San Mateo Coast Beaches
	Arroyo de Los Frijoles State Beach
	Francis-Dunes State Beach
	Montara State Beach
	Pebble State Beach
	Pescadero State Beach
	Pomponio State Beach
	San Gregorio State Beach
	Sharp Park State Beach
	Thorton State Beach
S292	San Onofre State Beach, Orange County
S295	San Pasqual Battlefield
S296	San Simeon State Beach, San Luis Obispo County
S31	Santa Cruz Mission, Santa Cruz County
S64	Sonoma Coast State Beach, Sonoma County
S65	Sonoma State Historic Park, Sonoma County

S68	Stanford House State Historic Park
T6	Torrey Pines State Reserve, San Diego County
W3	Weaverville Joss House, Trinity County
W54	Wilder Ranch State Park
W58	Woodland Opera House State Historic Park

A125	California. State Board of Accountancy. [AACR2-LC]
A130	Accounting Officers' Conference
A150	California. Military Dept. (see also M450) [AACR2-LC]
A150	California. National Guard [AACR2-LC]
A150	California. Office of the Adjutant General
A165	California. Office of Administrative Law. [AACR2-LC]
A175	California. Adoption Survey Committee
A200	California. Adult Authority. [AACR2-LC]
A249	California. Aeronautics Board
A250	California. Aeronautics Commission.
A251	California. Dept. of Aeronautics. [AACR2-LC]
A260	California. Interdepartmental Committee on the Problems of Aging
A260	California. Interdepartmental Coordinating Committee on Aging
A262	California Interdepartmental Committee on Aging
A265	California. Citizen's Advisory Committee on Aging. [AACR2-LC]
A265	California Commission on Aging. [AACR2-LC]
A265.E66	California Commission on Aging. Employment Committee. [AACR2-LC]
A266	California. Dept. of Aging. [AACR2-LC]
A266	California. State Office on Aging
A266.A49	California Alzheimer's Disease Task Force. [AACR2-C]
A266.L6	California. Dept. of Aging. Long-Term Care Division. [AACR2-C]
A266.O4	California. Office of the State Long Term Care Ombudsman. [AACR2-LC]
A267	California. Dept. of Aging. Communications Branch.
A268	California. Dept. of Aging. Advocacy Assistance and Civil Rights Office. [AACR2-LC]
A270	California. Commission on Agricultural Education

A273	California. Agricultural Labor Commission. [AACR2-LC]
A274	California. Agricultural Labor Relations Board. [AACR2-LC]
A274.R45f	California. Agricultural Labor Relations Board. Fresno Regional Office. [AACR2-C]
A274.R45s	California. Agricultural Labor Relations Board. Sacramento Regional Office. [AACR2-C]
A275	California. Agricultural Prorate Commission
A325	California. Agricultural Research Study Committee
A350	California. State Agricultural Society (A375 also used)
A375	California. State Agricultural Society (A350 also used)
A385	California Commission on Agriculture. [AACR2-LC]
A400	California. State Board of Agriculture
A400	California. State Board of Food and Agriculture. [AACR2-LC]
A400	California. State Board of Food and Agriculture. Subcommittee on Land Acquisitions
A420	California. Agriculture and Services Agency. [AACR2-LC]
A500	California. Dept. of Agriculture. [AACR2-LC]
A500	California. Dept. of Food and Agriculture. [AACR2-LC]
A525	Dept. of Agriculture. Division of Agricultural Economics
A540	California. Agricultural Resources Branch. [AACR2-C]
A550	California. Dept. of Agriculture. Bureau of Agricultural Statistics
A570	California. Bureau of Animal Health. [AACR2-LC]
A575	California. Division of Animal Industry. [AACR2-LC]
A580	California. Dept. of Agriculture. Apiary Inspection
A590	Biological Control Services Program (Calif.) [AACR2-LC]
A600	California. Bureau of Chemistry. [AACR2-LC]
A600	California. Bureau of Chemistry. Los Angeles Office.
A601	California. Division of Chemistry. [AACR2-LC]

A605	Sacramento Pesticide Laboratory. [AACR2-C]
A606	California. Chemistry Laboratory Review Task Force. [AACR2-C]
A608	California. Dept. of Food and Agriculture. Communications Office. [AACR2-C]
A610	California. Dept. of Food and Agriculture. Consumer Advisory Committee. [AACR2-LC]
A615	California. Cooperative Bargaining Association Advisory Committee. [AACR2-C]
A625	California Agricultural Statistics Service. [AACR2-LC]
A625	California Crop and Livestock Reporting Service. [AACR2-LC]
A650	California. Dept. of Agriculture. Bureau of Diary Service.
A670	California. Egg and Poultry Quality Control.
A672	California. Environmental Hazards Assessment Program. [AACR2-C]
A675	California. Dept. of Agriculture. Bureau of Entomology and Plant Quarantine.
A700	California. Bureau of Entomology. [AACR2-LC]
A700	California. Division of Plant Industry. Laboratory Services. Entomology. [AACR2-LC]
A705	California. Dept. of Food and Agriculture. Export Program. [AACR2-C]
A710	California. Division of Fairs and Expositions. [AACR2-LC]
A720	Feed, Fertilizer and Livestock Drugs (Calif.) [AACR2-C]
A725	California. Dept. of Agriculture. Bureau of Field Crops.
A725	California. Field Crops and Agricultural Chemicals. [AACR2-LC]
A750	California. Dept. of Agriculture. State Fish Exchange.
A773	California. Fruit and Vegetable Quality Control.
A773.S73	California. Fruit and Vegetable Quality Control. Standardization.
A775	California. Dept. of Agriculture. Bureau of Fruit and Vegetable Standardization.
A800	California. Dept. of Agriculture. Division of Land Settlement.

A815	California. Bureau of Animal Health. [AACR2-LC]
A815	California. Dept. of Agriculture. Bureau of Livestock Disease Control.
A825	California. Bureau of Livestock Identification. [AACR2-LC]
A826	California. Livestock Identifiction Advisory Board. [AACR2-C]
A840	California. Dept. of Food and Agriculture. Long Range Planning Unit.
A850	California. Dept. of Agriculture. Bureau of Market Enforcement.
A850	California. Dept. of Food and Agriculture. Bureau of Market Enforcement. [AACR2-C]
A859	California. Dept. of Food and Agriculture. Market Enforcement Branch. [AACR2-C]
A875	California. Bureau of Market News. [AACR2-LC]
A875	California. Market News Branch. [AACR2-C]
A875	Federal-State Market News Service. [AACR2-LC]
A900	California. Dept. of Agriculture. Division of Agriculture Economics.
A900	California. Dept. of Agriculture. Division of Marketing.
A900	California. Division of Marketing Services. [AACR2-LC]
A925	California. Bureau of Markets. [AACR2-LC]
A925	California. Dept. of Agriculture. Bureau of Marketing.
A925	California. Dept. of Food and Agriculture. Bureau of Marketing. [AACR2-LC]
A930	California. Dept. of Food and Agriculture. Direct Marketing Program. [AACR2-C]
A950	California. Dept. of Agriculture. Bureau of Meat Inspection.
A975	California. Dept. of Food and Agriculture. Milk Stabilization Branch. [AACR2-LC]
A975	California. Bureau of Milk Stabilization. [AACR2-C]
A975	California. Dept. of Food and Agriculture. Bureau of Milk Control.
A980	California. Nematology Laboratory. [AACR2-LC]
A985	California. Dept. of Agriculture. Bureau of Nursery Service.

A1000	California. Dept. of Agriculture. Bureau of Pest Control.
A1010	California. Division of Pest Management, Environmental Protection, and Worker Safety. [AACR2-LC]
A1010	California. Pest Management Analysis and Planning Program. [AACR2-C]
A1010.E5	California. Division of Pest Management, Environmental Protection, and Worker Safety. Unit of Environmental Monitoring and Pest Management. [AACR2-LC]
A1010.E5	Integrated Pest Management Program (Calif.) [AACR2-C]
A1010.E69	California. Environmental Assessment Team. [AACR2-LC]
A1010.W5	California. Division of Pest Management, Environmental Protection, and Worker Safety. Worker Health and Safety Branch. [AACR2-C]
A1010.W5	California. Division of Pest Management, Environmental Protection, and Worker Safety. Worker Health and Safety Unit. [AACR2-LC]
A1011	California. Dept. of Food and Agriculture. Pesticide Enforcement. [AACR2-LC]
A1011.L5	California. Division of Pest Management, Environmental Protection, and Worker Safety. Pesticide Licensing.
A1011.U8	California. Division of Pest Management, Environmental Protection, and Worker Safety. Pesticide Use Enforcement.
A1015	California. Agricultural Chemicals and Feed. [AACR2-LC]
A1015	California. Pesticide Registration and Agricultural Productivity. [AACR2-C]
A1025	California. Division of Plant Industry. [AACR2-LC]
A1025.A5	California. Division of Plant Industry. Analysis and Identification. [AACR2-LC]
A1026	California. Division of Plant Industry. Control and Eradication Unit. [AACR2-C]
A1027	California. Division of Plant Industry. Emergency and Special Projects. [AACR2-C]
A1028	California. Division of Plant Industry. Pest Detection and Emergency Projects. [AACR2-LC]
A1030	California. Division of Plant Industry. Exclusion & Detection. [AACR2-LC]
A1030	California. Division of Plant Industry. Pest Exclusion. [AACR2-LC]

A1030	California. Division of Plant Industry. Pest Exclusion/Nursery and Seed Services. [AACR2-C]
A1040	California. Division of Plant Industry. Pest Exclusion/Nursery Program. [AACR2-C]
A1040	California. Nursery and Seed Services. [AACR2-LC]
A1040	California. Nursery Service. [AACR2-LC]
A1050	California. Bureau of Plant Pathology.
A1050	California. Division of Plant Industry. Laboratory Services. [AACR2-LC]
A1050	California. Division of Plant Industry. Laboratory Services. Plant Pathology. [AACR2-LC]
A1055	California. Division of Plant Industry. Special Services Unit. [AACR2-C]
A1075	California. Dept. of Agriculture. Bureau of Plant Quarantine.
A1085	California. Dept. of Agriculture. Bureau of Poultry Inspection.
A1100	California. Dept. of Agriculture. Bureau of Rodent and Weed Control and Seed Inspection.
A1100	California. Dept. of Agriculture. Bureau of Weed and Vertebrate Pest Control.
A1125	California. Dept. of Agriculture. Bureau of Shipping Point Inspection.
A1130	California. Dept. of Food and Agriculture. Supply Services. [AACR2-LC]
A1150	California. Dept. of Agriculture. Bureau of Weights and Measures.
A1160	California. Air Attack Coordinating Committee.
A1165	California. Air Resources Board. [AACR2-LC]
A1165	California. Toxic Air Montoring Technical Advisory Committee. [AACR2-C]
A1165	California. Toxic Air Monitoring Technical Advisory Committee. Analytical Methods Subcommittee. [AACR2-C]
A1165	California. Toxic Air Monitoring Technical Advisory Committee. Sampling Technique Subcommittee. [AACR2-C]
A1165.C6	California. Air Resources Board. Compliance Assistance Program. [AACR2-C]
A1165.C6	California. Air Resources Board. Compliance Division. [AACR2-LC]

A1165.E99	California. Air Resources Board. Office of External Affairs. [AACR2-C]
A1165.L43	California. Air Resources Board. Legal Affairs and Enforcement Division. [AACR2-LC]
A1165.L43	California. Air Resources Board. Office of Legal Affairs. [AACR2-LC]
A1165.M7	California. Air Resources Board. Mobile Source Division. [AACR2-C]
A1165.M8	California. Air Resources Board. Motor Vehicle Program Planning Section. [AACR2-C]
A1165.M9	California. Air Resources Board. Monitoring and Laboratory Division. [AACR2-C]
A1165.R3	California. Air Resources Board. Regional Programs Division. [AACR2-C]
A1165.T81	California. Air Resources Board. Transportation and State Implementation Plan Group. [AACR2-C]
A1166	California. Air Resources Board. Division of Implementation & Enforcement. [AACR2-LC]
A1167	California. Air Resources Board. Air Resources Laboratory.
A1167	Haagen-Smit Laboratory (Calif.) [AACR2-C]
A1168	California. Air Resources Board. Air Analysis Branch. [AACR2-LC]
A1168	California. Aerometric Analysis Branch.
A1168	California. Aerometric Data Division. [AACR2-C]
A1169	California. Air Resources Board. EDP Management Section.
A1170	California. Air Resources Board. Division of Technical Services. [AACR2-LC]
A1170	California. Air Resources Board. Technical Services Division. [AACR2-LC]
A1170	California. Air Resources Board. Technical Support Division. [AACR2-C]
A1170.Q2	California. Air Quality Data Review Section. [AACR2-C]
A1171	California. Air Resources Board. Emission Inventory Branch. [AACR2-C]
A1171	California. Air Resources Board. Emission Inventory Section.
A1172	California. Air Resources Board. Research Division. [AACR2-LC]
A1172	California. Scientific Advisory Committee on Acid Deposition. [AACR2-C]
A1172.A6	California. Air Quality Standards Section. [AACR2-C]

A1172.B55	California. Air Resources Board. Biological Effects Research Section. [AACR2-C]
A1172.B56	California. Biological Effects and Air Standards Branch. [AACR2-C]
A1173	California. Air Resources Board. Stationary Source Control Division. [AACR2-C]
A1173	California. Air Resources Board. Stationary Source Division. [AACR2-LC]
A1173	California. Air Resources Board. Technology Assessment Section. [AACR2-C]
A1173.E5	California. Air Resources Board. Engineering Evaluation Branch. [AACR2-C]
A1173.E6	California. Air Resources Board. Energy Section. [AACR2-C]
A1173.F8	California. Air Resources Board. Fuels Section. [AACR2-C]
A1173.I6	California. Air Resources Board. Industrial Projects Section. [AACR2-C]
A1173.I6	California. Air Resources Board. Industrial Section. [AACR2-C]
A1173.N41	California. Air Resources Board. New Source Analysis Section. [AACR2-C]
A1173.T6	California. Air Resources Board. Toxic Pollutants Branch. [AACR2-C]
A1173.T7	California. Toxic Air Contaminant Control Branch. [AACR2-C]
A1173.T7	California. Toxic Air Contaminant Control Branch. Technical Analysis Section. [AACR2-C]
A1174	California. Air Resources Board. Industrial Strategy Development Section. [AACR2-LC]
A1175	California. Alaska-Yukon-Pacific Exposition Commission.
A1178	California. Office of Alcohol Program Management. [AACR2-LC]
A1178	California. Office of Alcoholism. [AACR2-LC]
A1179	California. State Advisory Board of Alcohol-Related Problems. [AACR2-C]
A1180	California. Alcoholic Beverage Control Appeals Board. [AACR2-C]
A1185	California. Dept. of Alcoholic Beverage Control. [AACR2-LC]
A1195	California. Alcoholic Rehabilitation Commission. [AACR2-LC]
A1200	California. State Allocation Board. [AACR2-C]
A1215	American Revolution Bicentennial Commission of California. [AACR2-LC]

A1225	Conference on Apprenticeship
A1235	California. Office of Appropriate Technology. [AACR2-LC]
A1235	California. Office of Appropriate Technology. Library. [AACR2-C]
A1236	California. Office of Appropriate Technology. Community Assistance Group. [AACR2-LC]
A1237	California. Energy Extension Service. [AACR2-C]
A1238	California. Toxic Waste Assessment Group. [AACR2-LC]
A1239	Solarwork Institute. [AACR2-C]
A1242	California Aquaculture Development Act Aquaculture Advisory Committee. [AACR2-C]
A1250	California. State Board of Arbitration.
A1260	California. State Archeological, Historical and Paleontological Task Force.
A1275	California. State Board of Architectural Examiners. [AACR2-LC]
A1278	Articulation Council of California. [AACR2-LC]
A1280	California Arts Commission. [AACR2-LC]
A1281	California Arts Council. [AACR2-LC]
A1300	California. Asparagus Advisory Board.
A1313	California. Assembly Bill 576 Task Group. [AACR2-C]
A1325	California. State Athletic Commission. [AACR2-LC]
A1335	California. Office of Atomic Energy Development and Radiation Protection.
A1350	California. Attorney General's Office. [AACR2-LC] (Used for publications issued prior to 5/1/44)
A1360	California. Automatic Data Processing Advisory Committee.
A1365	California. Governor's Automobile Accident Study Commission.
A1366.A3	California. Committee on Accident Prevention.
A1366.I6	California. Insurance Industry Back-up Committee.
A1375	California. Special Committee on Aviation Education.

A1400	California. Dept. of Alcohol and Drug Abuse. [AACR2-LC]
A1400	California. Dept. of Alcohol and Drug Programs. [AACR2-LC]
A1402	California. Dept. of Alcohol and Drug Programs. Audit Section. [AACR2-C]
A1402	California. Dept. of Alcohol and Drug Programs. Audit Services Branch. [AACR2-C]
A1402	California. Dept. of Alcohol and Drug Programs. Audit Services Section. [AACR2-C]
A1405	California. Dept. of Alcohol and Drug Abuse. Data Collection and Analysis Unit. [AACR2-C]
A1405	California. Dept. of Alcohol and Drug Programs. Data Analysis and Reports Unit. [AACR2-LC]
A1405	California. Dept. of Alcohol and Drug Programs. Data Collection and Analysis Section. [AACR2-LC]
A1405	California. Dept. of Alcohol and Drug Programs. Data Collection and Analysis Unit. [AACR2-C]
A1405	California. Dept. of Alcohol and Drug Programs. Data Management Services Branch. [AACR2-C]
A1405	California. Dept. of Alcohol and Drug Programs. Data Management Services Section. [AACR2-LC]
A1405	California. Dept. of Alcohol and Drug Programs. Statistics and Analytical Studies Unit. [AACR2-LC]
A1417	California. Dept. of Alcohol and Drug Programs. Division of Alcohol Programs. [AACR2-C]
A1420	California. Dept. of Alcohol and Drug Abuse. Division of Drug Abuse. [AACR2-LC]
A1423	California. Dept. of Alcohol and Drug Programs. Division of Drug Programs. [AACR2-LC]
A1425	California. Dept. of Alcohol and Drug Programs. Research Services Section. [AACR2-LC]
A1430	California. First Offender Program Task Force. [AACR2-C]
A1600	California Auctioneer Commission. [AACR2-C]
A1600	California Auctioneer Commission. Board of Governors. [AACR2-C]
A1700	California Commission on Aviation and Airports. [AACR2-C]

B125	California. State Board of Barber Examiners. [AACR2-LC]
B130	California. Board of Behavioral Science Examiners. [AACR2-LC]
B150	California. Bicentennial Celebration Commission.
B175	California. Alternative Birthing Methods Study Advisory Committee. [AACR2-C]
B200	California. Interdepartment Committee on Study of Problems of and Services for the Blind.
B225	California School for the Blind. [AACR2-LC]
B275	Training Center for Adult Blind, Oakland.
B300	California. Coordinating Council on State Programs for the Blind.
B305	California. Coordinating Committee on State Services for the Blind.
B310	California. Industries for the Blind.
B325	California. Bond Certification Commission.
B350	California. State Building Construction Planning Committee.
B375	California. State Building Standards Commission.
B400	California. Business and Commerce Agency.
B405	California. Business and Transportation Agency. [AACR2-LC]
B405	California. Business, Transportation, and Housing Agency. [AACR2-LC]
B499	California. Benefit Payments Planning Committee. [AACR2-C]
B499	California. Benefit Payments Task Force. [AACR2-C]
B500	California. Dept. of Benefit Payments. [AACR2-LC]
B501	California. AFDC Program Systems Bureau. [AACR2-C]
B502	California. Dept. of Benefit Payments. Data Management and Analysis Bureau. [AACR2-C]
B503	California. Dept. of Benefit Payments. Civil Rights Program Branch.
B504	California. Child Support Management Bureau.
B505	California. Dept. of Benefit Payments. Financial Management Services. [AACR2-C]

B506	California. Dept. of Benefit Payments. Employment Tax Division.
B507	California. Dept. of Benefit Payments. Field Operations Branch.
B508	California. Dept. of Benefit Payments. Office Evaluation Task Force.
B510	California. Food Stamp Program Management Branch. [AACR2-LC]
B520	California. Dept. of Benefit Payments. Program Support Branch. [AACR2-LC]
B525	California. State Benefits and Services Advisory Board.
B575	California. Interagency Task Force on Biotechnology. [AACR2-LC]
B600	California. Dept. of Boating and Waterways. [AACR2-LC]
B600.B4	California. Beach Erosion Control Project. [AACR2-LC]
B601	California. Boating and Waterways Commission. [AACR2-LC]
B605	California. Boating Facilities Division.
B825	California. State Building Standards Commission. [AACR2-C]
B850	California. State Building Standards Task Force. [AACR2-C]
B900	California. Statewide Basic Skills in Business Education Task Force. [AACR2-LC]
C150	Commission of the Californias. [AACR2-LC]
C160	California. Cantaloupe Advisory Board.
C170	California. Capitol Building and Planning Commission.
C171	California. Capitol Mall Advisory Committee.
C175	California. Board of State Capitol Commissioners.
C200	California. State Capitol Planning Commission.
C260	California. Cemetery Board. [AACR2-LC]
C270	California State Census Data Center. [AACR2-LC]
C275	California. Centennials Commission.
C325	California. State Commission to a Century of Progress International Exposition, Chicago, 1933.
C350	California. State Board of Charities and Corrections. [AACR2-LC]

C353	California. State Cancer Advisory Council. [AACR2-C]
C360	California State Child Nutrition Advisory Council. [AACR2-LC]
C370	California Commission on Child Support Development and Enforcement. [AACR2-C]
C375	California. Children's Dept.
C400	California. County Dept.
C420	California State White House Conference on Child Health and Protection, Sacramento, 1933
C425	California. Commission for the Study of Problem Children.
C450	Midcentury Conference on Children and Youth, Sacramento, 1950
C453	Statehouse Conference on Children and Youth (1980 Sacramento, Calif.) [AACR2-LC]
C454	California. Statehouse Conference on Children and Youth Planning Committee. [AACR2-C]
C455	California. Joint Study Committee on Children's Services.
C460	Chile-California Program
C475	California. Board of Chiropractic Examiners. [AACR2-LC]
C480	California. Interagency Council on Cigarette Smoking and Health.
C500	California. Citizen Advisory Council.
C510	California. Citrus Advisory Board.
C510	California. Citrus Research Board. [AACR2-LC]
C525	California. Office of Civil Defense. [AACR2-LC]
C550	California. Board of Registration for Professional Engineers. [AACR2-LC]
C550	California. Board of Registration for Professional Engineers and Land Surveyors. [AACR2-LC]
C550	California. State Board of Registration for Civil and Professional Engineers. [AACR2-LC]
C575	California. Cling Peach Advisory Board. [AACR2-LC]
C590	California Coastal Commission. [AACR2-LC]

C590	California Coastal Zone Conservation Commission. [AACR2-LC]
C591	California. North Coast Regional Commission.
C592	California. North Central Coast Regional Commission.
C593	California. Central Coast Regional Commission. [AACR2-LC]
C594	California. South Central Coast Regional Commission.
C595	California Coastal Commission. South Coast Regional Commission. [AACR2-LC]
C595	California Coastal Zone Conservation Commission. South Coast Regional Commission. [AACR2-LC]
C596	California. South Central Coast Regional Coastal Commission. [AACR2-C]
C597	San Diego Coast Regional Commission. [AACR2-LC]
C599	California State Coastal Conservancy. [AACR2-LC]
C599.U7	Urban Waterfronts Restoration Program (Calif.) [AACR2-LC]
C600	California. Code Commission. [AACR2-LC]
C625	California. Codification Board.
C650	California. Bureau of Collection and Investigative Services. [AACR2-LC]
C650	California. Collection Agency Licensing Bureau.
C675	California. Colorado River Commission. [AACR2-LC]
C700	California. Colorado River Board. [AACR2-LC]
C725	California. Dept. of Commerce. [AACR2-C] (Used for works prior to 1975. See also E138)
C726	California. Dept. of Commerce. Division of Business and Industry Development.
C728	California. Dept. of Commerce. Division of International Trade.
C730	California. Dept. of Commerce. Division of Tourism.
C750	California. Colorado River Boundary Commission.
C755	California Community Colleges. [AACR2-LC]
C755	California Community Colleges. Board of Governors. [AACR2-LC]

C755	California Community Colleges. Chancellor's Office [AACR2-LC]
C755	California Community Colleges. Office of the Chancellor. [AACR2-LC]
C755.A3	California Community Colleges. Affirmative Action Ad Hoc Committee. [AACR2-C]
C755.A6	California Community Colleges. Analytical Studies Unit. [AACR2-LC]
C755.A7	California Community Colleges. Research and Analysis Unit. [AACR2-LC]
C755.B7	Consortium for the Study of Programs for the Brain Injured in the California Community Colleges. [AACR2-C]
C755.D6	California Community Colleges. Disabled Student Programs and Services. [AACR2-C]
C755.E9	California Community Colleges. Advisory Committee on Extended Opportunity Programs and Services.
C755.F6	California Community Colleges. Fiscal Services. [AACR2-C]
C755.L43	California Community Colleges. Office of Legal Affairs. [AACR2-C]
C755.M2	California Community Colleges. Management Information Services. [AACR2-C]
C755.P7	California Community Colleges. Consultant in Public Service Occupations.
C755.S7	California Community Colleges. Special Program Unit. [AACR2-C]
C755.V6	California Community Colleges. Bureau of Vocational-Technical Education. [AACR2-LC]
C755.V6	California Community Colleges. Division of Occupational Education.
C755.V6	California Community Colleges. Division of Vocational Education. [AACR2-LC]
C755.V6	California Community Colleges. Vocational Education Section.
C756	California Community Colleges. Academic Senate. [AACR2-LC]
C758	California-Nevada Governors Program for Progress.
C760	California-Nevada Interstate Compact Commission.
C761	Joint California-Nevada Interstate Compact Commission. [AACR2-LC]
C765	California Comparable Worth Task Force. [AACR2-LC]
C770	California. Advisory Committee on Compensatory Education.

C772	California. Office of Statewide Compliance Coordination. [AACR2-LC]
C775	California. Conservation Commission. [AACR2-LC]
C776	California. Advisory Committee on Conservation Education.
C778	California. State Interdepartmental Conservation Education Committee.
C780	Conservation Education Work Conference.
C785	California. State Interdepartmental Conservation Education Committee.
C790	Regional Conference on the Conservation of Natural Resources.
C795	California Conservation Corps. [AACR2-LC]
C800	California. Dept. of Conservation. [AACR2-LC]
C803	California. Ecology Corps.
C804	California. Dept. of Conservation. Conservation Education Section.
C805	California. Division of Forestry. [AACR2-LC]
C806	California. State Board of Forestry. [AACR2-LC]
C807	California. Land Conservation Unit. [AACR2-LC]
C807	California. Office of Land Conservation. [AACR2-C]
C807.W5	California. Williamson Act Task Force. [AACR2-LC]
C808	California. Division of Land Resource Protection. [AACR2-LC]
C808.F3	California. Farmland Mapping and Monitoring Program. [AACR2-C]
C810	California. Division of Mines and Geology. [AACR2-LC] (See also N400.)
C810	California. State Mining and Geology Board. [AACR2-LC]
C811	California. Landslide Hazard Identification Program. [AACR2-C]
C812	California. Office of Strong-Motion Studies. [AACR2-LC]
C812	California Strong Motion Instrumentation Program. [AACR2-C]
C815	California. Division of Oil and Gas. [AACR2-LC]
C820	California. Dept. of Conservation. Division of Resource Conservation.
C820	California. Division of Soil Conservation. [AACR2-LC]

C822	California. Soil Conservation Advisory Committee. [AACR2-C]
C823	California. Dept. of Conservation. Soil Resources Protection Unit. [AACR2-LC]
C825	Constitution (unannotated)
C850	Constitution (annotated)
C875	Constitution (proposed amendments)
C890	Convention Held to Pass on the Amendment to the Constitution of the United States for the Repeal of the Eighteenth Amendment.
C900	California. Constitutional Commission.
C925	Constitutional Convention (1849)
C950	Constitutional Convention (1878-1879)
C960	California. Constitution Revision Commission.
C960	California. Constitutional Revision Commission.
C970	California. Dept. of Consumer Affairs. [AACR2-LC]
C970.G6	Golden State Senior Discount Program (Calif.) [AACR2-C]
C970.H42	California. Health Career Ladder Project.
C970.T5	California. Dept. of Consumer Affairs. Central Testing Unit.
C971	California. Bureau of Automotive Repair. [AACR2-LC]
C972	California. Board of Registered Construction Inspectors.
C973	California. Division of Consumer Services. [AACR2-LC]
C973	California. Division of Consumer Services. Cooperative Development Program. [AACR2-C]
C973.L4	California. Division of Consumer Services. Legislative Unit. [AACR2-LC]
C973.R42	California. Division of Consumer Services. Research and Special Projects Unit. [AACR2-LC]
C974	California. Bureau of Employment Agencies. [AACR2-C]
C974	California. Bureau of Employment Agencies. Advisory Board. [AACR2-C]
C974	California. Bureau of Personnel Services. [AACR2-C]

C974.A3	California. Bureau of Personnel Services. Advisory Board. [AACR2-C]
C975	California. Mandatory Vehicle Inspection Program.
C976	California. Hearing Aid Dispenser Examining Committee.
C978	California. Bureau of Home Furnishings. [AACR2-C]
C978	California. Bureau of Home Furnishings and Thermal Insulation. [AACR2-C]
C980	California. Board of Podiatric Medicine. [AACR2-C]
C982	California. Bureau of Electronic & Appliance Repair. [AACR2-C]
C982	California. Dept. of Consumer Affairs. Bureau of Repair Services. [AACR2-C]
C999	California. Contractors' License Bureau.
C1000	California. Contractors' State License Board. [AACR2-LC]
C1025	California. State Board of Control. [AACR2-LC]
C1030	California. State Board of Control. Children's Dept.
C1035	California. State Board of Control. Dept. of Public Accounting.
C1050	California. Office of State Controller. [AACR2-LC]
C1075	California. Office of State Controller. Division of Accounting. [AACR2-LC]
C1076	California. Office of State Controller. Bureau of Financial Reports and Apportionments. [AACR2-C]
C1080	California. Office of State Controller. Division of Audits.
C1090	California. Office of State Controller. Division of Disbursements.
C1100	California. Division of Local Government Fiscal Affairs. [AACR2-LC]
C1173	California. Office of State Controller. Personnel Payroll Services Division. [AACR2-C]
C1175	California. Inheritance and Gift Tax Division.
C1180	California. Interdepartmental Cooperative Coordinating Committee.
C1185	California. Special Study Commission on Correctional Facilities and Services.
C1190	California. Correctional Industries Commission.
C1190	California. Prison Industry Board. [AACR2-LC]

C1195	California. Prison Industry Authority. [AACR2-LC]
C1200	California. Board of Corrections. [AACR2-LC]
C1205	California. Jail Planning and Construction Division. [AACR2-C]
C1210	California. Board of Corrections. Research Committee.
C1212	California. Board of Corrections. Standards and Training for Corrections Programs. [AACR2-C]
C1225	California. Dept. of Corrections. [AACR2-LC]
C1225	California. Dept. of Corrections. Bay Area Research Unit. [AACR2-C]
C1225	California. Dept. of Corrections. Research Division. [AACR2-LC]
C1225	California. Dept. of Corrections. Research Unit. [AACR2-LC]
C1225	Centerforce (Nonprofit organization)
C1225.A22	Richard A. McGee Correctional Training Center. [AACR2-LC]
C1225.A36	California. Dept. of Corrections. Administrative Information and Statistics Section. [AACR2-LC]
C1225.A36	California. Dept. of Corrections. Administrative Statistics Section. [AACR2-LC]
C1225.M26	California. Dept. of Corrections. Management Information Section. [AACR2-LC]
C1225.M26	California. Offender Information Services. [AACR2-LC]
C1225.M26	California. Offender Information Services Branch. [AACR2-LC]
C1225	California. Offender Information Services Branch. Data Analysis Unit. [AACR2-C]
C1225.P45	California. Dept. of Corrections. Planning and Construction Division. [AACR2-C]
C1225.S6	Sierra Conservation Center. [AACR2-C]
C1226	California. Dept. of Corrections. Community Resources Development Division. [AACR2-LC]
C1226	California. Dept. of Corrections. Community Resources Division. [AACR2-C]
C1226	California. Dept. of Corrections. Office of Community Resources Development. [AACR2-C]

C1227	California. Parole and Community Services Division. [AACR2-C]
C1230	California. Correctional Industries.
C1250	California. Youth and Adult Correctional Agency. [AACR2-LC]
C1350	California. State Board of Cosmetology. [AACR2-C]
C1360	California. Cotton Wage Hearing Board.
C1375	California. Commission on County Home Rule.
C1400	California. District Courts of Appeal.
C1450	California. Crime Commission.
C1460	California. Commission on Crime Control and Violence Prevention. [AACR2-LC]
C1475	California. Crime Problem Advisory Committee.
C1500	California. Crime Problem Advisory Committee. Subcommittee on Cost of Crime.
C1525	California. Crime Problem Advisory Committee. Subcommittee on Uniform Crime Statistics.
C1550	California. Special Crime Study Commission.
C1560	California. Crime Technological Research Foundation.
C1575	California. Special Crime Study Commission on Adult Corrections and Release Procedures.
C1600	California. Special Crime Study Commission on Criminal Law and Procedure.
C1625	California. Special Crime Study Commission on Juvenile Justice.
C1675	California. Special Crime Study Commission on Social and Economic Causes of Crime and Delinquency.
C1685	California. Special Crime Study Commission on Organized Crime.
C1690	California. Organized Crime Control Commission. [AACR2-LC]
C1695	California. Bureau of Criminal Identificaiton and Investigation.
C1700	California. Commission for the Reform of Criminal Procedure.
C1725	California. Curriculum Commission.
C1750	California. Curriculum Commission. Framework Committee.

C1760	California. Curriculum Development and Supplemental Materials Commission. [AACR2-LC]
C1760.H4	California. Curriculum Framework Criteria Committee on Health. [AACR2-C]
C1760.H6	California. State Board of Education. History-Social Science Curriculum Framework and Criteria Committee. [AACR2-C]
C1760.H6	California. State Board of Education. History-Social Science Framework Committee. [AACR2-LC]
C1760.S3	California. Science Curriculum Framework and Criteria Committee. [AACR2-LC]
C1760.S3	California State Curriculum Framework and Criteria Committee for Science. [AACR2-C]
D120	Dairy Council of California. [AACR2-LC]
D125	California. Dairy Industry Advisory Board.
D130	California. Business Services Consolidated Data Center.
D130	Stephen P. Teale Data Center (Calif.) [AACR2-LC]
D135	California. Interagency Advisory Committee on Data Cataloging.
D140	California. Advisory Committee on Integrated Data Processing.
D150	California Institution for the Deaf and the Blind. [AACR2-LC]
D175	California School for the Deaf. [AACR2-LC]
D177	California School for the Deaf, Fremont. [AACR2-C]
D180	California School for the Deaf, Riverside. [AACR2-C]
D200	California. Debris Commissioner.
D210	California Debt Advisory Commission. [AACR2-LC]
D225	California. State Council of Defense, 1917-1918.
D250	California. State Council of Defense, 1917-1919. Committee on Petroleum.
D275	California. State Council of Defense, 1917-1919. Committee on Scientific Research.
D300	California. State Council of Defense, 1917-1919. War History Committee.
D325	California. State Council of Defense, 1917-1919. Women's Committee.

D350	California. State Council of Defense, 1940-1943.
D360	California. State Council of Defense. Committee on Agricultural Resources and Production.
D375	California. State Council of Defense, 1940-1943. Committee on Health, Welfare and Consumer Interest.
D400	California. State Council of Defense, 1940-1943. Salvage Committee.
D405	California. Defense Mobilization Service Committee.
D408	California. Delinquency Control Workshop Conferences.
D410	California. Delinquency Prevention Commission.
D412	California. Interdepartmental Committee on Delinquency Prevention.
D420	California. Interagency Delta Committee.
D422	California. Emergency Delta Task Force. [AACR2-C]
D425	California. Board of Dental Examiners. [AACR2-C]
D430	California. Deputy Directors' Conference.
D440	Desert Grape Advisory Board (Calif.) [AACR2-LC]
D445	California. Advisory Committee on Detention Home Problems.
D450	Deuel Vocational Institution. [AACR2-C]
D460	California. Developmental Disabilities Planning and Advisory Council. [AACR2-LC]
D460	California. State Council on Developmental Disabilities. [AACR2-LC]
D475	California. State Disaster Council
D480	California. State Disaster Council. Emergency Advisory Committee.
D485	California. State Disaster Council. Fire Services Advisory Committee.
D490	California. State Disaster Council. Law Enforcement Advisory Committee.
D495	California. Disaster Office. [AACR2-LC]
D525	California. Districts Securities Commission.
D570	California Dry Bean Advisory Board. [AACR2-LC]
D575	California. State Board of Dry Cleaners. [AACR2-C]

D575	California. State Board of Fabric Care. [AACR2-LC]
D600	California. Interagency Council in Drug Abuse.
D610	California. Drug Abuse Prevention Advisory Council.
D700	California. Dept. of Developmental Services. [AACR2-LC]
D702	California. Dept. of Developmental Services. Administration Division. [AACR2-C]
D702	California. Dept. of Developmental Services. Administration Division. Data Processing Services Branch. [AACR2-C]
D707	California. Dept. of Developmental Services. Community Services Division. [AACR2-C]
D708	California. Dept. of Developmental Services. Planning and Evaluation Division.
D725	State Developmental Research Institutes (Calif.) [AACR2-LC]
D800	California. Douglas Boulevard Task Force. [AACR2-C]
D900	California. State Educational Advisory Committee for the Drywall Trade. [AACR2-C]
E112	California. EDP Advisory Group.
E120	California. Ad Hoc Committee on Early Intervention in California. [AACR2-C]
E125	California. State Earthquake Investigation Commission.
E135	Economic Development Agency of the State of California. [AACR2-LC]
E136	California. Commission for Economic Development. [AACR2-LC]
E136	California. Task Force on Housing and Construction.
E136.E3	California. Task Force on Economic Planning. [AACR2-C]
E138	California. Dept. of Commerce. [AACR2-LC] (See also C725 for works published prior to 5/30/75)
E138	California. Dept. of Economic and Business Development. [AACR2-LC]
E138.A4	California. Dept. of Economic and Business Development. Advisory Council. [AACR2-LC]
E138.B8	California. Office of Business and Industrial Development. [AACR2-LC]
E138.B8	California. Office of Business Development. [AACR2-LC]

E138.E1	California. Economic Development Advisory Task Force. [AACR2-LC]
E138.E2	California. Office of Economic Policy, Planning and Research. [AACR2-LC]
E138.E3	California. Dept. of Commerce. Economic Adjustment Unit. [AACR2-C]
E138.E5	California. Enterprise Zone Programs Unit. [AACR2-LC]
E138.I5	California. Office of International Trade. [AACR2-LC]
E138.L6	California. Dept. of Commerce. Office of Local Development. [AACR2-LC]
E138.L6	California. Office of Local Economic Development. [AACR2-C]
E138.R45	California. Dept. of Commerce. Office of Economic Research. [AACR2-LC]
E138.T6	California Office of Tourism. [AACR2-LC]
E139	California. Office of Small Business. [AACR2-C]
E139	California. Office of Small Business Development. [AACR2-LC]
E139.C4	California. Small Business Development Center. [AACR2-LC]
E140	California. Dept. of Economic Opportunity. [AACR2-LC]
E140	California. Office of Economic Opportunity. [AACR2-LC]
E140.A2	California. Dept. of Economic Opportunity. Advisory Commission. [AACR2-C]
E140.A2	California. Office of Economic Opportunity. Advisory Commission. [AACR2-C]
E140.B3	California. Office of Economic Opportunity. Balance of State Unit.
E143	California. State Advisory Committee on Adult Education.
E145	California. Citizens Advisory Commission on Education.
E150	California. State Board of Education. [AACR2-LC]
E175	California. State Board of Education. Accreditation Committee. [AACR2-LC]
E176	California. Special Committee on Credential Revocation Procedures.
E178	California. State Board of Education. Committee on Program and Policies.
E180	California. State Central Coordinating Committee on Credential Revision.

E185	California. Coordinating Committee for the Education of Personnel in Facilities for the Aged.
E187	California. Comission for the Review of the Master Plan for Higher Education. [AACR2-LC]
E190	California. Coordinating Council for Higher Education. [AACR2-LC]
E190	California Postsecondary Education Commission. [AACR2-LC]
E190	California Postsecondary Education Commission. Statutory Advisory Committee. [AACR2-C]
E190.D56	California. ACR 3 Committee on Educational Opportunities and Services for Students with Disabilities in California. [AACR2-C]
E190.E38	California Postsecondary Education Commission. Special Committee on Educational Equity. [AACR2-C]
E190.E4	California. Coordinating Council for Higher Education. Committee on Eductional Programs.
E190.I49	California Postsecondary Education Commission. Intersegmental Planning Committee. [AACR2-C]
E190.I7	California. Intersegmental Policy Task Force on Assembly Concurrent Resolution 83. [AACR2-C]
E190.M39	California. Intersegmental Task Force on Measles Immunization. [AACR2-C]
E190.O9	California. Special Committee for the Review of Out-of-State Accredited Institutions. [AACR2-C]
E190.P5	California. Corrdinating Council for Higher Education. Committee on Physical Facilities.
E190.P61	California Postsecondary Education Commission. Policy Development Committee. [AACR2-C]
E190.S72	California. Coordinating Council for Higher Education. Technical Committee on Student Admission, Retention and Transfer.
E190.T6	California Postsecondary Eduction Commission. Ad Hoc Committee on Community College Transfer. [AACR2-LC]
E193	California. State Committee on Higher Education Library Resources.
E194	California. Educational Management and Evaluation Commission. [AACR2-LC]
E195	California. State Committee on Public Education.
E196	California. Citizens Advisory Commission on the Public Education System.

E197	California. Commission on Special Education.
E198	Council for Private Postsecondary Educational Institutions (Calif.) [AACR2-C]
E198.S6	Council for Private Postsecondary Educational Institutions (Calif.). Special Committee. [AACR2-C]
E199	California. Advisory Commission on Special Education. [AACR2-C]
E200	California. Health Curriculum Task Force. [AACR2-C]
E200	California. State Dept. of Education. [AACR2-LC]
E200.C451	California. Commission to Formulate a State Plan for Child Care and Development Services. [AACR2-LC]
E200.I571	California. Ad Hoc Committee on Integrated Educational Programs. [AACR2-LC]
E200.M42	California. State Dept. of Education. Middle Grade Task Force. [AACR2-C]
E200.S39	California. School Readiness Task Force. [AACR2-C]
E300	California. State Dept. of Education. Accounting Office.
E310	California. State Dept. of Education. Bureau of Administrative Services.
E325	California. Adult and Community Education Division. [AACR2-C]
E325	California. Bureau of Adult Education. [AACR2-LC]
E325	California. Division of Adult, Alternative, and Continuation Education Services. [AACR2-C]
E326	California. Adult Education Program Services Unit. [AACR2-C]
E326	California. Adult Education Unit. [AACR2-C]
E327	California. Adult Education Field Services Section.
E328	California. Adult Education Program Planning and Development Section.
E330	California. Division of Adult, Alternative, and Continuation Education Services. Supplementary Student Program Services Unit. [AACR2-C]
E350	California. State Dept. of Education. Bureau of Agricultural Education.
E352	California. State Dept. of Education. Committee on Agricultural Education in the California State Colleges.
E358	California. Alternative Education Unit. [AACR2-C]

E360	California. State Dept. of Education. Advisory Council on Asian/Pacific Islander Affairs. [AACR2-LC]
E370	California. State Dept. of Education. Athletics Study Committee. [AACR2-C]
E375	California. State Dept. of Education. Bureau of Audio-Visual and School Library Education.
E375	California. State Dept. of Education. Bureau of Audio-Visual Education.
E385	California. State Dept. of Education. Audit Bureau. [AACR2-LC]
E385	California. State Dept. of Education. Office of External Audits. [AACR2-C]
E400	California. State Dept. of Education. Bureau of Aviation Education.
E410	California Basic Educational Data Systems Unit. [AACR2-C]
E415	California. Bilingual Education Office. [AACR2-C]
E415	California. Office of Bilingual Bicultural Education. [AACR2-LC]
E417	California. State Bilingual Reclassification Committee. [AACR2-C]
E425	California. State Dept. of Education. Bureau of Business Education.
E430	California. Career Education Task Force. [AACR2-LC]
E433	California. Categorical Support Programs Division. [AACR2-LC]
E435	California. State Dept. of Education. Committee on Standards of Certification.
E450	California. State Dept. of Education. Child Care Centers Office.
E451	California. Child Development Division. [AACR2-LC]
E451	California. Division of Child Development and Nutrition Services. [AACR2-C]
E452	California. State Dept. of Education. Office of Child Development. [AACR2-LC]
E453	California. School District Management Services Bureau. [AACR2-C]
E454	California. School District Management Assistance Team. [AACR2-C]
E455	California. Bureau of Community Services and Migrant Education. [AACR2-LC]
E456	California. Bureau of Compensatory Education Program Development. [AACR2-C]
E457	California. Advisory Compensatory Education Commission.

E458	California. Division of Compensatory Education.
E458	California. Office of Compensatory Education. [AACR2-C]
E459	California. State Dept. of Education. Bureau of Intergroup Relations. [AACR2-LC]
E459	California. State Dept. of Education. Office of Intergroup Relations. [AACR2-LC]
E460	California. State Dept. of Education. Correspondence Extension Service.
E475	California. State Dept. of Education. Bureau of Correction of Speech Defects.
E500	California. State Dept. of Education. Credentials Office.
E505	California Assessment Program. [AACR2-LC]
E505	California. Curriculum and Support Services Division.
E505	California. Curriculum Instruction and Assessment Division. [AACR2-C]
E505	California. Division of Curriculum and Instruction. [AACR2-C]
E505	California. State Dept. of Education. Office of Curriculum Services. [AACR2-LC]
E506	California. Curriculum Framework and Criteria Committee. [AACR2-LC]
E507	California. Curriculum Framework and Textbook Development Unit. [AACR2-C]
E507	California. Curriculum Frameworks and Instructional Materials Unit. [AACR2-LC]
E507	California. Office of Curriculum Framework and Textbook Development. [AACR2-LC]
E507.T4	California. State Dept. of Education. Textbook Distribution Unit. [AACR2-LC]
E508	California. State Dept. of Education. Curriculum Compatibility and Course Coding Committee.
E509	California. Office of School Improvement. [AACR2-LC]
E510	California. State Dept. of Education. Curriculum Laboratory Committee.
E515	California. State Dept. of Education. Curriculum Laboratory.

E520	California. State Dept. of Education. Office of Data Acquisition and Forms Control. [AACR2-C]
E521	Education Data Management Systems (Calif.) [AACR2-C]
E523	California. State Dept. of Education. Data Guidance Unit. [AACR2-C]
E525	California. State Dept. of Education. Division of Departmental Administration. [AACR2-LC]
E550	California. State Dept. of Education. Bureau of Administrative Research and District Organization. [AACR2-LC]
E550	California. State Dept. of Education. Bureau of Education Research.
E575	California. State Dept. of Education. Educational Agency for Surplus Property.
E580	California. State Dept. of Education. Bureau of Educational Programs and Subject Specialists.
E585	California. State Dept. of Education. Bureau for Educationally Handicapped and Mentally Exceptional Children.
E585	California. State Dept. of Education. Bureau for Mentally Exceptional Children.
E600	California. Bureau of Elementary Education. [AACR2-LC]
E600	California. Division of Elementary Education. [AACR2-LC]
E603	California. State Dept. of Education. Elementary Education Program Planning and Development.
E605	California. Bureau of Elementary and Secondary Education. [AACR2-LC]
E610	California. Advisory Committee for an English Language Framework.
E611	California. State Dept. of Education. External Affairs Office. [AACR2-LC]
E612	California. State Dept. of Education. Bureau of Food Service.
E613	California. Child Nutrition Services Bureau. [AACR2-LC]
E613	California. Office of Child Nutrition Services. [AACR2-LC]
E613	California. State Dept. of Education. Office of Food and Nutrition Services.
E613.F6	California. Nutrition and Food Service Education Section. [AACR2-C]
E613.F7	California. Child Care Food Program. [AACR2-C]
E613.N95	California Nutrition Education & Training Program. [AACR2-LC]

E614	California. Office of Food Distribution. [AACR2-C]
E615	California. State Dept. of Education. Office of Foreign Language Programs.
E618	California. State Dept. of Education. ECIA, Chapter 2, Core Unit. [AACR2-C]
E620	California. State Dept. of Education. Office of Programs for Mentally Gifted Minors.
E621	Gifted and Talented Education (Calif.) [AACR2-C]
E623	California. Gifted and Talented Education Management Team. [AACR2-LC]
E624	California. State Dept. of Education. Office of Governmental Affairs. [AACR2-LC]
E625	California. State Dept. of Education. Bureau of Health Education, Physical Education and Recreation.
E625	California. State Dept. of Education. Bureau of Health Education, Physical Education, Athletics, and Recreation.
E625	California. State Dept. of Education. Bureau of Physical Eduction, Health Education, Athletics and Recreation.
E630	California. School Health Program. [AACR2-C]
E635	California. Health, Nutrition, & Physical Education Programs. [AACR2-C]
E635	California. Health, Nutrition, and Physical Education Unit. [AACR2-C]
E645	California. Home Economics Education Programs. [AACR2-LC]
E650	California. Bureau of Homemaking Education. [AACR2-LC]
E660	California. State Dept. of Education. Committee on the Revision of Requirements for the Special Secondary Credential in Homemaking.
E665	California. Office of Humanities Curriculum and School Climate. [AACR2-C]
E665	California. Office of Humanities Curriculum Services. [AACR2-C]
E665	California. Office of School Climate. [AACR2-C]
E666	California. Office of Humanities Curriculum and School Climate. History-Social Science Unit. [AACR2-C]
E666	California. Office of Humanities Curriculum Services. History-Social Science Unit. [AACR2-C]

E667	California. School Climate and Student Support Services Unit.[AACR2-C]
E667	California. School Climate Unit. [AACR2-C]
E690	California. American Indian Education Office. [AACR2-C]
E690	California. American Indian Education Unit. [AACR2-LC]
E691	California. American Indian Education Handbook Committee. [AACR2-LC]
E707	California. Task Force on Infectious Diseases in School-Age Children. [AACR2-C]
E710	California. State Dept. of Education. Information Systems and Services Division. [AACR2-C]
E725	California. Division of Instruction. [AACR2-LC]
E727	California. State Dept. of Education. Instructional Support Division. [AACR2-LC]
E727	California. State Dept. of Education. Instructional Support Services Division. [AACR2-LC]
E730	California. State Dept. of Education. Division of Instructional Materials and Library Services.
E732	California. State Dept. of Education. Instructional Services Unit. [AACR2-LC]
E740	California. State Dept. of Education. Intersegmental Relational Division. [AACR2-C]
E742	California. Curriculum, Instruction and Assessment Division. Language Arts and Foreign Languages Unit. [AACR2-LC]
E745	California. State Dept. of Education. Legal Office. [AACR2-C]
E748	California. State Dept. of Education. Bureau of Junior College General Education.
E749	California. State Dept. of Education. Bureau of Junior College Administration and Finance.
E750	California. Bureau of Guidance.
E751	California. Bureau of Junior College Vocational-Technical Education. [AACR2-LC]
E752	California. State Dept. of Education. Buerau of Junior College Education.
E753	California. State Dept. of Education. Bureau of Management Services. [AACR2-LC]

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E753	California. State Dept. of Education. Field Management Services Bureau. [AACR2-LC]
E753	California. State Dept. of Education. Field Management Services Division. [AACR2-C]
E753.B91	California. State Dept. of Education. School Bus/Farm Labor Bus Driver Instructor Unit. [AACR2-LC]
E754	California. State Dept. of Education. Bureau of National Defense Education Act Administration.
E755	California. State Dept. of Education. Committee on Organization and Salaries of State College Library Staffs.
E756	California. Mathematics Education Unit. [AACR2-C]
E756	California. Mathematics/Science Education Unit. [AACR2-C]
E757	California. Libraries and Learning Resources Section, ESEA, Title IVB.
E758	California. State Dept. of Education. Parent Involvement and Education Unit. [AACR2-C]
E758	California. State Dept. of Education. Parenting and Community Education. [AACR2-C]
E759	California State Parent Advisory Committee for Migrant Education. [AACR2-C]
E759	California. State Parent Advisory Council for Migrant Education. [AACR2-LC]
E760	California. State Dept. of Education. Committee on Part-time Education for Minors.
E761	California. State Dept. of Education. Management Systems Development Unit. [AACR2-LC]
E762	California. Migrant Education Office. [AACR2-C]
E763	California. State Dept. of Education. Personnel and Training Office.
E763	California. State Dept. of Education. Personnel Office.
E765	California. State Dept. of Education. Women's Advisory Committee on Physical Education.
E770	California. State Dept. of Education. Bureau for Physically Exceptional Children.
E771	California. Southwestern Region Deaf-Blind Center. [AACR2-LC]

E772	California. State Dept. of Education. Bureau of Program Planning and Development. [AACR2-LC]
E772	California. State Dept. of Education. Office of Program Planning and Development.
E773	California. State Dept. of Education. Bureau of Preschool Education.
E774	California. State Dept. of Education. Division of Planning, Evaluation, and Research. [AACR2-LC]
E774	California. State Dept. of Education. Office of Program Evaluation. [AACR2-LC]
E774	California. State Dept. of Education. Office of Program Evaluation and Research. [AACR2-LC]
E774	California. State Dept. of Education. Program Evaluation and Research Division. [AACR2-LC]
E774.E3	California. Educational Planning and Information Center. [AACR2-C]
E774.I4	California Evaluation Improvement Center.
E774.L6	California. State Dept. of Education. Local Evaluation Assistance Unit. [AACR2-C]
E774.S6	California. State Dept. of Education. Program Evaluation and Research Division. Special Studies Unit. [AACR2-C]
E774.S6	California. State Dept. of Education. Special Studies and Evaluation Reports Unit. [AACR2-C]
E775	California. Division of Public School Administration. [AACR2-LC]
E776	California. Office of Private Postsecondary Education. [AACR2-LC]
E776	California. Private Postsecondary Education Division. [AACR2-C]
E777	California. State Dept. of Education. Public Relations Office. [AACR2-C]
E778	California. State Dept. of Education. Bureau of Publications. [AACR2-LC]
E780	California. Bureau of Pupil Personnel Services.
E780	California. Office of Pupil Personnel Services.
E780	California. Personal and Carrer Development Services Unit. [AACR2-LC]
E800	California. State Dept. of Education. Bureau of Readjustment Education.
E805	California. State Dept. of Education. Bureau of Reference Services.

E807	California. State Dept. of Education. Office of Regional Services. [AACR2-C]
E810	California. State Dept. of Education. Committee on Reorganization of School Districts.
E815	California. Right to Read Office. [AACR2-LC]
E820	California. State Dept. of Education. Committee for the Study of Salaries in Teachers Colleges.
E825	California. State Dept. of Education. Bureau of School Accounts and Records.
E830	California. Bureau of School Apportionments and Reports. [AACR2-LC]
E830	California. Local Assistance Bureau for School Apportionments, Grants, and Fiscal Assistance. [AACR2-LC]
E830	California. State Dept. of Education. Division of Financial Services. Local Assistance Bureau. [AACR2-LC]
E830	California. State Dept. of Education. Office of Management Reports and Analysis. [AACR2-C]
E831	California. State Dept. of Education. Division of Financial Services. [AACR2-LC]
E834	California. State Dept. of Education. Bureau of School Approval.
E840	California. School Attendance and Environmental Improvement Unit. [AACR2-C]
E850	California. State Dept. of Education. Bureau of School District Organization.
E865	California. State Dept. of Education. Cooperative Committee on School Finance.
E870	California. State Dept. of Education. Food Service Office.
E875	California. State Dept. of Education. School Lunch Program.
E900	California. Bureau of School Facilities Planning. [AACR2-LC]
E900	California. School Facilities and Transportation Division. [AACR2-C]
E900	California. School Facilities, Organization and Transportation Division. [AACR2-C]
E900	California. School Facilities Planning Unit. [AACR2-C]
E900	California. State Dept. of Education. Bureau of School Planning.

E900	California. State Dept. of Education. School Planning Office.
E910	California. State Dept. of Education. Committee on Science Education.
E911	California. State Dept. of Education. Advisory Committee on Science Education.
E915	California. State Dept. of Education. Committee on Science Guide for Elementary Schools.
E920	California. State Dept. of Education. Committee on County School Instructional Services.
E925	California. Bureau of Secondary Education. [AACR2-LC]
E928	California. Secondary Education Consolidated Field Services. [AACR2-C]
E935	California. State Dept. of Education. Regional Services Division. [AACR2-C]
E940	Project S.E.E. [AACR2-LC]
E945	California. State Dept. of Education. Bureau of Program Development and Evaluation for Special Education.
E950	California. State Dept. of Education. Commission for Special Education.
E975	California. Division of Special Education. [AACR2-LC]
E975	California. Office of Special Education. [AACR2-LC]
E975	California. Special Education Division. [AACR2-LC]
E975	California. State Dept. of Education. Division of Special Needs.
E975.153	California. Infant Preschool Unit.
E977	California. Office of Special Education. Personnel Development Unit. [AACR2-C]
E978	California. Office of Special Education. Quality Program Unit. [AACR2-C]
E979	California. Division of Special Education. Program, Curriculum and Training Unit. [AACR2-C]
E985	California. Special Education Fiscal Task Force. [AACR2-C]
E1000	California. State Dept. of Education. Division of Special Schools and Services.
E1020	California. State Dept. of Education. Office of Staff Development. [AACR2-C]
E1022	California State Summer School for the Arts. [AACR2-C]

E1022	California State Summer School for the Arts. Board of Trustees. [AACR2-C]
E1023	California. Sunset Review Advisory Committee I. [AACR2-C]
E1023	California. Sunset Review Advisory Committee II. [AACR2-C]
E1023	California. Sunset Review Advisory Committee III. [AACR2-C]
E1023	California. Sunset Review Advisory Committee IV. [AACR2-C]
E1025	California. State Dept. of Education. Division of State Colleges and Teacher Education.
E1026	California. State Dept. of Education. Office of Surplus Property. [AACR2-LC]
E1026.S8	California. State Dept. of Education. Surplus Property Section. [AACR2-C]
E1027	California. State Dept. of Education. Bureau of Systems and Data Procesing.
E1030	California Council on Teacher Education. [AACR2-LC]
E1031	California. State Dept. of Education. Bureau of Teacher Education and Certification.
E1032	California. State Dept. of Education. Commission on Discrimination in Teacher Employment.
E1032	California. State Dept. of Education. Commission on Equal Opportunities in Education.
E1035	California. State Dept. of Education. Committee on Revision of the Credential Structure in California.
E1075	California. State Dept. of Education. Bureau of Textbooks.
E1090	California. Education Transition Center. [AACR2-C]
E1100	California. Bureau of Industrial Education. [AACR2-LC]
E1100	California. Industrial Education Unit. [AACR2-C]
E1125	California. State Dept. of Education. Bureau of Industrial Education. California Fire Training Program.
E1150	California. State Dept. of Education. Bureau of Industrial Education. California Peace Officers' Training Program.
E1175	California. State Dept. of Education. Bureau of Industrial Education. Instructional Materials Laboratory.
E1178	California. State Dept. of Education. Educational Technology Unit. [AACR2-LC]

E1179	University and College Opportunities Program (Calif.) [AACR2-C]
E1180	Clearinghouse Depository for Handicapped Students. [AACR2-LC]
E1200	California. Commission for Vocational Education. [AACR2-LC]
E1205	California. Commission on Vocational Education. [AACR2-LC]
E1210	California. State Board for Vocational Education. [AACR2-C]
E1215	California. Career-Vocational Preparation Division. [AACR2-LC]
E1215	California. Office of Vocational Education. [AACR2-LC]
E1215	California. State Dept. of Education. Division of Vocational Education.
E1215	California. Vocational and Career Education Services Section. [AACR2-LC]
E1215	California. Vocational Education Division. [AACR2-C]
E1215	California. Vocational Education Field Operations. [AACR2-C]
E1215	California. Vocational Education Section. [AACR2-LC]
E1215	California. Vocational Education Support Services Section. [AACR2-LC]
E1215	California. Vocational Education Unit. [AACR2-LC]
E1215.A31	California. Vocational Agricultural Education. [AACR2-C]
E1215.I5	California. Industrial, Health, and Apprenticeship Education Unit. [AACR2-C]
E1215.S6	California. Vocational Education Field Operations. Specialized Programs Branch. [AACR2-C]
E1217	California. Industrial Technology Education. [AACR2-C]
E1225	California. State Dept. of Education. Bureau of Vocational Rehabilitation.
E1225	California. Vocational Rehabilitation Service. [AACR2-LC]
E1250	California. State Dept. of Education. Vocational Training Program for War Production Workers.
E1255	California. Federal Vocational Education Funds Allotment System Task Force. [AACR2-C]
E1325	California. State Dept. of Education. Work Projects Administration Education Programs.

E1330	California. Youth, Adult, and Alternative Educational Services Division. [AACR2-C]
E1332	California. Youth, Adult, and Alternative Educational Services Division. High Risk Youth Unit. [AACR2-C]
E1350	California. Education Task Force on EDP.
E1355	California. English-Language Arts Curriculum Framework and Criteria Committee. [AACR2-C]
E1360	California. Educational Employment Relations Board. [AACR2-LC]
E1360	California. Public Employment Relations Board. [AACR2-LC]
E1375	California Education Facilities Authority. [AACR2-C]
E1400	California. Office of Educational Laison.
E1425	California. State Council on Educational Planning and Coordination.
E1450	California. Commission for the Study of Educational Problems.
E1475	California. Committee on Efficiency and Economy.
E1478	California. Educational Innovation and Planning Commission. [AACR2-C]
E1480	California. Educational Research Commission.
E1483	California. Egg Advisory Board.
E1485	California. El Pueblo de Los Angeles State Historical Monument Commission.
E1490	California. Intergovernmental Board on Electronic Data Processing. [AACR2-LC]
E1495	California. State Electronic Data Processing Policy Committee.
E1497	California. Interagency Task Force on EFT. [AACR2-LC]
E1500	California. Emergency Medical Services Authority. [AACR2-LC]
E1501	Northern California Emergency Medical Care Council. [AACR2-C]
E1504	California Emergency Council. [AACR2-LC]
E1505	California. Office of Emergency Services. [AACR2-LC]
E1507	California. Office of Emergency Services. Law Enforcement Division. [AACR2-C]

E1508	California. Office of Emergency Services. Nuclear Power Plant Planning. [AACR2-C]
E1509	California. Office of Emergency Services. Radiological Division.
E1510	California. State Employees Accident Prevention Committee.
E1525	California. Board of Administration of the State Employees' Retirement System.
E1525	California. Public Employees' Retirement System. [AACR2-LC]
E1525	California. State Employees' Retirement System. [AACR2-LC]
E1525.A2	California. Public Employees' Retirement System. Actuarial Office. [AACR2-C]
E1525.B4	California. Public Employees' Retirement System. Benefits Division. [AACR2-LC]
E1525.H4	California. Public Employees' Retirement System. Health Benefits Division. [AACR2-C]
E1527	California. Public Employees' Retirement System. Board of Administration. [AACR2-LC]
E1527	California. State Employees' Retirement System. Board of Administration. [AACR2-C]
E1600	California. Dept. of Human Resources Development. [AACR2-LC]
E1600	California. Employment Development Dept. [AACR2-LC]
E1600	California. State Dept. of Employment. [AACR2-LC]
E1650	California. Employment Development Dept. Division of Administrative Services.
E1675	California. Employment Development Dept. Division of Administrative Services. Training Section.
E1715	California. State CETA Office. [AACR2-C]
E1716	California. Job Training Partnership Office. [AACR2-LC]
E1716.P5	California. Job Training Partnership Office. Planning & Policy Development Unit. [AACR2-LC]
E1720	California. Employment Development Dept. Data Processing Division. [AACR2-LC]

E1721	California. Employment Development Dept. Data Processing Division. Information Center. [AACR2-LC]
E1725	California. Employment Development Dept. Division of Development and Stabilization of Employment.
E1729	California. Disability Insurance Division. [AACR2-C]
E1730	California. Employment Development Dept. Division of Disability and Hospital Benefits.
E1740.C6	California. Employment Development Dept. Economic Opportunity Office.
E1750	California. Employment Development Dept. Federal Expenditure Information Working Group. [AACR2-C]
E1760	California. Employment Services Board. [AACR2-LC]
E1765	California. Employment Data and Research Division. Economic Information Group. [AACR2-C]
E1765	California. Employment Data and Research Division. Estimates and Econmic Research Group. [AACR2-LC]
E1765	California. Employment Data and Research Division. Estimates Group. [AACR2-C]
E1765	California. Employment Development Dept. Estimates Group. [AACR2-LC]
E1767	California. Employment Development Dept. Fiscal Programs Division. [AACR2-C]
E1770	California. Employment Development Dept. Job Development and Training Branch.
E1772	California. Job Service Division. [AACR2-LC]
E1775	California. Employment Development Dept. Division of Job Training, Development and Placement.
E1780	California. Employment Development Dept. Legal Office. [AACR2-LC]
E1790	California. Employment Development Dept. Legislative Liaison Office. [AACR2-C]
E1800	California. Employment Development Dept. Library.
E1810	California. Employment Development Dept. Management Review and Support Branch. [AACR2-LC]
E1810	California. Employment Development Dept. Program Review Branch. [AACR2-C]

E1812	California. Employment Development Dept. Management Review and Support Branch. Evaluation Division. [AACR2-LC]
E1812	California. Employment Development Dept. Program Review Branch. Evaluation Division. [AACR2-C]
E1815	California. Occupational Analysis Field Center. [AACR2-C]
E1820	California. Employment Development Dept. Planning Office. [AACR2-LC]
E1821	California. Employment Development Dept. Office of Planning and Policy Development. [AACR2-C]
E1823	California. Employment Development Dept. Management Review and Support Branch. Program and Systems Analysis Division. [AACR2-LC]
E1825	California. Employment Development Dept. Division of Public Employment Offices and Benefit Payments.
E1830	California. State Employment Service. [AACR2-LC]
E1850	California. Employment Development Dept. Division of Public Employment Offices and Benefit Payments. [Local offices]
E1875	California. Dept. of Human Resources Development. Migrant Services Section. [AACR2-LC]
E1875	California. Employment Development Dept. Division of Public Employment Offices and Benefit Payments. Farm Labor Service.
E1875	California. Employment Development Dept. Division of Public Employment Offices and Benefit Payments. Farm Placement Service.
E1875	California. Employment Development Dept. Migrant Services Section. [AACR2-LC]
E1875	California. Employment Development Dept. Office of Migrant Services. [AACR2-LC]
E1875	California. Farm Labor Services Division. [AACR2-LC]
E1875	California. Rural Manpower Services Division. [AACR2-LC]
E1877	California. Office of Migrant Housing. [AACR2-C]
E1900	California. Employment Development Dept. Division of Public Employment Offices and Benefit Payments. Veterans Placement Service.
E1925	California. Employment Development Dept. Public Information Section.

E1950	California. Dept. of Human Resources Development. Research and Statistics Section. [AACR2-LC]
E1950	California. Central Area Labor Market Information Group. [AACR2-LC]
E1950	California. Coastal Area Labor Market Information Group. [AACR2-LC]
E1950	California. Employment Data and Research Division. [AACR2-LC]
E1950	California. Employment Data and Research Division. Economic Analysis Group. [AACR2-C]
E1950	California. Employment Data and Research Division. Economic Research Unit. [AACR2-C]
E1950	California. Employment Data and Research Division. Operating Reports Group. [AACR2-LC]
E1950	California. Employment Data and Research Division. Operation Reports Group. [AACR2-C]
E1950	California. Employment Data and Research Division. Statewide Economic Analysis Group. [AACR2-C]
E1950	California. Employment Data and Research Division. Systems and Research Section. [AACR2-LC]
E1950	California. Employment Data and Research Division. Systems and Research, Statewide Reports. [AACR2-C]
E1950	California. Employment Development Dept. Central Area Employment Data and Research Section.
E1950	California. Employment Development Dept. Coastal Area Employment Data and Research Section.
E1950	California. Employment Development Dept. Employment Research Section.
E1950	California. Employment Development Dept. Northern California Employment Data and Research Section.
E1950	California. Employment Development Dept. Southern California Employment Data and Research Section.
E1950	California. Northern Area Labor Market Information Group. [AACR2-LC]
E1950	California. Southern Area Labor Market Information Group. [AACR2-LC]
E1950	Central California Employment Data and Research (Agency) [AACR2-LC]
E1950	Central California Labor Market Information Group. [AACR2-LC]
E1950	Northern California Employment Data and Research (Agency) [AACR2-LC]

E1950	Southern California Employment Data and Research (Agency) [AACR2-LC]
E1950	Southern California Labor Market Information Group. [AACR2-LC]
E1953	California. Employment Development Dept. School and Government Employees Bureau. [AACR2-LC]
E1953	California. Employment Development Dept. School Employees Fund Section. [AACR2-C]
E1954	California. Employment Development Dept. Tax Branch. [AACR2-C]
E1955	California. Employment Development Dept. Division of Tax Collections and Insurance Payments.
E1956	California. Unemployment Insurance Division. [AACR2-LC]
E1957	California Employment and Training Advisory Council. [AACR2-LC]
E1960	California. Employment Relations Agency. [AACR2-LC]
E1970	Interstate Conference of Employment Security Agencies. [AACR2-LC]
E1975	California. State Advisory Council on Employment Services.
E1976	California. Employment Training Panel. [AACR2-LC]
E1978	California Worksite Education and Training Act (Organization) [AACR2-LC]
E2000	California. Employment Commission.
E2002	SAFE-BIDCO. [AACR2-C]
E2004	California Alternative Energy Source Financing Authority. [AACR2-C]
E2005	California. Energy Conservation Task Force. [AACR2-LC]
E2006	California. Government Energy Task Force. [AACR2-LC]
E2010	California. Energy Planning Council.
E2015	California Energy Commission. [AACR2-LC]
E2015	California Energy Commission. Conservation Programs Committee. [AACR2-C]
E2015	California Energy Commission. Fuels Allocation Office. [AACR2-C]
E2015	California Energy Commission. Fuels Planning Committee. [AACR2-C]
E2015	California Energy Commission. 1985 Biennial Fuels Report Committee. [AACR2-LC]

E2015	California Energy Commission. Research, Development and Demonstration Committee. [AACR2-LC]
E2015	California Energy Commission. Tax Credit Committee. [AACR2-LC]
E2015	California. Residential Building Energy Efficiency Standards Implementation Advisory Group. [AACR2-C]
E2015	Committee on California's Energy Outlook. [AACR2-C]
E2015.B51	California Energy Commission. Biennial Report III Committee. [AACR2-C]
E2015.E5	California Energy Commission. Engineering and Environmental Divison. [AACR2-LC]
E2015.E52	California Energy Commission. Engineering and Safety Office.
E2015.F6	California Energy Commission. Fossil Fuels Assessment Office. [AACR2-LC]
E2015.F6	California. Fossil Fuels Planning. [AACR2-C]
E2015.G42	California. Geothermal Advisory Committee.
E2015.L5	California Energy Commission. Library. [AACR2-C]
E2015.L56	California. Liquid Fuels Conservation and Contingency Planning Office. [AACR2-C]
E2015.L63	California Energy Commission. Energy Efficiency and Local Assistance Division. [AACR2-C]
E2015.L63	California Energy Commission. Local Government Assistance Program. [AACR2-C]
E2015.N8	California. Nuclear Assessments Office.
E2015.O29	California. Energy Shortage Contingency Planning Committee. [AACR2-C]
E2015.P6	California Energy Commission. Office of Policy and Program Evaluation. [AACR2-C]
E2015.P7	California Energy Commission. Professional Advisory Group. [AACR2-C]
E2015.P8	California Energy Commission. Public Adviser's Office. [AACR2-C]
E2015.S6	California Energy Commission. Siting and Environmental Division. [AACR2-LC]
E2015.S6	California. Energy Facility Siting & Environmental Protection Division. [AACR2-C]

E2015.S6	California. Energy Facility Siting Office. [AACR2-C]
E2015.S85	California Energy Commission. Supply Assessment Office. [AACR2-LC]
E2016	California Energy Commission. Energy Facility Siting Division.
E2017	California Energy Commission. Assessments Division. [AACR2-LC]
E2017	California Energy Commission. Energy Assessment Division.
E2017.D46	California Energy Commission. Demand Assessment Office. [AACR2-LC]
E2017.F67	California Energy Commission. Forecasting Office.
E2017.F67	California. Energy Forecasting & Planning Division. [AACR2-C]
E2017.F84	California Energy Commission. Fuels Assessment Office. [AACR2-LC]
E2017.S85	California Energy Commission. Supply Assessment Office. [AACR2-LC]
E2017.S85	California Energy Commission. Systems Assessment Office. [AACR2-LC]
E2017.S95	California Energy Commission. Systems Integration and Evaluation Office.
E2017.T4	California Energy Commission. Technology Assessment Project Office. [AACR2-LC]
E2018	California Energy Commission. Alternative Implementation Division.
D2018	California Energy Commission. Development Division. [AACR2-LC]
E2018	California Energy Commission. Fuels Office.
E2018	California. Energy Technology Development Division. [AACR2-C]
E2018.B5	California Energy Commission. Biomass/Cogeneration Office. [AACR2-C]
E2018.F6	California Energy Commission. Finance and Technology Development Office. [AACR2-C]
E2018.G46	California. Geothermal Energy Office.
E2018.R4	California Energy Commission. Project Evaluation & Assistance Office. [AACR2-C]
E2018.R4	California Energy Commission. Research & Development Office. [AACR2-C]
E2018.S5	California. Office of Small Power Producers. [AACR2-C]
E2018.S5g	Geothernal Program (Calif.) [AACR2-C]
E2018.S61	California Energy Commission. Solar Energy Office. [AACR2-LC]

E2018.S9	California Energy Commission. Synthetic Fuels Office. [AACR2-LC]
E2018.T4	California. Energy Technology Development Division. Technology Evaluation Office. [AACR2-C]
E2019	California Energy Commission. Conservation Division. [AACR2-LC]
E2019.B8	California Energy Commission. Building and Appliance Efficiency Office. [AACR2-C]
E2019.B8	California Energy Commission. Building and Appliance Standards Office. [AACR2-LC]
E2019.B8	California Energy Commission. Building Standards and Incentives Development Office. [AACR2-C]
E2019.B8	California Energy Commission. Buildings and Appliances Office.
E2019.B8	California Energy Commission. New Building and Applicance Efficiency Office. [AACR2-LC]
E2019.E5	California Energy Commission. Energy Management Office. [AACR2-C]
E2019.E5	California Energy Commission. Energy Management Programs. [AACR2-C]
E2019.R4	California Energy Commission. Residential Programs and Standards Office.
E2019.U8	California Energy Commission. Conservation Division. Utility Programs Office. [AACR2-LC]
E2020	California. Office of State Engineer. [AACR2-LC]
E2023	California. Engineer of the Sacramento Valley.
E2025	California. Dept. of Engineering. [AACR2-LC]
E2030	California. Board of Engineers on San Francisco Sea-wall and Embankment.
E2035	California Entertainment Commission. [AACR2-C]
E2038	California. Environmental Affairs Agency. [AACR2-LC]
E2040	California. Environmental Quality Study Council. [AACR2-LC]
E2050	California. State Board of Equalization. [AACR2-LC]
E2075	California., Alcoholic Beverage Control Division. [AACR2-LC]
E3000	California. Assessment Standards Division. [AACR2-LC]
E3025	California. Dept. of Business Taxes. [AACR2-LC]

E3025	California. State Board of Equalization. Motor Vehicle Fuel Tax Division.
E3035	California. Division of Intercounty Equalization.
E3040	California. Dept. of Property Taxes. [AACR2-LC]
E3050	California. State Board of Equalization. Division of Research and Statistics. [AACR2-LC]
E3050	California. State Board of Equalization. Research and Statistics Division. [AACR2-C]
E3050	California. State Board of Equalization. Research and Statistics Unit. [AACR2-LC]
E3050	California. State Board of Equalization. Statistical Research and Consulting Division. [AACR2-LC]
E3075	California. State Board of Equalization. Sales and Use Tax Division.
E3085	California. State Board of Equalization. Tax Information Office. [AACR2-C]
E3090	California. State Board of Equalization. Tax Research Bureau.
E4025	California. State Board of Equalization. Valuation Divison.
E4050	California. State Board of Examiners.
E4052	Commitee to Review the California Exposition.
E4055	California Exposition and State Fair. [AACR2-C]
E4055	California. State Exposition and Fair.
E4055	California State Fair.
E4055	California. State Fair and Exposition.
E4058	California Exposition and State Fair. Board of Directors. [AACR2-C]
E4059	Cal Expo Task Force. [AACR2-C]
E4060	California. State Fair and Exposition. Executive Committee.
F100	California. State Board of Fabric Care. [AACR2-LC]
F105	California. Task Force on Fair Financing. [AACR2-LC]
F110	California. Fair Political Practices Commission. [AACR2-LC]

F113	California. Fair Political Practies Commission. Technical Assistance and Analysis Division.
F115	California. Fair Employment and Housing Commission. [AACR2-C]
F116	California. Dept. of Fair Employment and Housing. [AACR2-LC]
F118	California. Dept. of Fair Employment and Housing. Office of Public Information and Education. [AACR2-LC]
F120	California. Office of Housing Programs. [AACR2-C]
F125	California. Farm Debt Adjustment Commission.
F135	California. Farm Labor Service Citizens Commission.
F150	California. Farm Production Council.
F153	Small Farm Viability Project (Calif.) [AACR2-LC]
F160	California. State Advisory Board for the Field Act.
F165	California. Advisory Committee on the Filipino Study. [AACR2-C]
F170	California. Commission on State Finance. [AACR2-LC]
F175	California. Dept. of Finance. [AACR2-LC]
F225	California. Dept. of Finance. Administrative Division.
F235	California. Dept. of Finance. Office of Administrative Procedures.
F250	California. Dept. of Finance. Audits Division. [AACR2-LC]
F250	California. Dept. of Finance. Fiscal Management Audits.
F275	California. Dept. of Finance. Budget Division. [AACR2-LC]
F280	California. Dept. of Finance. Budget and Information Systems Planning Unit. [AACR2-C]
F300	California. Dept. of Finance. Buildings and Grounds Division.
F320	California. Dept. of Finance. Capital Outlay Committee.
F325	California. Dept. of Finance. Bureau of Commerce.
F350	California. Dept. of Finance. Communications Division.
F360	California. Dept. of Finance. Education Systems Unit.

F377	California. Dept. of Finance. Financial and Performance Accountability. [AACR2-LC]
F377	California. Dept. of Finance. Financial and Performance Audits. [AACR2-C]
F380	California. Dept. of Finance. Financial and Economic Research Unit. [AACR2-C]
F380	California. Dept. of Finance. Financial and Population Research Section. [AACR2-LC]
F380	California. Dept. of Finance. Financial Research Section. [AACR2-C]
F387	California. Office of Information Technology. [AACR2-LC]
F390	California. Dept. of Finance. Internal Administration. [AACR2-LC]
F393	California. Dept. of Finance. Legislation and Intergovernmental Relations Unit. [AACR2-C]
F395	California. Dept. of Finance. Library. [AACR2-LC]
F400	California. Dept. of Finance. Local Allocations Division.
F405	California. Local Planning Office. [AACR2-LC]
F405	California. State Office of Planning. [AACR2-LC]
F408	California. Dept. of Finance. Local Mandate Program Unit. [AACR2-LC]
F408	California. Dept. of Finance. Local Mandate Unit. [AACR2-LC]
F415	California. Dept. of Finance. Review Committee on Nutrition Policies, Practices and Operating Procedures at Residential Facilities of Mental Hygiene Hospitals.
F420	California. Dept. of Finance. Organization and Cost Control Division.
F423	California. Dept. of Finance. Population Research Unit. [AACR2-LC]
F425	California. Dept. of Finance. Printing Division.
F450	California. Dept. of Finance. Printing Division. Documents Section.
F455	California. Dept. of Finance. Program Evaluation Unit. [AACR2-LC]
F460	California. Dept. of Finance. Property Acquisition Division.
F475	California. Dept. of Finance. Public Works and Acquisition Division.
F500	California. Dept. of Finance. Purchasing Division.

F525	California. Dept. of Finance. State Lands Division.
F600	California Fire Incident Reporting System. [AACR2-LC]
F600	California. Office of the State Fire Marshal. [AACR2-LC]
F600	California. State Board of Fire Services. [AACR2-LC]
F600.F55	California. Joint Contractors' State License Board State Fire Marshal's Task Force on Fire Protection Systems. [AACR2-C]
F600.J9	California. Task Force on Juvenile Arson and Firesetting. [AACR2-LC]
F603	California. Office of the State Fire Marshal. Educational Services Division. [AACR2-C]
F604	California Fire Service Training & Education System. [AACR2-C]
F605	California. Office of the State Fire Marshal. Public Education Advisory Committee. [AACR2-C]
F607	California. Office of the State Fire Marshal. Training Division. [AACR2-C]
F610	California. State Fire Advisory Board.
F610	California. State Board of Fire Services. [AACR2-LC]
F615	California. Fire Prevention Committee.
F645	California. Commercial Salmon Fishing Review Board. [AACR2-C]
F650	CDFG SB580 Task Force. [AACR2-LC]
F650	California. Dept. of Fish and Game. [AACR2-LC]
F650	California. Dept. of Fish and Game. Region 1.
F650	California. Division of Fish and Game. [AACR2-LC]
F650	California. Fish and Game Commission. [AACR2-LC]
F650	California. State Board of Fish Commissioners.
F650.C645	California Condor Habitat Advisory Committee. [AACR2-C]
F650.E2	Interagency Ecological Study Program for the Sacramento-San Joaquin Estuary. [AACR2-LC]
F653	Bay-Delta Fishery Project.
F653	California. Anadromous Fisheries Branch. [AACR2-LC]

F654	California. Dept. of Fish and Game. Environmental Services Branch. [AACR2-LC]
F654	California. Dept. of Fish and Game. Environmental Services Division. [AACR2-C]
F655	California. Game Management Branch. [AACR2-LC]
F656	California. Fish and Wildlife Water Pollution Control Laboratory. [AACR2-C]
F657	California. Fish and Wildlife Water Pollution Control Laboratory. Toxic Substances Monitoring Unit. [AACR2-C]
F658	Bay-Delta Fishery Project (Calif.) [AACR2-C]
F660	California. Inland Fisheries Branch. [AACR2-LC]
F665	California. Dept. of Fish and Game. Marine Resources Branch. [AACR2-C]
F665	California. Dept. of Fish and Game. Marine Resources Division. [AACR2-LC]
F667	California. Dept. of Fish and Game. Planning Branch. [AACR2-LC]
F671	California. Dept. of Fish and Game. Marine Resources Operations, Terminal Island.
F671	California. Dept. of Fish and Game. Marine Resources Region. [AACR2-LC]
F672	California. Dept. of Fish and Game. Water Projects Branch. [AACR2-C]
F673	California. Dept. of Fish and Game. Marine Resources Opertions Laboratory, Menlo Park.
F674	California. Wildlife Mangement Branch. [AACR2-C]
F674	California. Wildlife Management Division. [AACR2-C]
F675	California. Dept. of Fish and Game. Wildlife Protection Branch.
F678	California. Committee on Fitness.
F680	California. Folsom Highway Commission.
F710	California. State Food Administration Council.
F720	California. Interdepartmental Task Force on Food Crop Harvesting Sanitation.
F722	California Interdepartmental Council on Food and Nutrition.
F725	Inter-agency Regional Food Handlers' Sanitation Institute, California Institution for Men, Chino, 1949.

F740	California Forest Improvement Committee. [AACR2-LC]
F750	California. Forest Pest Control Action Board.
F750	California Forest Pest Control Action Council. [AACR2-C]
F750	California Forest Pest Council. [AACR2-C]
F760	California. Forestry Study Committee.
F770	California. Dept. of Forestry. [AACR2-LC]
F770	California. Dept. of Forestry and Fire Protection. [AACR2-LC]
F771	California. State Board of Forestry. [AACR2-LC]
F775	California Forest Improvement Program. [AACR2-C]
F780	California. Soil-Vegetation Survey. [AACR2-C]
F800	California. Franchise Tax Board. [AACR2-LC]
F800	California. Franchise Tax Commissioner.
F805	California. Franchise Tax Board. Legislative Services Bureau. [AACR2-C]
F810	California. Volunteer Tax Assistance Program. [AACR2-LC]
F825	California. Fred C. Nelles School for Boys, Whittier.
F825	Fred C. Nelles School. [AACR2-C]
F850	California. Fricot Ranch School for Boys.
F875	California. State Board of Funeral Directors and Embalmers. [AACR2-LC]
F900	California. Bureau of Furniture and Bedding Inspection.
G100	California. Dept. of General Services. [AACR2-LC]
G100.A46	California. Task Force on Alternative Financing. [AACR2-C]
G100.C6	California. Dept. of General Services. Consulting Services Unit. [AACR2-C]
G100.E9	California. Dept. of General Services. Executive Office. [AACR2-C]
G101	State EDP Education Program (Calif.) [AACR2-C]
G105	California. Office of Administrative Hearings. [AACR2-LC]
G107	California. Dept. of General Services. Administrative Services.

G110	California. Office of Architecture and Construction. [AACR2-LC]
G110	California. Office of the State Architect. [AACR2-C]
G110.P8	California. State Property Management Demonstration Project. [AACR2-C]
G111	California. Dept. of General Services. Communication Service.
G111	California. Dept. of General Services. Communications Division. [AACR2-LC]
G112	California. Dept. of General Services. Business Equipment Management Unit. [AACR2-C]
G113	California. Dept. of General Services. Buildings and Grounds Division.
G113	California. Office of Buildings and Grounds. [AACR2-C]
G114	California. Dept. of General Serivces. Office of Local Assistance. [AACR2-C]
G115	California. Insurance Office Division. [AACR2-C]
G115	California. Office of Insurance & Risk Management. [AACR2-LC]
G115	California. State Insurance Office. [AACR2-LC]
G116	California. Dept. of General Services. Management Planning Office.
G117	California. Dept. of General Services. Systems Analysis.
G118	California. Dept. of General Services. Small Business Office.
G119	California. State Police.
G120	California. Dept. of General Services. Office of Procurement. [AACR2-C]
G120	California. Dept. of General Services. Office of Procurement. Materials Services. [AACR2-C]
G120	California. Dept. of General Services. Office of Procurement. Program Review Team. [AACR2-C]
G121	California. Dept. of General Services. Office of Services Division.
G122	California. Dept. of General Services. Property Acquisition Division. [AACR2-C]
G122	California. Dept. of General Services. Property Acquisition Service. [AACR2-C]
G123	California. Dept. of General Services. Property Management and Services.
G124	California. Long Range Facilities Planning Office.

G124	California. Office of Facilities Planning and Development. [AACR2-LC]
G125	California. Office of State Printing. [AACR2-C]
G126	California. Dept. of General Services. Office of Project Development and Management. [AACR2-C]
G127	California. Dept. of General Services. Facilities Planning Division. [AACR2-C]
G127	California. Division of Real Estate Services. [AACR2-LC]
G127	California. Office of Real Estate and Design Services. [AACR2-C]
G127	California. Office of Real Estate Services.
G128	California. Dept. of General Services. Office of Records Management. [AACR2-C]
G128	California. Dept. of General Services. Records Management Division. [AACR2-LC]
G128	California. State Records Service Division.
G128.F6	California. Dept. of General Services. Forms Management Center. [AACR2-C]
G129	State Workers' Compensation and Safety Program (Calif.) [AACR2-LC]
G130	California Office of Minority Business Enterprise. [AACR2-LC]
G130	California. Office of Small and Minority Business [AACR2-LC]
G130	California. Small and Minority Business Procurement Assistance Division. [AACR2-LC]
G130.P8	California. Office of Minority Business Enterprise. State Public Works Monitoring and Data Collection Unit.
G135	California. Dept. of General Services. Documents Section.
G136	California. Dept. of General Services. Energy Assessments Program. [AACR2-LC]
G136.P7	California. Dept. of General Services. Project Control Unit. [AACR2-C]
G138	California. Capitol Area Development Authority.
G138	California Capitol Area Plan Office.
G142	California. Dept. of General Services. Inspector Services Program. [AACR2-C]

G145	California. Dept. of General Services. Office of Telecommunications. [AACR2-LC]
G145	California. Dept. of General Services. Telecommunications Division. [AACR2-C]
G150	Geological Survey of California. [AACR2-LC] (State Geologist)
G155	California. Board of Registration for Geologists and Geophysicists. [AACR2-C]
G155	California. State Board of Registration for Geologists. [AACR2-C]
G160	California. Geothermal Resources Board. [AACR2-C]
G161	California. State Geothermal Resources Task Force. [AACR2-C]
G175	California. Committee to Investigate the Discovery of Gold.
G185	California. Golden Gate Authority Commission.
G200	California. Golden Gate International Exposition Commission, San Francisco.
G230	California. Goose Lake Compact Commission.
G240	Conference on Government and Taxation.
G250	Commission on California State Government Organization and Economy. [AACR2-LC] (Little Hoover Commission)
G255	California. Commission on Government Reform [AACR2-LC]
G275	California. Governor. [AACR2-LC]
G275	California. Governor's Office. [AACR2-LC]
G280	California. Governor. Washington Office. [AACR2-C]
G301	California. Governor (1849-1851 : Burnett)
G302	California. Governor (1851-1852 : McDougal)
G303	California. Governor (1852-1856 : Bigler)
G304	California. Governor (1856-1858 : Johnson)
G305	California. Governor (1858-1860 : Weller)
G306	California. Governor (1860 : Latham)
G307	California. Governor (1860-1862 : Downey)
G308	California. Governor (1862-1863 : Stanford)

G309	California. Governor (1863-1867 : Low)
G310	California. Governor (1867-1871 : Haight)
G311	California. Governor (1871-1875 : Booth)
G312	California. Governor (1975 : Pacheco)
G313	California. Governor (1875-1880 : Irwin)
G314	California. Governor (1880-1883 : Perkins)
G315	California. Governor (1883-1887 : Stoneman)
G316	California. Governor (1887 : Bartlett)
G317	California. Governor (1887-1981 : Waterman)
G318	California. Governor (1891-1895 : Markham)
G319	California. Governor (1895-1899 : Budd)
G320	California. Governor (1899-1903 : Gage)
G321	California. Governor (1903-1907 : Pardee)
G322	California. Governor (1907-1911 : Gillet)
G323	California. Governor (1911-1917 : Johnson) [AACR2-LC]
G324	California. Governor (1917-1923 : Stephens)
G325	California. Governor (1923-1927 : Richardson)
G326	California. Governor (1927-1931 : Young)
G327	California. Governor (1931-1934 : Rolph)
G328	California. Governor (1934-1939 : Merriam)
G329	California. Governor (1939-1943 : Olson)
G330	California. Governor (1943-1953 : Warren)
G331	California. Governor (1953-1959 : Knight)
G332	California. Governor (1959-1967 : Brown) [AACR2-LC]
G333	California. Governor (1967-1975 : Reagan) [AACR2-LC]
G334	California. Governor (1975-1983 : Brown) [AACR2-LC]

G335	California. Governor (1983- Deukmejian) [AACR2-C]
G500	California. Governor's Committee to Survey the Agricultural Labor Resources of the San Joaquin Valley.
G505	California. Governor's Special Committee on Public Policy Regarding Agricultural Chemicals.
G510	California. Governor's Special Committee on the Argonaut Mine Disaster.
G515	California. Governor's Committee on the Study of Boxing and Wrestling.
G520	California. Governor's Business Advisory Council.
G523	California. Child Development Programs Advisory Committee. [AACR2-C]
G523	California. Governor's Advisory Committee on Child Development Programs. [AACR2-LC]
G523.C4	California. Task Force on Child Development Services. [AACR2-C]
G525	California. Governor's Advisory Committee on Children and Youth. [AACR2-LC]
G527	California. Governor's Advisory Committee on Children and Youth. Subcommittee on the Migrant Child.
G530	California. Governor's Advisory Committee on Children and Youth. Committee on Welfare.
G535	California. Governor's Advisory Committee on Children and Youth. Committee on Temporary Child Care.
G540	California. Governor's Office for Citizen Initiative and Voluntary Action. [AACR2-LC]
G541	California. Governor's Office for Volunteerism.
G545	California. Governor's Civil Defense Advisory Committee on Public Information.
G546	California. Governor's Advisory Committee on Emergency Information.
G546	California. Governor's Advisory Committee on Public Information.
G550	California. Governor's Peace Officers Committee on Civil Disturbances.
G553	California. Governor's Community Relations Section.
G553	California. Governor's Office of Community Relations. [AACR2-C]

G555	California. Office of Consumer Counsel.
G557	California. Governor's Education Advisory Committee on Disaster Preparedness.
G557	California. Governor's Education and Training Advisory Committee on Civil Defense.
G558	California. Governor's Advisory Committee on Educational Television.
G559	California. Governor's Office of Employee Relations. [AACR2-C]
G560	California. Governor's Advisory Council on the Dept. of Employment.
G562	California. Governor's Export Advisory Committee.
G563	California. Governor's Import Advisory Committee.
G565	California. Governor's State Fair Citizens' Advisory Committee.
G568	California. Governor's Fire Services Advisory Committee.
G570	California. Governor's Food Industry-Civil Defense Advisory Committee.
G575	California Governor's Committee for Employment of the Handicapped. [AACR2-LC] (See also G700.H25)
G580	California. Governor's Advisory Commission on Housing Problems.
G583	California. Task Force on Affordable Housing. [AACR2-C]
G585	California. Governors Law Enforcement Advisory Committee.
G587	California. Governor's Commission to Study the Liability of Public Employees.
G590	California. Governor's Committee on Medical Aid and Health.
G590.M3	California. Committee on Medical Aid and Health. Task Force on Medical Facilities.
G591	California. Governor's Emergency Medical Advisory Committee.
G600	California. Governor's Continuing Committee on Mental Health.
G605	California. Governor's Committee on Mental Hygiene.
G615	California. Governor's Commission on Metropolitan Area Problems.
G620	California. Governor's Dry-Year Water Conference.
G625	California. Governor's Investigation Committee on Penal Affairs.

G630	California. Governor's Committee on Old Age Pensions.
G632	California. Governor's Advisory Committee on Pesticide Review.
G635	California. Governor's Petroleum Industry-Civil Defense Advisory Committee.
G639	California. Governor's Council. Committee on Public Works and Natural Resources.
G640	California. Governor's Advisory Committee on Peacetime Use of Radiological Materials.
G641	California. Governor's Radiological Defense Advisory Committee.
G643	California. Governor's Regional Conference on Recreational Planning.
G650	California. Governor's Commission on Reemployment.
G653	California. Governor's Council Committee on Rehabilitation.
G655	California. Governor's Committee on Reorganization of State Government.
G660	California. Governor's Safety Council.
G665	California. Governor's Committee for Ship Construction and Repair.
G670	California. Governor's Inter-departmental Safety Advisory Committee.
G673	California. Governor's Citizens Scientific Brainpower Resources Committee.
G674	California. Governor's State Shelter Study.
G675	California. Governor's Coordinating Committee of State Officials and Traffic Safety.
G680	California. Governor's Traffic Safety Committee.
G685	California. Governor's Advisory Committee on Training.
G686	California. Governor's Council Committee on Personnel and Training.
G687	California. Governor's Committee on Personnel and Training.
G690	California. Governor's Water Lawyers' Committee.
G693	Governor's Commission to Review California Water Rights Law. [AACR2-LC]
G700.A2	California. Governor's Task Force on the Acreage Limitation Problem.
G700.A4	California. Governor's Conference on Aging.
G700.A44	California. Governor's Advisory Committee on Agricultural Foreign Trade.

G700.A5	California. Governor's Air Pollution Control Conference.
G700.A54	California. Governor's Task Force on Alcohol, Drugs, and Traffic Safety. [AACR2-C]
G700.A6	California. Governor's Coordinating Council on Alcohol Problems.
G700.A7	California. Governor's Arson Information Study Group. [AACR2-C]
G700.A8	California. Governor's Conference on Automation.
G700.A8t	California. Governor's Commission on Automation and Technological Developments.
G700.B3	California. Governor's Banking Study Committee.
G700.B56	California. Block Grant Advisory Task Force. [AACR2-LC]
G700.B8	California. Governor's Task Force on the Building Industry.
G700.C3	California. Governor's Conference on California Beauty.
G700.C32	California. Governor's Action Advisory Committee on California Beauty.
G700.C38	California. Governor's Advisory Committee on Child Care. [AACR2-C]
G700.C4	California. Governor's Conference on California's Children and Youth.
G700.C43	California. Governor's Task Force on Chaparral Fire and Flood Risk Management. [AACR2-C]
G700.C44	California. Child Care Task Force. [AACR2-C]
G700.C45	California. Governor's Advisory Committee on Cigarette Smoking and Health. [AACR2-LC]
G700.C5	California. Governor's Conference on Civil Defense and Disaster Preparedness.
G700.C52	California. Governor's Task Force on Civil Rights. [AACR2-LC]
G700.C55	California. Governor's Committee on Compensatory Education.
G700.C55p	California. Governor's Committee on Compensatory Eduction. Subcommittee on Preschool Programs.
G700.C6	California. Governor's Study Committee on Conflagration.
G700.C8	California. Governor's Conference on Crime and Juvenile Justice.
G700.D38	California. Governor's Conference on Delinquency Prevention.

G700.D4	California. Governor's Conference for Department Heads and Appointed Assistants.
G700.D45	California. Governor's Conference on Good Design.
G700.D5	California. Governor's Conference on Prevention of Developmental Disabilities.
G700.D87	California. Governor's Drought Emergency Task Force.
G700.E12	California. Governor's Advisory Committee on ECIA, Chapter 2. [AACR2-C]
G700.E2	California. Governor's Earthquake Council.
G700.E22	California. Governor's Emergency Task Force on Earthquake Preparedness. [AACR2-C]
G700.E22	California. Governor's Emergency Task Force on Earthquake Preparedness. Finance and Monitary Service Committee. [AACR2-C]
G700.E3	California. Governor's Conference on Education.
G700.E32	California Commission on Educational Quality. [AACR2-C]
G700.E34	California. Governor's Commission on Educational Reform. [AACR2-LC]
G700.E4	California. Governor's Survey on Efficiency and Cost Control.
G700.E6	California. Governor's Conference on Employment.
G700.E65	California. Governor's Conference on California's Changing Environment.
G700.F25	California. Governor's Commission on the Family.
G700.F3	California. Governor's Conference on Farm Worker's Housing.
G700.F6	California. Governor's Conference on Forest to Market Roads.
G700.H25	California Governor's Committee for Employment of Disabled Persons. [AACR2-C]
G700.H25	California Governor's Committee for Employment of Disabled Persons. Recreation and Leisure Task Force. [AACR2-C]
G700.H25	California Governor's Committee for Employment of the Handicapped. [AACR2-LC] (See also G575)
G700.H25	California Governor's Committee for Employment of the Handicapped. Recreation/Leisure Task Force. [AACR2-C]
G700.H251	California Governor's Committee for Employment of the Handicapped. Medical Subcommittee. [AACR2-C]

G700.H252	California Governor's Committee for Employment of the Handicapped. Education Sub-committee. [AACR2-C]
G700.H3	California. Governor's Conference on Rehabilitation of the Physically Handicapped.
G700.H32	California. Hazardous Substances Task Force. [AACR2-C]
G700.H35	California. Governor's Council Committee on Health and Welfare.
G700.H38	California. Governor's Special Committee on Health Care Costs.
G700.H6	California. Governor's Conference on Housing.
G700.H93	California. Governor's Task Force on Small Hydroelectric Development. [AACR2-LC]
G700.I4	California. Governor's Conference on Impact of Supreme Court Decision in Arizona vs. California.
G700.I4a	California. Governor's Conference on Impact of Supreme Court Decision on the Colorado River.
G700.I6	California. Governor's Industrial Safety Conference.
G700.I7	California. Infrastructure Review Task Force. [AACR2-LC]
G700.I8	California. Governor's Task Force on Inmate Employment. [AACR2-C]
G700.J6	California. Governor's 1980 Summer Job Campaign for Youth.
G700.J9	California. Governor's Special Study on Juvenile Justice.
G700.L3	California. Governor's Select Committee on Law Enforcement Problems.
G700.L5	California. Governor's Conference on Libraries.
G700.L51	California Governor's Conference on Libraries and Information Services (1979 : Sacramento, Calif.) [AACR2-LC]
G700.L52	California. Governor's Conference on Libraries.
G700.L6	California. Governor's Commission on the Los Angeles Riots.
G700.M3	California. Governor's Manpower Task Force.
G700.M4	California. Governor's Conference on Mental Health.
G700.O2	California. Governor's Conference on California and the World Ocean.
G700.O25	California. Governor's Advisory Commission on Ocean Resources.

G700.O3	California. Governor's Program to Reduce Occupational Injury.
G700.O8	California. Governor's Utilities Advisory Committee.
G700.P27	California. New Partnership Task Force on State and Local Government. [AACR2-LC]
G700.P38	California. Governor's Investigation Committee on Penal Affairs.
G700.P4	California. Governor's Conference on Pension Fund Investments.
G700.P41	California. Governor's Conference on Corporate Pension Fund Investments.
G700.P45	California. Governor's Task Force on Periodic Vehicle Inspection and Maintenance for Emissions Control.
G700.P48	California. Pest Response Task Force. [AACR2-C]
G700.P7	California. Governor's Commission on the Law of Pre-emption.
G700.P8	California. Governor's Committee on Preschool Educational Programs.
G700.P82	California. Governor's Public Investment Task Force. [AACR2-C]
G700.P83	California. Advisory Coordinating Council on Public Personnel Management.
G700.P84	California. Governor's Advisory Council on Public Service Education.
G700.P85	California. Governor's Council on Public Works and Natural Resources.
G700.R3	California. Governor's Conference on the Recreation Policy and Program, State of California.
G700.R31	Governor Brown's Religious Council of Southern California. [AACR2-C]
G700.R4	California. Governor's Task Force Committee on Organization of the Resources Development Agency.
G700.R8	California. Governor's Commission on the Rumford Act.
G700.S3	California. Governor's Safety and Rehabilitation Program.
G700.S4	California. Governor's Conference on the Care and Treatment of Senile Patients, Sacramento, Calif.
G700.S5	California. Governor's Law Enforcement Agencies' Conference on Sex Crimes Against Children.
G700.S6	California. Governor's Commission on Small Business.
G700.S8	California. Governor's State Driver Accident Prevention Program.

G700.T3	California. Governor's Conference on Taxation and Cost of Government.
G700.T4	California. Governor's Conference on Educational Television.
G700.T45	California. Governor's Television Advisory Committee.
G700.T6	California. Governor's Task Force on New Towns.
G700.T68	California. Governor's Task Force on Toxics, Waste, and Technology. [AACR2-LC]
G700.T72	California. Traffic Safety Coordinating Committee.
G700.T8	California. Governor's Traffic Safety Conference.
G700.T85	California. Governor's Task Force on Transportation.
G700.T86	California. Governor's Committee on Transportation and Highway Safety.
G700.T9	California. Governor's Advisory Committee on Tijuana River Problems to the United States Section, International Boundary and Water Commission.
G700.U4	California. Governor's Multi-Agency Task Force on the Underground Economy. [AACR2-LC]
G700.U5	California. Governor's Conference on Critical Unemployment Areas.
G700.U7	California. Governor's Conference on California's Urban Areas and the State Highway System.
G700.U8	California. Governor's Utility Advisory Committee.
G700.V4	California. Governor's Task Force on Veteran's Drug Abuse Problems.
G700.W3	California. Governor's Conference on Water Problems.
G700.W4	California. Governor's Water Resources Task Force.
G700.W42	California. Governor's Special Committee of Lawyers on Water Rights.
G700.W5	California. Governor's Fact-Finding Committee on Welfare Fraud.
G700.W6	California. Governor's Conference on Women's Organiztions in Civil Defense.
G700.Y5	California. Governor's Conference on Youth.
G700.Y6	California. Governor's Conference on Youth Welfare.
G725	Grand National Junior Livestock Exposition.
G750	Grand National Livestock Exposition.

G760	California. State Agency Grantspeople Exchange. [AACR2-C]
G770	California. Scientific Advisory Panel on Groundwater Recharge with Reclaimed Wastewater.
G775	California. State Board of Guide Dogs for the Blind.
H115	California. Coordinating Council on Programs for Handicapped Children.
H120	California. Hazardous Waste Mangement Council. [AACR2-C]
H125	California. Board of State Harbor Commissioners for the Port of Eureka.
H150	California. Board of Harbor Commissioners for Humboldt Bay.
H175	California. Board of State Harbor Commissioners for the Bay of San Diego.
H200	California. Board of State Harbor Commissioners for San Francisco Harbor.
H200	San Francisco Port Authority. [AACR2-LC]
H205	San Francisco Port Authority. Police Dept.
H210	San Francisco Harbor Bond Finance Board.
H225	California. Board of Harbor Commissioners for the Port of San Jose.
H226	California. Dept. of Harbors and Watercraft. [AACR2-LC]
H227	California. Harbors and Watercraft Commission.
H228	California. Hazard Evaluation System and Information Service. [AACR2-LC]
H229	California. Joint Health & Welfare and Youth and Adult Correctional Agency Task Force. [AACR2-C]
H230	California. Health and Welfare Agency. [AACR2-LC]
H230.L6	California. Office of Long-Term Care. [AACR2-C]
H231	California State Board of Health. [AACR2-LC]
H232	California. Health and Welfare Agency Data Center. [AACR2-C]
H233	California. Health and Welfare Agency Data Center. Data Processing Service Division. [AACR2-C]
H235	California. Dept. of Health Care Services. [AACR2-LC]
H235	California. Office of Health Care Services.
H236	California Health Manpower Policy Commission. [AACR2-C]

H237	California. State Health Planning Council.
H238	California. Health Review and Program Council.
H239	California. Advisory Health Council. [AACR2-LC]
H240	California Heritage Preservation Commission. [AACR2-C]
H241	California Historical Records Advisory Board. [AACR2-C]
H245	California Heritage Task Force. [AACR2-LC]
H260	California. Joint Committee on Problems in Higher Education.
H265	California. Liaison Committee of the Board of Regents of the University of California and the State Board of Education on the Survey of Higher Education.
H269	California. Advisory Committee on a Master Plan for Scenic Highways.
H269	California. Scenic Highway Advisory Committee.
H270	California. Citizen's Advisory Committee on Scenic Highways.
H271	California. Interdepartmental Committee on Scenic Highways.
H271	California. Interdepartmental Coordinating Committee on Scenic Highways.
H275	California. Highway Advisory Committee.
H320	California Highway Patrol Academy. [AACR2-C]
H325	California Highway Patrol. [AACR2-LC]
H325.M61	California Highway Patrol. Motor Carrier Section. [AACR2-C]
H326	California Highway Patrol. Commercial and Technical Services Section. [AACR2-LC]
H327	California Highway Patrol. Planning and Analysis Division. [AACR2-C]
H327.L6	California Highway Patrol. Long Range Planning Section. [AACR2-C]
H328	California Highway Patrol. Enforcement Services Division. [AACR2-C]
H328.A3	California Highway Patrol. Air Operations Section. [AACR2-C]
H328.M6	California Motorcyclist Safety Program. [AACR2-C]
H329	California Highway Patrol. Operational Planning Section. [AACR2-C]

H330	California. Bureau of Highways. [AACR2-LC]
H335	California. Dept. of Highways. [AACR2-LC]
H340	California. Highway Transportation Agency. [AACR2-LC]
H342	California. Highway Transportation Agency. Committee on Commercial Vehicle Identification and Qualification.
H345	California. State Highway Users Tax Study Commission.
H350	California State Historical Association. [AACR2-LC]
H375	California. Historical, Archeological and Paleontological Task Force.
H400	California Historical Survey Commission. [AACR2-LC]
H425	California Historical Survey Commission. War History Dept.
H435	California. State History Commission.
H450	California Horse Racing Board. [AACR2-LC]
H450.S8	California Standardbred Sires Stakes Committee. [AACR2-LC]
H475	California. State Board of Horticulture. [AACR2-LC]
H475	California. State Commission of Horticulture. [AACR2-LC]
H495	California Health Facilities Authority. [AACR2-C]
H500	California Health Facilities Commission. [AACR2-LC]
H500.D5	California Health Facilities Commission. Discharge Data Program. [AACR2-C]
H510	California Health Facilities Financing Authority. [AACR2-C]
H525	Agnews State Hospital (San Jose, Calif.) [AACR2-LC]
H530	Atascadero State Hospital. [AACR2-C]
H550	Camarillo State Hospital (Calif.) [AACR2-C]
H575	California. Dewitt State Hospital, Auburn.
H580	Fairview State Hospital. [AACR2-C]
H600	California. Mendocino State Hospital, Talmadge.
H625	California. State Hospital, Modesto.
H650	Napa State Hospital. [AACR2-C]

H675	Metropolitan State Hospital (Norwalk, Calif.) [AACR2-C]
H700	Patton State Hospital (Calif.) [AACR2-C]
H710	Lanterman Developmental Center (Pomona, Calif.) [AACR2-C]
H710	Lanterman State Hospital and Development Center (Pomona, Calif.) [AACR2-LC]
H710	Pacific State Hospital (Pomona, Calif.) [AACR2-LC]
H715	Porterville State Hospital. [AACR2-C]
H720	Sonoma State Hospital. [AACR2-LC]
H720.B8	Sonoma State Hospital. Brain and Behavior Research Center.
H725	Stockton Developmental Center. [AACR2-C]
H725	Stockton State Hospital (Calif.) [AACR2-LC]
H772	California. Housing Industry Task Force. [AACR2-C]
H775	California. Commission of Housing.
H776	California. Commission of Housing and Community Development.
H777	California. Dept. of Housing and Community Development. [AACR2-LC]
H777.C4	Century Freeway Replenishment Housing Program (Calif.) [AACR2-C]
H777.E4	Emergency Shelter Program (Calif.) [AACR2-C]
H778	California. Dept. of Housing and Community Development. Division of Codes and Standards. [AACR2-LC]
H779	California. Dept. of Housing and Community Development. Division of Community Development.
H780	California. Dept. of Housing and Community Development. Division of Community Affairs. [AACR2-LC]
H780.I6	California. Indian Assistance Program. [AACR2-LC]
H780.S9	Surplus Land Program (Calif.) [AACR2-C]
H783	California. Housing Policy Development Division. [AACR2-LC]
H783.L6	California. Housing Policy Development Division. Local Assistance and Review Section. [AACR2-C]

H783.L6	California. Housing Policy Development Division. Local Assistance Section. [AACR2-LC]
H783.T4	California. Housing Policy Development Division. Technical Assistance Program. [AACR2-C]
H785	California. Dept. of Housing and Community Development. Office of Migrant Services. [AACR2-LC]
H787	California. Dept. of Housing and Community Development. Division of Research and Policy Development. [AACR2-C]
H787	California. Dept. of Housing and Community Development. Research & Policy Division. [AACR2-C]
H790	California Housing Finance Agency. [AACR2-LC]
H795	California Housing Task Force. [AACR2-LC]
H800	California. Hydraulic Mining Commission.
H820	California. Human Relations Agency. [AACR2-LC]
H822	California. Office of Alcoholism. [AACR2-LC]
H825	California. Human Relations Agency. Interdepartmental Library.
H845	California. Health Planning Law Revision Commission. [AACR2-LC]
H900	California. Dept. of Health Services. [AACR2-LC]
H900	California. Public Health Statutes Task Force. [AACR2-C]
H900.D4	California. Dental Advisory Committee. [AACR2-C]
H900.D43	California. Ad Hoc Advisory Committee on DES.
H900.H39	California. Dept. of Health Services. Advisory Committee on Hazardous Waste Facility Siting Criteria. [AACR2-LC]
H900.H4	California. Health Education-Risk Reduction. [AACR2-LC]
H902	California. Office of AIDS. [AACR2-LC]
H905	California. Dept. of Health Services. Adult Health Section. [AACR2-LC]
H905.H9	California. Dept. of Health Services. Hypertension Control Program. [AACR2-LC]
H906	California. Dept. of Health Services. Internal Audits Section. [AACR2-C]
H907	California. Dept. of Health Services. Office of Advisory Liaison. [AACR2-C]

H915	San Francisco Bay Area Resource for Cancer Epidemiology. [AACR2-LC]
H917	California Children Services. [AACR2-LC]
H917	California. Dept. of Health Services. Children Services Branch. [AACR2-LC]
H918	California. Child Health and Disability Prevention Branch. [AACR2-LC]
H918	California. Child Health and Disability Prevention Program. [AACR2-LC]
H918.D3	California. Child Health and Disability Prevention Branch. Data Management and Evaluation Section. [AACR2-C]
H920	California. Chronic Disease Control Section. (See also H1152)
H923	California. Dept. of Health Services. Contract Management Section. [AACR2-LC]
H925	California. Community Health Services Division. [AACR2-C]
H925	California. Dept. of Health. Community Services Division.
H925	California. Family Health Division. [AACR2-LC]
H925.G7	California. Dept. of Health. Community Services Division. Mental Disabilities Branch. Grants and Projects Unit.
H925.M4	California. Dept. of Health. Community Services Division. Mental Disabilities Branch.
H925.P7	California. Community Health Services Division. Primary Care Grant Unit. [AACR2-C]
H926	California. Dept. of Health Services. Food and Drug Branch. [AACR2-C]
H927	California. County Health Services Branch. [AACR2-C]
H927	California. Office of County Health Services. [AACR2-C]
H927	California. Office of County Health Services and Local Public Health Assistance. [AACR2-C]
H928	California. Dept. of Health Services. Fiscal Intermediary Management Division. [AACR2-C]
H929	California. Dept. of Health Services. Epidemiological Studies Laboratory. [AACR2-C]
H929.H3	California. Hazard Alert System. [AACR2-C]

H929.T6	California. Dept. of Health Services. Community Toxicology Unit. [AACR2-LC]
H929.T6	California. Office of Environmental Health Hazard Assessment. Hazard Evaluation Section. [AACR2-C]
H930	California. Environmental Health Branch. [AACR2-LC]
H930	California. Office of Environmental Health Hazard Assessment. [AACR2-C]
H930.P5	California. Environmental Planning and Local Health Services Branch. [AACR2-C]
H931	California. Dept. of Health Services. Alternative Technology & Policy Development Section. [AACR2-LC]
H931	California. Dept. of Health Services. Hazard Evaluation Section. [AACR2-C]
H931	California. Dept. of Health Services. Hazardous Materials Management Section. [AACR2-LC]
H931	California. Dept. of Health Services. Hazardous Waste Management Branch. [AACR2-LC]
H931.A4	California. Dept. of Health Services. Alternative Technology Section. [AACR2-C]
H931.A4	California Waste Exchange. [AACR2-LC]
H931.S5	California. Dept. of Health Services. Hazardous Waste Management Branch. Site Cleanup and Emergency Response Section. [AACR2-C]
H932	California. Community Health Services Division. Genetic Disease Branch. [AACR2-C]
H932	California. Family Health Division. Genetic Disease Branch. [AACR2-C]
H932	California. Maternal and Child Health Branch. Genetic Disease Section. [AACR2-LC]
H933	California. Health Care Policy and Standards Division. [AACR2-C]
H933.B4	California. Health Care Policy and Standards Division. Benefits Branch. [AACR2-C]
H934	California. Dept. of Health Services. Hospital Reimbursement Section. [AACR2-LC]
H935	California. Occupational Health Research and Development Section.
H940	California. Office of Family Planning. [AACR2-LC]

H944	California. Dept. of Health Services. Infectious Disease Branch. [AACR2-C]
H944	California. Dept. of Health Services. Infectious Disease Section. [AACR2-LC]
H944.V4	California. Veterinary Public Health Unit. [AACR2-C]
H945	California. Dept. of Health Services. Laboratory Services Branch.
H946	Air and Industrial Hygiene Laboratory (Calif.) [AACR2-LC]
H947	California. Dept. of Health Services. Licensing and Certification Division. [AACR2-C]
H948	California. Office of Local Public Health Assistance. [AACR2-C]
H949	California. Office of Long Term Care and Aging. [AACR2-LC]
H950	California. Medi-Cal Quality Control Branch.
H951	California. Dept. of Health Services. Medical Care Standards Division. [AACR2-C]
H952	California. Medi-Cal Eligibility Branch. [AACR2-C]
H953	California. Medi-Cal Operations Division. [AACR2-LC]
H953.F5	California. Medi-Cal Operations Division. Field Services Branch. [AACR2-LC]
H953.R3	California. Medi-Cal Operations Division. Recovery Branch. [AACR2-C]
H954	California. Local Environmental Health Programs Section. [AACR2-C]
H954	California. Local Environmental Health Serivices Branch. [AACR2-C]
H954	California. Office of Local Environmental Health Programs. [AACR2-LC]
H955	California. Maternal and Child Health Branch. [AACR2-LC]
H955.P5	California. Maternal and Child Health Branch. Planning and Evaluation Section. [AACR2-C]
H956	California. Maternal and Infant Health Section. [AACR2-LC]
H958	California. WIC Supplemental Food Section. [AACR2-LC]
H961	California. Medi-Cal Policy Division. [AACR2-C]
H962	California. Organized Health Systems Divison. [AACR2-LC]
H965	California. Dept. of Health Services. Office of Planning and Program Analysis. [AACR2-C]

H965	California. Dept. of Health Services. Office of Planning and Review. [AACR2-C]
H966	California. Preventive Health Services. [AACR2-C]
H967	California. Preventive Medical Services Branch. [AACR2-LC]
H967.D4	California. Preventive Medical Services Branch. Dental Health Section. [AACR2-C]
H968	California. Dept. of Health Services. Epidemiological Studies Section. [AACR2-C]
H968	California. Epidemiological Studies and Surveillance Section. [AACR2-C]
H968	California. Preventive Medical Services Branch. Epidemiological Studies Section. [AACR2-C]
H968.E6	California. Preventive Medical Services Branch. Environmental Toxins Epidemiology Unit. [AACR2-C]
H969	California. Dept. of Health Services. Audits and Investigation Division. Quality Control and Evaluation Branch. [AACR2-LC]
H970	California. Dept. of Health Services. Radiologic Health Section. [AACR2-C]
H970	California. Radiologic Health Branch. [AACR2-LC]
H970.F3	California. Radiologic Health Branch. Facilities and Environmental Standards. [AACR2-C]
H971	California. Radiologic Technology Certification Committee.
H972	California. Scientific Advisory Committee on the Ocean Disposal of Radioactive Waste. [AACR2-LC]
H975	California. Dept. of Health Services. Office of the State Registrar. [AACR2-C]
H980	California. Rural Health Division. [AACR2-C]
H983	California. Sanitary Engineering Branch. [AACR2-LC]
H983	California. Sanitary Engineering Section. [AACR2-LC]
H984	California. Medical Care Statistics Section. [AACR2-LC]
H984	California. Medical Care Statistics Unit. [AACR2-LC]
H985	California. Dept. of Health Services. Systems Development Section. [AACR2-C]

H987	California. Dept. of Health Services. Health Data and Statistics Section. [AACR2-LC]
H987	California. Health Data and Statistics Branch. [AACR2-LC]
H987.D2	California. Health Data and Statistics Branch. Data Retrieval and Analysis Section. [AACR2-C]
H987.D4	California. Health Demographics Section. [AACR2-C]
H990	California. Dept. of Health Services. Toxic Substances Control Division. [AACR2-LC]
H990	California. Dept. of Health Services. Toxic Substances Control Division. Northern California Section. [AACR2-C]
H990	Southern California Hazardous Waste Management Project. [AACR2-C]
H990.A8	California. Dept. of Health Services. Toxic Substances Control Division. Program Audits Unit. [AACR2-C]
H990.P4	California. Dept. of Health Services. Toxic Substances Control Division. Permits, Surveillance and Enforcement Section. [AACR2-C]
H990.S5	California. Dept. of Health Services. Toxic Substances Control Division. Site Mitgation Section. [AACR2-C]
H990.S7	California. Stringfellow Project Management Team [AACR2-C]
H993	California. Public Water Supply Branch. [AACR2-C]
H995	California. Dept. of Health Services. Office of Information and Public Affairs. [AACR2-C]
H997	California Birth Defects Monitoring Program. [AACR2-LC]
H998	California. Sexually Transmitted Diseases Section. [AACR2-C]
H998	California. Venereal Disease Control Unit. [AACR2-C]
H999	California. Viral and Rickettsial Disease Laboratory. [AACR2-C]
H1000	California. Office of Statewide Health Planning and Development. [AACR2-LC]
H1000.R43	California Health Facility Regulation Reduction and Simplification Project. [AACR2-C]
H1005	California. Health Facility Data Division. [AACR2-C]
H1010	California.. Division of Health Professions Development. [AACR2-LC]

H1010	Health Professions Career Opportunity Program (Calif.) [AACR2-LC]
H1010.P7	California. Health Professions Development Section.
H1015	California. Health Manpower Information and Assessment Section.
H1020	California Health Policy and Data Advisory Commission. [AACR2-C]
H1100	California. Dept. of Health. [AACR2-LC]
H1100.B48	California. Dept. of Health. Committee to Study Alternative Birthing.
H1100.F96	California. State Functional Task Analysis Study.
H1100	California. Division of Substance Abuse.
H1100	California. Substance Abuse Program.
H1111	California. Division of Substance Abuse. Integrated Drug Abuse Reporting Process Section.
H1120	California. Adoption Services Section.
H1122	California. Adult Social Services Branch.
H1122.G4	California. Adult Social Services Branch. General Social Services Section.
H1123	California. Air and Industrial Hygiene Laboratory. [AACR2-LC]
H1125	California. Division of Alternative Health Systems.
H1125.P4	California. Alternative Health Systems Branch. Pilot Projects Section.
H1145	California. Child Health and Disability Prevention Section.
H1148	California. Dept. of Health. Civil Rights Office.
H1150	California. Center for Health Statistics. [AACR2-LC]
H1150.H4	California. Health Demographics Unit. [AACR2-C]
H1152	California. Dept. of Health. Chronic Disease Control Section.
H1153	California. Community Development Task Force. [AACR2-C]
H1153	California. Community Development Task Force. Sub-group, Facility & Design. [AACR2-C]
H1155	California. Dept. of Health. Continuing Care Services Section.
H1160	California. Crippled Children Services Section. [AACR2-LC]

H1170	California. Dept. of Health. Dental Health Division.
H1175	California. Dept. of Health. Disability Evaluation Branch.
H1180	California. Dept. of Health. Emergency Medical Services Section.
H1183	California. Environmental Health Services Branch.
H1184	California. Dept. of Health. Local Environmental Health Programs Section.
H1185	California. Dept. of Health. Epidemiological Studies Laboratory. [AACR2-LC] (See also H929)
H1200	California. Dept. of Health. Facilities Resources Program.
H1203	California. Dept. of Health. Facilities Licensing Section. [AACR2-LC]
H1203	California. Dept. of Health. Licensing and Certification Division. [AACR2-LC]
H1204	California. Office of Family Planning. [AACR2-LC]
H1205	California. Food and Drug Section.
H1210	California. Maternal and Child Health Branch. Genetic Disease Section. [AACR2-LC]
H1219	California. Office of Health Professions Development. [AACR2-LC]
H1220	California. Dept. of Health. Health Planning and Intergovernmental Relations.
H1222	California. Dept. of Health.. Division of Planning and Program Analysis.
H1222	California. Dept. of Health. Office of Planning and Program Analysis. [AACR2-LC]
H1222	County Health Care Costs Study (Calif.) [AACR2-LC]
H1223	California. Health Protection Systems. [AACR2-LC]
H1224	California. Dept. of Health. Health Quality Systems.
H1225	California. Dept. of Health. Health Systems Program.
H1250	California. Dept. of Health. Infectious Disease Section. [AACR2-C]
H1255	California. Dept. of Health. Office of Intergovernmental and Community Relations.
H1260	California. Dept. of Health. Venereal Disease Control Unit.
H1265	California. Dept. of Health. Laboratory Services Branch.

H1272	California. Dept. of Health. Manpower Development Section.
H1275	California. Dept. of Health. Manpower Development and Training Section.
H1280	California. Maternal and Child Health Branch. [AACR2-LC]
H1282	California. Division of Medical Assistance.
H1285	California. Dept. of Health. Mental Disabilities Branch.
H1290	California. Preventive Medical Services Branch. Office of Noise Control [AACR2-C]
H1325	California. Occupational Health Branch. [AACR2-LC]
H1325	California. Occupational Health Section. [AACR2-C]
H1400	California. Dept. of Health. Radiologic Health Section.
H1405	California. Dept. of Health. Rate Development and Review Section. [AACR2-LC]
H1405	California. Dept. of Health. Rates and Fees Section.
H1410	California. Rural Health Section.
H1425	California. Sanitary Engineering Section. [AACR2-LC]
H1450	California. Dept. of Health. Social Services Program.
H1450	California. Social Services Division.
H1451	California. Social Services Evaluation Branch. [AACR2-C]
H1452	California. Social Services Evaluation Branch. Statewide Studies Unit. [AACR2-C]
H1453	California. Dept. of Health. Surveillance and Utilization Review Section.
H1460	California. Dept. of Health. Treatment Services Division.
H1470	California. Dept. of Health. Vector Control Section. [AACR2-LC]
H1471	California. Vector and Waste Management Section.
H1475	California. Dept. of Health. Office of State Registrar of Vital Statistics.
H1490	California. WIC Supplemental Food Section.
H1500	California. Dept. of Health. Water Sanitation Section. [AACR2-LC]

H2000	California. Task Force on the Needs of Emotionally Disturbed Hearing-Impaired Students. [AACR2-C]
H3000	California. Advisory Council on Hispanic Affairs. [AACR2-C]
I115	California. Immigration Commission.
I120	California. Task Force on Incarcerated Minorities.
I150	California. State Advisory Commission on Indian Affairs.
I165	California Industrial Development Financing Advisory Commission. [AACR2-C]
I170	California. Commission on Industrial Innovation. [AACR2-LC]
I171	California. Task Force on the Rehabilitation of Industrially Disabled State Employees. [AACR2-C]
I175	California. Dept. of Industrial Relations. [AACR2-LC]
I200	California Apprenticeship Council. [AACR2-LC]
I200	California. Dept. of Industrial Relations. Division of Apprenticeship Standards. [AACR2-LC]
I225	State Compensation Insurance Fund (Calif.) [AACR2-C]
I250	California. State Conciliation Service. [AACR2-LC]
I260	California. Dept. of Industrial Relations. Division of State Employment Agencies.
I270	California. Division of Fair Employment Practices. [AACR2-LC]
I270	California. State Fair Employment Practice Commission. [AACR2-LC]
I275	California. State Fair Employment Practice Commission. Technical Advisory Committee on Testing.
I300	California. Dept. of Industrial Relations. Division of Housing.
I325	California. Commission of Immigration and Housing.
I325	California. Dept. of Industrial Relations. Division of Immigration and Housing.
I375	California. Industrial Accident Board. [AACR2-LC]
I375	California. Industrial Accident Commission. [AACR2-LC]
I375	California. Workers' Compensation Appeals Board. [AACR2-LC]
I375	California. Workmen's Compensation Appeals Board. [AACR2-LC]

I375.M4	California. Temporary Advisory Committee on Medical-Legal Expenses. [AACR2-C]
I378	California. Division of Industrial Accidents. Rehabilitation Bureau. [AACR2-C]
I400	California. Division of Industrial Safety. [AACR2-LC]
I405	California. Division of Industrial Safety. Communications Unit. [AACR2-LC]
I405	California. Division of Occupational Safety and Health. [AACR2-LC]
I405	Cal/OSHA Communications/Publications. [AACR2-C]
I405	CAL/OSHA Communications Unit (Calif.) [AACR2-LC]
I405.F3	Cal/OSHA Film Library Unit. [AACR2-C]
I406	California. Task Force on the Electronics Industry. [AACR2-C]
I407	Cal/OSHA Consultation Service. [AACR2-C]
I411	Cal/OSHA Program Office (Calif.)[AACR2-LC]
I425	California. Dept. of Industrial Relations. Division of Industrial Welfare.
I425	California. Industrial Welfare Commission. [AACR2-LC]
I425	California. Industrial Welfare Commission. Wage Board on Agricultural Occupations.
I427	California. Industrial Welfare Commission. Wage Board for Agricultural Occupations.
I430	California. Industrial Welfare Commission. Wage Board in the Fruit and Vegetable Canning Industry.
I450	California. Dept. of Industrial Relations. Division of Labor Statistics and Law Enforcement. [AACR2-LC]
I475	California. Dept. of Industrial Relations. Division of Labor Statistics and Research. [AACR2-LC]
I480	California. Dept. of Industrial Relations. Division of Labor Statistics and Research. Library. [AACR2-C]
I500	California. Dept. of Industrial Relations. Division of Labor Law Enforcement. [AACR2-LC]
I500	California. Dept. of Industrial Relations. Division of Labor Standards Enforcement. [AACR2-LC]

I500.F5	California. Dept. of Industrial Relations. Division of Labor Standards Enforcement. Bureau of Field Enforcement. [AACR2-LC]
I510	Industry Comission on Reemployment of California Engineers and Scientists.
I520	California. Industry and World Trade Commission.
I523	California. Office of Information Practices. [AACR2-C]
I530	California Information Systems Implementation Committee. [AACR2-C]
I533	California Information Technology Advisory Board. [AACR2-LC]
I535	California Information Technology Advisory Board. Automated Office Subcommittee. [AACR2-C]
I550	California. Special Commissions on Insanity and Criminal Offenders.
I560	California I/M Review Committee [AACR2-C]
I575	California Institution for Men. [AACR2-LC]
I580	California Institution for Men (Chino). Tehachapi Branch.
I600	California Institution for Women (Frontera) [AACR2-C]
I600	California. Institution for Women, Corona.
I610	California. Board of Trustees of the California Institution for Women. [AACR2-C]
I625	California. Dept. of Insurance. [AACR2-LC]
I625	California. Division of Insurance. [AACR2-LC]
I625	California. Office of Insurance Commissioner. [AACR2-LC]
I627	California. Dept. of Insurance. Conservation and Liquidation Division. [AACR2-LC]
I630	California. Dept. of Insurance. Consumer Affairs Division. [AACR2-C]
I630	California. Dept. of Insurance. Consumer Services Division. [AACR2-C]
I632	California. Health Insurance Counseling and Advocacy Program. [AACR2-C]
I635	California. Dept. of Insurance. Rate Regulation Division. [AACR2-LC]
I640	California. Office of Intergovernmental Management. [AACR2-LC]
I645	California. Interagency Council on SB 626. [AACR2-C]

I650	California. Commission on Interstate Cooperation.
I700	California. Dept. of Investment. [AACR2-LC]
I725	California. Board of Bank Commissioners.
I725	California. Dept. of Investment. Division of Banking.
I725	California. State Banking Dept. [AACR2-LC]
I750	California. Dept. of Investment. Division of Savings and Loan.
I750	California. Dept. of Savings and Loan. [AACR2-C]
I775	California. Dept. of Corporations. [AACR2-LC]
I775	California. Dept. of Investment. Division of Corporations.
I800	California. Dept. of Real Estate. [AACR2-LC]
I800	California. State Real Estate Commissioner's Dept. [AACR2-LC]
I800	California. State Real Estate Dept. [AACR2-LC]
I800	California. State Real Estate Division. [AACR2-LC]
I825	California. Irrigation and Reclamation Financing and Refinancing Commission.
J105	California Job Creation Program Board. [AACR2-LC]
J108	California. Job Development Corporation Law Executive Board. [AACR2-LC]
J110	California. Job Training and Placement Council.
J112	California. Job Training Coordinating Council. [AACR2-LC]
J115	California. Job Training, Development and Placement Services Advisory Board.
J125	California. Judicial Council. [AACR2-LC]
J127	California. Judicial Council. Municipal and Justice Court Committee. [AACR2-C]
J128	California. Judicial Council. Court Management Committee. [AACR2-C]
J130	California. Administrative Office of the Courts. [AACR2-LC]
J140	California. Commission on Judicial Qualifications. [AACR2-LC]
J145	California Council on Criminal Justice. [AACR2-LC]

J145	California. Office of Criminal Justice Planning. [AACR2-LC]
J145.I6	California. Indian Justice Program. [AACR2-C]
J145.V5	California. State Task Force on Victims' Rights. [AACR2-C]
J145.Y6	California Council on Criminal Justice. State Task Force on Youth Gang Violence. [AACR2-LC]
J146	California Crime Resistance Task Force. [AACR2-C]
J147	California. Judicial Criminal Justice Planning Committee.
J150	California. Dept. of Justice. [AACR2-LC]
J150.A87	California. Attorney General's Asian and Pacific Islander Advisory Committee. [AACR2-C]
J150.C44	California. Commission on the Enforcement of Child Abuse Laws. [AACR2-C]
J150.D7	California. Commission on the Prevention of Drug & Alcohol Abuse. [AACR2-LC]
J150.R48	California. Dept. of Justice. Review Committe. [AACR2-C]
J150.V5	California. Attorney General's Commission on Racial, Ethnic, Religious and Minority Violence. [AACR2-C]
J150.V5	California. Attorney General's Commission on Racial, Ethnic, Religious and Minority Violence. Implementation Task Force. [AACR2-C]
J160	California. Dept. of Justice. Accounting Office. [AACR2-C]
J170	California. Dept. of Justice. Antitrust Section. [AACR2-C]
J185	California. Dept. of Justice. Citizens' Advisory Committee on Crime Prevention.
J190	California. Dept. of Justice. Civil Division. [AACR2-C]
J195	California. Criminal Identification and Information Branch. [AACR2-LC]
J196	California. Dept. of Justice. Criminal Records Security Unit. [AACR2-C]
J197	California. Criminal Identification and Information Branch. Bureau of Identification.
J200	California. Bureau of Criminal Identification and Investigation.
J225	California. Dept. of Justice. Criminal Law Division. [AACR2-C]
J225	California. Dept. of Justice. Division of Criminal Law and Enforcement.

J225	California. Division of Law Enforcement. [AACR2-LC]
J230	California. Crime Prevention Center. [AACR2-C]
J230	California. Dept. of Justice. Crime Prevention Unit. [AACR2-LC]
J232	California. Dept. of Justice. School Safety Center. [AACR2-LC]
J240	California. Bureau of Criminal Identifiction. [AACR2-C]
J250	California. Bureau of Criminal Statitics. [AACR2-LC]
J250	California. Bureau of Criminal Statistics and Special Services. [AACR2-LC]
J250	California. Bureau of Criminal Statistics and Special Services. Word Processing Center. [AACR2-C]
J252	California. Bureau of Criminal Statistics and Special Services. Child Abuse Unit. [AACR2-C]
J255	California. Dept. of Justice. Bureau of Forensic Services. [AACR2-C]
J260	California. Division of Law Enforcement. Bureau of Investigation. [AACR2-C]
J260	California. Division of Law Enforcement. Enforcement and Investigation Branch. [AACR2-C]
J260	California. Division of Law Enforcement. Investigation and Enforcement Branch. [AACR2-C]
J263	California. Law Enforcement Data Center. [AACR2-C]
J265	California. Dept. of Justice. Bureau of Investigative Services.
J268	California. Dept. of Justice. Land Law Section. [AACR2-LC]
J269	California. Dept. of Justice. Legal Information Center. [AACR2-C]
J270	California. Dept. of Justice. Law Library, Sacramento.
J272	California. Dept. of Justice. Management Services Section. [AACR2-LC]
J273	California. Bureau of Medi-Cal Fraud. [AACR2-LC]
J273	California. Bureau of Medi-Cal Fraud and Patient Abuse. [AACR2-C]
J275	California. Bureau of Narcotic Enforcement. [AACR2-LC]
J278	California. Bureau of Organized Crime and Criminal Intelligence. [AACR2-LC]

J278	California. Organized Crime & Criminal Intelligence Branch. [AACR2-LC]
J280	California. Commission on Peace Officer Standards and Training. [AACR2-LC]
J280.E8	California. Commission on Peace Officer Standards and Training. Center for Executive Development. [AACR2-C]
J280.M5	California. Commission on Peace Officer Standards and Training. Minority Recruitment Project.
J282	California. Commission on Peace Officer Standards and Training. Training Program Services Bureau. [AACR2-C]
J285	California. Attorney General's Committee of Water Lawyers on County of Origin Problems.
J300	California. Bureau of Juvenile Research.
J320	California. Juvenile Court Law Revision Commission. [AACR2-LC]
J325	California. Special Study Commission on Juvenile Justice.
J330	California. Juvenile Traffic Study Committee.
K250	Dr. Martin Luther King, Jr. California Holiday Commission. [AACR2-C]
K500	California. Klamath River Commission.
K510	California. Klamath River Compact Commission.
L125	California. Research Committee on Labor Problems.
L160	California. Lake Tahoe Wagon Road Commission.
L175	California. State Land Commission.
L250	California. State Land Settlement Board.
L260	California. State Lands Commission. [AACR2-LC]
L260	California. State Lands Division.
L263	California. Land Location and Boundary Section. [AACR2-C]
L265	California. Board of Landscape Architects. [AACR2-LC]
L275	Langley Porter Neuropsychiatric Institute. [AACR2-LC]
L290	California Law Revision Commission. [AACR2-LC]
L300	California. Commission for the Revision of the Laws.

L305	California. Commissioners for the Revision and Reform of the Law.
L360	California code of regulations.
L375	California regulatory notice register.
L400	California. Laws, statutes, etc.
L410	California. Leaking Underground Fuel Tank Task Force. [AACR2-C]
L415	California. Citizens' Legislative Advisory Commission.
L420	California. Legislature. Joint Revenue Sharing Task Force.
L420	California. Office of the Auditor General. [AACR2-LC]
L421	California. Office of the Auditor General. Investigative Audit Division. [AACR2-C]
L425	California. Legislature. Joint Legislative Budget Committee. Legislative Analyst. [AACR2-LC]
L450	California. Legislative Counsel Bureau. [AACR2-LC]
L500.A1	California. Legislature. [AACR2-LC]
L500.A13	California. Legislature. Assembly. Committee on Acquisition and Improvement of Laws.
L500.A135	California. Legislature. Assembly. Select Committee on the Oversight of the Office of Administrative Law. [AACR2-LC]
L500.A14	California. Legislature. Assembly. Interim Committee on Administrative Regulation.
L500.A15	California. Legislature. Senate. Interim Committee on Adult Education.
L500.A17	California. Legislature. Assembly. Committee on Aging. [AACR2-LC]
L500.A174	California. Legislature. Assembly. Committee on Aging and Long-term Care. [AACR2-LC]
L500.A19	California. Legislature. Joint Committee on Aging.
L500.A2	California. Legislature. Assembly. Committee on Agriculture. [AACR2-LC]
L500.A2	California. Legislature. Assembly. Committee on Agriculture. Subcommittee on Fairs and Expositions. [AACR2-C]
L500.A2	California. Legislature. Assembly. Committee on Agriculture. Subcommittee on Fuel Allocation for Agriculture.

L500.A2	California. Legislature. Assembly. Committee on Agriculture. Subcommittee on Livestock and Dairy. [AACR2-LC]
L500.A2	California. Legislature. Assembly. Interim Committee on Agriculture. Subcommittee on Public Lands, Forestry & Grazing. [AACR2-C]
L500.A25	California. Legislature. Joint Fact Finding Commission on Agricultural and Industrial Relations.
L500.A3	California. Legislature. Senate. Fact Finding Committee on Agriculture. [AACR2-LC]
L500.A31	California. Legislature. Assembly. Select Committee on Agriculture, Food and Nutrition.
L500.A32	California. Legislature. Joint Committee to Oversee the Agricultural Labor Relations Board.
L500.A33	California. Legislature. Senate. Committee on Agriculture and Water Resources.
L500.A33	California. Legislature. Senate. Committee on Agriculture and Water Resources. Subcommittee on California's Food and Agricultural Economy.
L500.A33	California. Legislature. Senate. Committee on Agriculture and Water Resources. Subcommittee on Economic Problems Facing Agriculture. [AACR2-C]
L500.A35	California. Legislature. Joint Legislative Committee on Agriculture and Livestock Problems. [AACR2-LC]
L500.A52	California. Legislature. Senate. Select Committee on AIDS. [AACR2-C]
L500.A54	California. Legislature. Senate. Select Committee on Airport Access. [AACR2-C]
L500.A56	California. Legislature. Assembly. Select Committee on Alcohol and Related Problems. [AACR2-LC]
L500.A58	California. Legislature. Senate. Select Committee on Laws Relating to Alcoholic Beverages.
L500.A65	California. Legislature. Senate. Select Committee on Anatomical Transplants. [AACR2-LC]
L500.A82	California. Legislature. Joint Committee on the Arts. [AACR2-LC]
L500.A85	California. Legislature. Joint Committee on Assessment Practices. [AACR2-LC]

L500.A855	California. Legislature. Joint Committee on Atomic Development and Space.
L500.A86	California. Legislature. Joint Legislative Audit Committee. [AACR2-LC]
L500.A86	California. Legislature. Joint Legislative Audit Committee. Subcommittee on Investigations. [AACR2-LC]
L500.A89	California. Legislature. Joint Automobile Accident Study Committee.
L500.A895	California. Legislature. Assembly. Select Committee on California's Automotive Industry and Plant Closures. [AACR2-LC]
L500.A9	California. Legislature. Assembly. Interim Committee on Aviation.
L500.A9	California. Legislature. Assembly. Select Committee on Aviation. [AACR2-LC]
L500.A92	California. Legislature. Joint Committee on Aviation.
L500.B25	California. Legislature. Senate. Committee on Banking and Commerce. [AACR2-LC]
L500.B3	California. Legislature. Joint Committee on Bay Area Regional Organization.
L500.B5	California. Legislature. Assembly. Special Subcommittee on Bilingual-Bicultural Education. [AACR2-LC]
L500.B55	California. Legislature. Senate. Select Committee on Border Issues, Drug Trafficking, and Contraband. [AACR2-LC]
L500.B6	California. Legislature. Assembly. Committee on Boxing and Wrestling.
L500.B83	California. Legislature. Senate. Committee on Budget and Fiscal Review. [AACR2-LC]
L500.B83	California. Legislature. Senate. Committee on Budget and Fiscal Review. Subcommittee No. 1 (1985) [AACR2-C]
L500.B83	California. Legislature. Senate. Committee on Budget and Fiscal Review. Subcommittee No. 2 (1985) [AACR2-C]
L500.B83	California. Legislature. Senate. Commitee on Budget and Fiscal Review. Subcommittee No. 3 (Health, Human Services, and ALRB) [AACR2-LC]
L500.B83	California. Legislature. Senate. Committee on Budget and Fiscal Review. Subcommittee No. 4 (1985) [AACR2-C]
L500.B85	California. Legislature. Joint Legislative Budget Committee. [AACR2-LC]
L500.B86	California. Legislature. Assembly. Committee on Building and Loan Associations.

L500.B87	California. Legislature. Senate. Fact Finding Committee on Business and Commerce.
L500.B88	California. Legislature. Assembly. Committee on Business and Professions. [AACR2-LC]
L500.B89	California. Legislature. Senate. Committee on Business and Professions. [AACR2-LC]
L500.B89	California. Legislature. Senate. Committee on Business and Professions. Subcommittee on Garment Manufacturing.
L500.B89	California. Legislature. Senate. Committee on Business and Professions. Subcommittee on Women in the Workforce. [AACR2-LC]
L500.C25	California. Legislature. Joint Committee on Campaign and Election Reform. [AACR2-LC]
L500.C3	California. Legislature. Assembly. Select Committee on Campus Disturbances.
L500.C33	California. Legislature. Assembly. Select Committee on the Implementation of Career Education.
L500.C35	California. Legislature. Senate. Committee on Cement Trust.
L500.C36	California. Legislature. Assembly. Select Committee on Child Care. [AACR2-C]
L500.C38	California. Legislature. Senate. Select Committee on Children and Youth. [AACR2-LC]
L500.C38	California. Legislature. Senate. Select Committee on Children and Youth. SB 1195 Task Force. [AACR2-C]
L500.C41	California. Legislature. Senate. Special Committee on Chinese Immigration.
L500.C43	California. Legislature. Senate. Select Committee on Citizen Participation in Government. [AACR2-LC]
L500.C45	California. Legislature. Senate. Interim Committee on Civil Defense.
L500.C46	California. Legislature. Senate. Special Committee on Civilian Defense.
L500.C5	California. Legislature. Assembly. Interim Committee on Civil Service and State Personnel.
L500.C55	California. Legislature. Joint Interim Committee on Civil Service Commission.
L500.C58	California. Legislature. Senate. Select Committee on Coastal Fisheries and Aquaculture. [AACR2-LC]

L500.C6	California. Legislature. Joint Committee on Claims of California.
L500.C62	California. Legislature. Assembly. Select Committee on Coastal Zone Resources. [AACR2-LC]
L500.C63	California. Legislature. Senate. Fact-Finding Committee on Commerce and Economic Development. [AACR2-LC]
L500.C632	California. Legislature. Assembly. Special Committee on Community Colleges.
L500.C633	California. Legislature. Assembly. Committee on Commerce and Public Utilities. [AACR2-LC]
L500.C634	California. Legislature. Joint Committee on Community Development and Housing Needs. Joint Subcommittee on Community Development. [AACR2-LC]
L500.C635	California. Legislature. Assembly. Special Subcommittee on Community Development.
L500.C638	California. Legislature. Assembly. Special Committee to Investigate the Conduct of Members and Officers of the House.
L500.C64	California. Legislature. Committee on Conference on AB 800.
L500.C641	California. Legislature. Conference Committee on AB 8.
L500.C643	California. Legislature. Conference Committee to Consider AB 462 (1979) [AACR2-C]
L500.C645	California. Legislature. Conference Committee on S.B. 154.
L500.C65	California. Legislature. Assembly. Interim Committee on Conservation, Planning, and Public Works. [AACR2-LC]
L500.C65	California. Legislature. Assembly. Interim Committee on Conservation, Planning, and Public Works. Subcommittee on Water.
L500.C66	California. Legislature. Assembly. Interim Committee on Conservation and Wildlife.
L500.C7	California. Legislature. Constitutional Revision Committee.
L500.C71	California. Legislature. Assembly. Constitutional Amendments Committee. [AACR2-C]
L500.C71	California. Legislature. Assembly. Interim Committee on Constitutional Amendments.
L500.C713	California. Legislature. Constitutional Revision Task Force on Article XIII.

L500.C717	California. Legislature. Assembly. Committee on Consumer Protection. [AACR2-LC]
L500.C717	California. Legislature. Assembly. Committee on Consumer Protection and Toxic Materials. [AACR2-LC]
L500.C718	California. Legislature. Assembly. Interim Coordinating Committee.
L500.C72	California. Legislature. Assembly. Committee on Corporations.
L500.C725	California. Legislature. Senate. Committee on Corporations.
L500.C726	California. Legislature. Senate. Commission and Corporate Governance, Shareholder Rights and Securities Transactions. [AACR2-C]
L500.C728	California. Legislature. Assembly. Select Committee on Corrections.
L500.C74	California. Legislature. Assembly. Committee on Counties and County Boundaries.
L500.C745	California. Legislature. Assembly. Select Committee on Crime in the Marketplace. [AACR2-LC]
L500.C746	California. Legislature. Assembly. Select Committee on Crime Prevention. [AACR2-LC]
L500.C748	California. Legislature. Assembly. Committee on Criminal Justice. [AACR2-LC]
L500.C748	California. Legislature. Assembly. Committee on Criminal Justice. Subcommittee on Criminal Justice Resources. [AACR2-C]
L500.C748	California. Legislature. Assembly. Committee on Criminal Justice. Subcommittee on Juvenile Justice. [AACR2-LC]
L500.C748	California. Legislature. Assembly. Committee on Criminal Justice. Subcommittee on Law Enforcement Specialized Training. [AACR2-LC]
L500.C748	California. Legislature. Assembly. Committee on Criminal Justice. Subcommittee on Reform of the Penal Code. [AACR2-LC]
L500.C748	California. Legislature. Assembly. Committee on Criminal Law & Public Safety. [AACR2-LC]
L500.C75	California. Legislature. Assembly. Interim Committee on Criminal Procedure. [AACR2-C]
L500.D5a	California legislative roster
L500.D5i	Interim and special committees list

L500.D5L	List of members, officers and committees and the rules of the two house and joint rules of the California Legislature.
L500.D5Le	Legislative advocates and organizations.
L500.D5s	Standing committees
L500.D6	California. Legislature. Assembly. Select Committee on Deepwater Ports.
L500.D78	California. Legislature. Senate. Select Committee on Drug and Alcohol Abuse. [AACR2-LC]
L500.D78	California. Legislature. Senate. Select Committee on Substance Abuse. [AACR2-LC]
L500.E18	California. Legislature. Joint Committee on Economic Conversion.
L500.E19	California. Legislature. Assembly. Committee on Economic Development and New Technologies. [AACR2-LC]
L500.E19	California. Legislature. Assembly. Committee on Economic Development and New Technologies. Sports and Entertainment Subcommittee. [AACR2-C]
L500.E19	California. Legislature. Assembly. Committee on Economic Development and New Technologies. Subcommittee on International Trade, Investment, and Tourism. [AACR2-LC]
L500.E19	California. Legislature. Assembly. Committee on Economic Development and Planning. [AACR2-LC]
L500.E2	California. Legislature. Senate. Interim Committee on Economic Redevelopment of Cut-over Timber Areas and Brush Lands.
L500.E22	California. Legislature. Joint Committee on the California Economy. Subcommittee on Economic Conversion.
L500.E25	California. Legislature. Joint Committee on the State's Economy. [AACR2-LC]
L500.E3	California. Legislature. Assembly. Education Committee. [AACR2-LC]
L500.E3	California. Legislature. Assembly. Education Committee. Advisory Committee on Early Childhood Education. [AACR2-C]
L500.E3	California. Legislature. Assembly. Education Committee. Permanent Subcommittee on Postsecondary Education. [AACR2-C]
L500.E3	California. Legislature. Assembly. Education Committee. Subcommittee on Adult and Vocational Education.
L500.E3	California. Legislature. Assembly. Education Committee. Subcommittee on Educational Reform. [AACR2-LC]

L500.E3	California. Legislature. Assembly. Education Committee. Subcommittee on Higher Education. [AACR2-C]
L500.E3	California. Legislature. Assembly. Interim Committee on Education.
L500.E3	California. Legislature. Assembly. Interim Committee on Education. Subcommittee on Finance.
L500.E3	California. Legislature. Assembly. Interim Committee on Education. Subcommittee on School Finance.
L500.E3	California. Legislature. Assembly. Interim Committee on Education. Subcommittee on Special Education.
L500.E3	California. Legislature. Assembly. Subcommittee on School Curriculum and Pupil Achievement.
L500.E3	California. Statewide Task Force on School Counseling. [AACR2-LC]
L500.E3	California. Task Force for the Improvement of Pre- and In-Service Training for Public School Administrators. [AACR2-LC]
L500.E302	California. Legislature. Assembly. Interim Committee on Special Education.
L500.E31	California. Legislature. Joint Committee for Revision of the Education Code.
L500.E32	California. Legislature. Senate. Committee on Education. [AACR2-LC]
L500.E32	California. Legislature. Senate. Committee on Education. Subcommittee on Educational Vouchers. [AACR2-LC]
L500.E32	California. Legislature. Senate. Committee on Education. Subcommittee on Educator Evaluation.
L500.E32	California. Legislature. Senate. Committee on Education. Task Force on Schools with Underachieving Students. [AACR2-C]
L500.E32	California. Legislature. Senate. Fact Finding Committee on Education. Subcommittee on Public School Administration.
L500.E322	California. Legislature. Joint Committee on Education.
L500.E324	California. Legislature. Joint Committee on Educational Facilities for the Deaf in California.
L500.E325	California. Legislature. Senate. Special Committee on Educational Finance.
L500.E327	California. Legislature. Joint Committee on Educational Goals and Evaluation.
L500.E329	California. Legislature. Assembly. Committee on Efficiency and Cost Control.

L500.E33	California. Legislature. Assembly. Committee on Elections and Constitutional Amendments.
L500.E338	California. Legislature. Senate. Special Committee on Election Contests.
L500.E34	California. Legislature. Senate. Committee on Elections. [AACR2-LC]
L500.E35	California. Legislature. Assembly. Committee on Elections and Reapportionment. [AACR2-LC]
L500.E35	California. Legislature. Assembly. Committee on Elections, Reapportionment, and Constitutional Amendments. [AACR2-LC]
L500.E36	California. Legislature. Senate. Committee on Elections. [AACR2-LC]
L500.E36	California. Legislature. Senate. Committee on Elections and Reapportionment. [AACR2-C]
L500.E37	California. Legislature. Joint Senate-Assembly Conference Committee on Elections and Reapportionment. [AACR2-C]
L500.E6	California. Legislature. (Reports of the legislative election cases)
L500.E63	California. Legislature. Assembly. Committee on Employment and Public Employees. [AACR2-LC]
L500.E66	California. Legislature. Assembly. Select Committee on Energy Alternatives in Agriculture. [AACR2-LC]
L500.E67	California. Legislature. Assembly. Committee on Energy and Diminishing Materials.
L500.E675	California. Legislature. Senate. Committee on Energy and Public Utilities. [AACR2-LC]
L500.E675	California. Legislature. Senate. Committee on Energy and Public Utilities. Subcommittee on Cable TV. [AACR2-C]
L500.E675	California. Legislature. Senate. Committee on Energy and Public Utilites. Subcommittee on Energy. [AACR2-LC]
L500.E675	California. Legislature. Senate. Committee on Energy and Public Utilities. Subcommittee on Energy Management and Reform. [AACR2-LC]
L500.E675	California. Legislature. Senate. Committee on Energy and Public Utilities. Subcommittee on Nuclear Facility Safety and Emergency Preparedness. [AACR2-C]
L500.E68	California. Legislature. Joint Committee on Energy Policy and Implementation. [AACR2-LC]

L500.E68	California. Legislature. Joint Committee on Energy Policy and Implementation. Advisory Committee.
L500.E68	California. Legislature. Joint Committee on Energy Policy and Implementation. Advisory Council. [AACR2-C]
L500.E7	California. Legislature. Assembly. Select Committee on Environmental Quality.
L500.E75	California. Legislature. Assembly. Committee on Environmental Safety and Toxic Materials. [AACR2-LC]
L500.E75	California. Legislature. Assembly. Committee on Environmental Safety and Toxic Materials. Subcommittee on Toxic Disaster Preparedness. [AACR2-LC]
L500.E88	California. Legislature. Senate. Select Committee on Exceptional Children.
L500.E9	California. Legislature. (Research and development on control ...)
L500.F15	California. Legislature. Senate. Fact-Finding Committee.
L500.F17	California. Legislature. Assembly. Select Committee on Fair Employment Practices. [AACR2-LC]
L500.F2	California. Legislature. Joint Committee on Fairs Allocation and Classification. [AACR2-LC]
L500.F25	California. Joint Select Task Force on the Changing Family. [AACR2-C]
L500.F25	California. Joint Select Task Force on the Changing Family. Couples Workgroup.
L500.F29	California. Legislature. Assembly. Interim Committee on Fairs and Expositions.
L500.F3	California. Legislature. Senate. Interim Committee on Fairs and Expositions.
L500.F31	California. Legislature. Assembly. Select Committee on Farm Labor. [AACR2-LC]
L500.F32	California. Legislature. Assembly. Select Committee on Farm Labor Violence.
L500.F33	California. Legislature. Senate. Select Committee on Farm Labor Problems. [AACR2-C]
L500.F35	California. Legislature. Senate. Committee on Federal Relations.
L500.F37	California. Legislature. Joint Committee on Federal Social Security Amendments of 1972.
L500.F4	California. Legislature. (General file)

L500.F41	California. Legislature. Joint Subcommittee no.2 of the Senate Committee on Finance, Assembly Committee on Education. [AACR2-C]
L500.F41	California. Legislature. Senate. Finance Committee. [AACR2-LC]
L500.F41	California. Legislature. Senate. Finance Committee. Subcommittee No. 1. [AACR2-C]
L500.F41	California. Legislature. Senate. Finance Committee. Subcommittee No. 2 (Lower Education)
L500.F41	California. Legislature. Senate. Finance Committee. Subcommittee No. 3. [AACR2-C]
L500.F41	California. Legislature. Senate. Finance Committee. Subcommittee No. 4. [AACR2-C]
L500.F43	California. Legislature. Senate. Fact Finding Committee on Finance and Governmental Administration.
L500.F45	California. Legislature. Assembly. Interim Committee on Finance and Insurance.
L500.F46	California. Legislature. Assembly. Committee on Finance and Insurance. [AACR2-LC]
L500.F46	California. Legislature. Assembly. Committee on Finance and Insurance. Subcommittee on Unemployment and Disability Insurance. [AACR2-LC]
L500.F46	California. Legislature. Assembly. Committee on Finance, Insuance and Commerce. [AACR2-LC]
L500.F46	California. Legislature. Assembly. Committee on Finance, Insurance and Commerce. Financial Insitutions Subcommittee. [AACR2-LC]
L500.F47	California. Legislature. Joint Committee for Investigation of the Finances of the State.
L500.F48	California. Legislature. Senate. Committee on Insurance and Indemnity. [AACR2-C]
L500.F5	California. Legislature. (Final calendar)
L500.F52	California. Legislature. Joint Committee on Fire, Police, Emergency and Disaster Services. [AACR2-LC]
L500.F53	California. Legislature. Assembly. Select Committee on Fire Services.
L500.F54	California. Legislature. Senate. Select Committee on Fire Services. [AACR2-LC]

L500.F55	California. Legislature. Assembly. Special Committee on Investigation of the California Fish and Game Commission.
L500.F57	California. Legislature. Senate. Special Committee on Fish and Game Relative to the Merits of Senate Bill 519.
L500.F59	California. Legislature. Joint Committee on Fisheries & Aquaculture. [AACR2-LC]
L500.F6	California. Legislature. (Reports, finance and misc.)
L500.F67	California. Legislature. Senate. Select Committee on Forest Land Issues on Timber Yield Tax. [AACR2-LC]
L500.F68	California. Legislature. Senate. Select Committee on Forest and Range Land Issues. [AACR2-LC]
L500.F68	California. Legislature. Senate. Select Committee on Forest Resources. [AACR2-C]
L500.F7	California. Legislature. Joint Interim Committee on Forestry.
L500.F76	California. Legislature. Senate. (Forms used by the ...)
L500.F87	California. Legislature. Assembly. Committee on Fuel Scarcity. [AACR2-LC]
L500.G3	California. Legislature. Assembly. Interim Committee on General Research. Subcommittee on the Baldwin Hills Dam Disaster.
L500.G4	California. Legislature. Senate. General Research Committee. [AACR2-LC]
L500.G47	California. Legislature. Senate. Select Committee on Genetic Diseases.
L500.G53	California. Legislature. Senate. Select Committee on Governmental Efficiency. [AACR2-LC]
L500.G53	California. Legislature. Senate. Select Committee on Governmental Efficiency. Subcommittee on the 1984 Olympics. [AACR2-C]
L500.G54	California. Legislature. Assembly. Committee on Governmental Efficiency and Consumer Protection. [AACR2-C]
L500.G55	California. Legislature. Senate. Select Committee on Governmental Investigations and Reports. [AACR2-C]
L500.G57	California. Legislature. Assembly. Committee on Government Administration.
L500.G58	California. Legislature. Senate. Special Committee on Governmental Administration.
L500.G59	California. Legislature. Assembly. Committee on Governmental Organization. [AACR2-LC]

L500.G59	California. Legislature. Assembly. Committee on Governmental Organization. Subcommittee on Arts and Athletics. [AACR2-LC]
L500.G59	California. Legislature. Assembly. Committee on Governmental Organization. Subcommittee on Emergency Planning and Disaster Relief. [AACR2-LC]
L500.G6	California. Legislature. Senate. Committee on Governmental Organization. [AACR2-LC]
L500.G6	California. Legislature. Senate. Committee on Governmental Organization. Subcommittee on Veterans Affairs. [AACR2-LC]
L500.G62	California. Legislature. Assembly. Interim Committee on Governmental Efficiency and Economy.
L500.G625	California. Legislature. Senate. Fact Finding Committee on Governmental Efficiency.
L500.G63	California. Legislature. Senate. Interim Committee on Governmental Reorganization.
L500.G65	California. Legislature. Assembly. Select Committee on the Governor's Environmental Goals and Policy Report. [AACR2-LC]
L500.G76	California. Legislature. Senate. Select Committee on Planning for California's Growth. [AACR2-LC]
L500.H24	California. Legislature. Senate. Select Committee on Handicapped Children.
L500.H245	California. Legislature. Joint Committee on Harbors.
L500.H248	California. Legislature. Assembly. Health Committee. [AACR2-LC]
L500.H248	California. Legislature. Assembly. Health Committee. Permanent Subcommittee on Health Personnel. [AACR2-C]
L500.H248	California. Legislature. Assembly. Health Committee. Permanent Subcommittee on Mental Health and Developmental Disabilities. [AACR2-LC]
L500.H248	California. Legislature. Assembly. Health Committee. Subcommittee on Health Care Investigations.
L500.H248	California. Legislature. Assembly. Health Committee. Subcommittee on Health Personnel.
L500.H25	California. Legislature. Assembly. Committee on Health & Welfare. [AACR2-LC]

L500.H26	California. Legislature. Senate. Committee on Health and Human Services. [AACR2-LC]
L500.H26	California. Legislature. Senate. Committee on Health and Human Services. Subcommittee on Aging. [AACR2-C]
L500.H26	California. Legislature. Senate. Committee on Health and Human Services. Subcommittee on Mental Health, Developmental Disabilities and Genetic Diseases. [AACR2-C]
L500.H26	California. Legislature. Senate. Committee on Health and Human Services. Subcommittee on the Disabled. [AACR2-C]
L500.H26	California. Legislature. Senate. Committee on Health and Human Services. Subcommittee on the Rights of the Disabled. [AACR2-C]
L500.H26	California. Legislature. Senate. Committee on Health and Welfare. [AACR2-LC]
L500.H26	California. Legislature. Senate. Committee on Health and Welfare. Subcommittee on Aging. [AACR2-C]
L500.H26	California. Legislature. Senate. Committee on Health and Welfare. Subcommittee on Environmental Health.
L500.H26	California. Legislature. Senate. Committee on Health and Welfare. Subcommittee on Mental Health, Developmental Disabilities, and Genetic Diseases. [AACR2-C]
L500.H26	California. Legislature. Senate. Committee on Health and Welfare. Subcommittee on Social Services and Welfare.
L500.H26	California. Legislature. Senate. Committee on Health and Welfare. Subcommittee on the Disabled. [AACR2-C]
L500.H262	California. Legislature. Senate. Subcommittee on Health Care Services.
L500.H265	California. Legislature. Senate. Committee on Health Insurance.
L500.H267	California. Legislature. Assembly. Select Committee on Health Manpower.
L500.H27	California. Legislature. Senate. Select Committee on Health Sciences Education.
L500.H273	California. Legislature. Assembly. Select Committee on Health Sciences Education.
L500.H28	California. Legislature. (The high line versus ...)
L500.H29	California. Legislature. Joint Committee on High Prices of Bread, Milk and Eggs.

L500.H3	California. Legislature. Joint Committee on Higher Education.
L500.H32	California. Legislature. Joint Committee for Review of the Master Plan for Higher Education. [AACR2-C]
L500.H35	California. Legislature. Joint Committee on the Master Plan for Higher Education. [AACR2-LC]
L500.H4	California. Legislature. Joint Fact Finding Committee on Highways, Streets, and Bridges.
L500.H41	California. Legislature. Joint Fact-Finding Committee on Highways.
L500.H45o	California. Legislature. Joint Interim Committee on Highway Problems.
L500.H46	California. Legislature. Joint Fact-Finding Committee on the State Highway System and on Major Highways in Metropolitan Areas.
L500.H48	California. Legislature. Senate. Interim Committee on Highways, Streets and Bridges.
L500.H5	California. Legislature. (Information relating to ...)
L500.H61	California. Legislature. Senate. Select Committee on Proposed Phaseout of State Hospital Services.
L500.H75	California. Legislature. Assembly. Housing Advisory Panel. [AACR2-LC]
L500.H75	California. Legislature. Assembly. Committee on Housing and Community Development. [AACR2-LC]
L500.H75	California. Legislature. Assembly. Committee on Housing and Community Development. Subcommittee on Mobilehomes. [AACR2-C]
L500.H8	California. Legislature. Senate. Committee on Housing and Urban Affairs. [AACR2-LC]
L500.H8	California. Legislature. Senate. Committee on Housing and Urban Development.[AACR2-LC]
L500.H8	California. Legislature. Senate. Select Committee on Housing and Urban Affairs. [AACR2-LC]
L500.H9	California. Legislature. Senate. Committee on Human Needs and Resources.
L500.H94	California. Legislature. Assembly. Committee on Human Resources. [AACR2-LC]
L500.H95	California. Legislature. Assembly. Committee on Human Services. [AACR2-LC]
L500.I3	California. Legislature. (Inaugural ceremony)

L500.I4	California. Legislature. (Index of Senate and Assembly bills ...)
L500.I49	California. Legislature. Senate. Ad Hoc Committee on Indian Affairs.
L500.I5	California. Legislature. (Indian wars and state finances ...)
L500.I55	California. Legislature. Assembly. Interim Committee on Industrial Relations. [AACR2-LC]
L500.I551	California. Legislature. Senate. Committee on Industrial Relations. [AACR2-LC]
L500.I555	California. Legislature. Assembly. Select Committee on Industrial Safety.
L500.I556	California. Legislature. Senate. Select Committee on Infant and Child Care and Development. [AACR2-C]
L500.I557	California. Legislature. Senate. Select Committee on Innovation in the Structure and Administration of Public Education.
L500.I558	California. Legislature. Senate. Select Committee on Innovations in School Finance and Character Education. [AACR2-LC]
L500.I56	California. Legislature. Senate. Committee to Make an Examination of State Institutions.
L500.I57	California. Legislature. Senate. Committee on Insurance and Financial Institutions. [AACR2-LC]
L500.I57	California. Legislature. Senate. Committee on Insurance, Claims, and Corporations. [AACR2-LC]
L500.I59	California. Legislature. Assembly. Statewide Information Policy Committee.
L500.I595	California. Legislature. Assembly. Intergovernmental Relations Committee. [AACR2-LC]
L500.I6	California. Legislature. (Interim committees)
L500.I61	California. Legislature. Assembly. Committee on International Trade and Intergovernmental Relations. [AACR2-C]
L500.I63	California. Legislature. Assembly. Select Committee on International Water Treatment and Reclamation. [AACR2-LC]
L500.I65	California. Legislature. Assembly. Interim Committee on Interstate Cooperation.
L500.I67	California. Legislature. Assembly. Special Committee to Investigate the Charges Against Assembly H.H. Johnson.

L500.I672	California. Legislature. Assembly. Select Committee to Investigate Charges by A. Bretz.
L500.I68	California. Legislature. Senate. Special Committee of Investigation in the Matter of Charges Against Senators Emmons, French, Bunkers and Wright.
L500.I7	California. Legislature. Joint Interim Committee on Investment of Public Retirement and Pension Funds.
L500.I74	California. Legislature. Senate. Select Committee on Investment Priorities and Objectives.
L500.I8	California. Legislature. (Irish home rule)
L500.J6	California. Legislature. Joint Committee on Job Development. [AACR2-LC]
L500.J61	California. Legislature. Assembly. Select Committee on Job Development and Economic Productivity. [AACR2-LC]
L500.J65	California. Legislature. Assembly. Speaker's Jobs Task Force.
L500.J7	California. Legislature. (Journals)
L500.J8	California. Legislature. Assembly. Committee on Judiciary. [AACR2-LC]
L500.J8	California. Legislature. Assembly. Committee on Judiciary. Subcommittee on the Administration of Justice. [AACR2-C]
L500.J8	California. Legislature. Assembly. Interim Committee on Judiciary.
L500.J8	California. Legislature. Assembly. Interim Committee on Judiciary. Subcommittee on Constitutional Rights. [AACR2-C]
L500.J8	California. Legislature. Assembly. Interim Committee on Judiciary. Subcommittee on Escheat.
L500.J8	California. Legislature. Assembly. Interim Committee on Judiciary. Subcommittee on Free Press-Fair Trial. [AACR2-C]
L500.J8	California. Legislature. Assembly. Interim Committee on Judiciary. Subcommittee on Police Administration.
L500.J8	California. Legislature. Assembly. Interim Committee on Judiciary. Subcommittee on Rackets.
L500.J805	California. Legislature. Joint Interim Committee on Judiciary.
L500.J81	California. Legislature. Senate. Advisory Commission on Family Law. [AACR2-C]
L500.J81	California. Legislature. Senate. Committee on Judiciary. [AACR2-LC]

L500.J81	California. Legislature. Senate. Committee on Judiciary. Subcommittee on Administration of Justice. [AACR2-C]
L500.J81	California. Legislature. Senate. Committee on Judiciary. Subcommittee on Corrections and Law Enforcement Agencies. [AACR2-C]
L500.J81	California. Legislature. Senate. Committee on Judiciary. Subcommittee on Landlord/Tenant Law.
L500.J81	California. Legislature. Senate. Committee on Judiciary. Subcommittee on Law Enforcement and Corrections. [AACR2-LC]
L500.J81	California. Legislature. Senate. Committee on Judiciary. Subcommittee on Peace Officers.
L500.J81	California. Legislature. Senate. Committee on Judiciary. Subcommittee on Victim's Rights. [AACR2-C]
L500.J81	California. Legislature. Senate. Committee on Judiciary. Subcommittee on Violent Crime. [AACR2-C]
L500.J81	California. Legislature. Senate. Subcommittee on Judiciary.
L500.J82	California. Legislature. Assembly. Interim Committee on Judicary-Civil.
L500.J83	California. Legislature. Joint Committee on the Structure of the Judiciary.
L500.J85	California. Legislature. Assembly. Select Committee on the Administration of Justice. [AACR2-C]
L500.J88	California. Legislature. Assembly. Select Committee on Juvenile Violence.
L500.L28	California. Legislature. Senate. Fact-Finding Committee on Labor and Welfare.
L500.L285	California. Legislature. Assembly. Committee on Labor and Employment. [AACR2-LC]
L500.L285	California. Legislature. Assembly. Committee on Labor and Employment. Subcommittee on Amusement Ride Safety. [AACR2-C]
L500.L285	California. Legislature. Assembly. Committee on Labor and Employment. Subcommittee on Employee Assistance Programs and Drug and Alcohol Abuse at the Workplace. [AACR2-C]
L500.L285	California. Legislature. Assembly. Committee on Labor and Employment. Subcommittee on Immigration in the Workplace. [AACR2-C]
L500.L285	California. Legislature. Assembly. Labor, Employment & Consumer Affairs Committee. [AACR2-LC]

L500.L285	California. Legislature. Assembly. Labor, Employment & Consumer Affairs Committee. Subcommittee on Industrial Safety. [AACR2-LC]
L500.L285	California. Legislature. Assembly. Labor, Employment & Consumer Affairs Committee. Subcommittee on Toxic Substances. [AACR2-C]
L500.L29	California. Legislature. Assembly. Committee on Labor Relations.
L500.L3	California. Legislature. (Report on state lands)
L500.L32	California. Legislature Assembly. Select Committee on Landslide Prevention. [AACR2-LC]
L500.L34	California. Legislature Senate. Select Committee on Land Use Management Organizations. [AACR2-LC]
L500.L35	California. Legislature. Joint Committee on Legal Equality. [AACR2-C]
L500.L38	California. Legislature. Senate Committee on Legislative Business.
L500.L4	California. Legislature. (Reports of legislative investigations)
L500.L41	California. Legislature. Senate. Special Committee on Legislative Oversight. [AACR2-LC]
L500.L42	California. Legislature. Assembly. Interim Committee on Legislative Representation.
L500.L43	California. Legislature. Senate. Committee on Legislative Representation.
L500.L45	California. Legislature. Joint Committee on Legislative Organization. [AACR2-LC]
L500.L451	California. Legislature. Assembly. Interim Committee on Legislative Procedure and Reduction of Legislative Expenses.
L500.L452	California. Legislature. Joint Committee on Legislative Procedure.
L500.L453	California. Legislature. Joint Committee on Legislative Building Space Needs.
L500.L455	California. Legislature. Senate. Interim Committee on Licensing Business and Professions.
L500.L5	California. Legislature. Assembly. Interim Committee on Livestock and Dairies.
L500.L59	California. Legislature. Assembly. Committee on Local Government. [AACR2-LC]
L500.L6	California. Legislature. Senate. Committee on Local Government. [AACR2-LC]

L500.L6	California. Legislature. Senate. Committee on Local Government. Subcommittee on Infrastructure and Public Works. [AACR2-LC]
L500.L6	California. Legislature. Senate. Committee on Local Government. Subcommittee on Mobilehome Park Problems. [AACR2-C]
L500.L6	California. Legislature. Senate. Committee on Local Government. Subcommittee on the Redevelopment of Antiquated Subdivisions. [AACR2-LC]
L500.L62	California. Legislature. Senate. Committee on Local Government Agencies.
L500.L72	California. Legislature. Assembly. Select Committee on Local Implementation of Tax Spending Initiatives. [AACR2-LC]
L500.L76	California. Legislature. Senate. Select Committee on Long Range Policy Planning. [AACR2-LC]
L500.M25	California. Legislature. Assembly. Select Committee on Manpower Development.
L500.M3	California. Legislature. (Legislative manual and form book)
L500.M35	California. Legislature. (California political subdivision maps)
L500.M37	California. Legislature. (Assembly district maps)
L500.M4	California. Legislature. Assembly. Interim Committee on Manufacturing, Oil and Mining Industry. [AACR2-LC]
L500.M44	California. Legislature. Senate. Select Committee on Control of Marijuana. [AACR2-LC]
L500.M45	California. Legislature. Joint Interim Committee on Marine Affairs and Bay Area Development.
L500.M457	California. Legislature. Senate. Select Committee on Maritime Industry. [AACR2-C]
L500.M458	California. Legislature. Joint Committee on Mass Transit. [AACR2-LC]
L500.M459	California. Legislature. Assembly. Select Committee on Mass Transit. [AACR2-LC]
L500.M46	California. Legislature. Assembly. Special Committee on Medi-Cal.
L500.M47	California. Legislature. Joint Committee on Medi-Cal Administration.
L500.M471	California. Legislature. Assembly. Special Committee on Medi-Cal Oversight. [AACR2-C]

L500.M471	California. Legislature. Assembly. Special Committee on Medi-Cal Oversight. Subcommittee on Long-Term Care. [AACR2-C]
L500.M472	California. Legislature. Joint Committee on Medi-Cal Oversight. [AACR2-LC]
L500.M475	California. Legislature. Assembly. Select Committee on Medical Malpractice. [AACR2-LC]
L500.M476	California. Legislature. Assembly. Special Committee on Medi-Cal Reform. [AACR2-LC]
L500.M476	California. Legislature. Assembly. Special Committee on Medi-Cal Reform. Health Policy Forum. [AACR2-C]
L500.M477	California. Legislature. Assembly. Select Committee on Mental Health. [AACR2-LC]
L500.M478	California. Legislature. Assembly. Select Committee on Mentally Disordered Criminal Offenders. [AACR2-LC]
L500.M48	California. Legislature. Assembly. Select Committee on Services for Mentally Ill and Handicapped Children.
L500.M5	California. Legislature. Assembly. Interim Committee on Military and Veterans Affairs. [AACR2-LC]
L500.M5	California. Legislature. Assembly. Interim Committee on Military and Veterans Affairs. Subcommittee on Military Service Rights. [AACR2-C]
L500.M55	California. Legislature. Senate. Committee on Mining Compensation Insurance Rates.
L500.M58	California. Legislature. Senate. Select Committee on Mobilehomes. [AACR2-LC]
L500.M6	California. Legislature. Assembly. Investigating Committee on Modesto Defendants.
L500.M7	California. Legislature. (Mother's Day observance)
L500.M75	California. Legislature. Senate. Select Committee on Motion Picture, Television, Commercial, and Recording Industries. [AACR2-LC]
L500.M8	California. Legislature. Assembly. Interim Committee on Municipal and County Government. [AACR2-C]
L500.M8	California. Legislature. Assembly. Interim Committee on Municipal and County Government. Subcommittee on City and County Functional Consolidation.

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L500.M8	California. Legislature. Assembly. Interim Committee on Municipal and County Government. Subcommittee on City and County Retirement Problems. [AACR2-C]
L500.M8	California. Legislature. Assembly. Interim Committee on Municipal and County Government. Subcommittee on Functional Consolidation of Local Governments. [AACR2-C]
L500.M8	California. Legislature. Assembly. Interim Committee on Municpal and County Government. Subcommittee on Special Districts. [AACR2-C]
L500.N27	California. Legislature. Joint Narcotic Committee.
L500.N275	California. Legislature. Senate. Interim Committee on Narcotics.
L500.N3	California. Legislature. Assembly. Committee on Natural Resources, Planning, and Public Works. [AACR2-LC]
L500.N35	California. Legislature. Senate. Fact Finding Committee on Natural Resources. [AACR2-C]
L500.N37	California. Legislature. Assembly. Committee on Natural Resources. [AACR2-C]
L500.N37	California. Legislature. Assembly. Committee on Natural Resources. Subcommittee on Timber. [AACR2-C]
L500.N37	California. Legislature. Assembly. Committee on Natural Resources and Conservation. [AACR2-LC]
L500.N39	California. Legislature. Senate. Committee on Natural Resources and Wildlife. [AACR2-LC]
L500.N39	California. Legislature. Senate. Committee on Natural Resources and Wildlife. Subcommittee on Offshore Oil and Gas Development. [AACR2-C]
L500.N39	California. Legislature. Senate. Committee on Natural Resources and Wildlife. Subcommittee on River Management Plans. [AACR2-C]
L500.N44	California. Legislature. Assembly. Select Committee on Neighborhood Violence & Mediation. [AACR2-C]
L500.N45	California. Legislature. Senate. Research Committee on Neighborhood Violence. [AACR2-C]
L500.N5	California. Legislature. Joint Committee on New School Building Shelter Facilities.
L500.N55	California. Legislature. Assembly. Select Committee on Revision of the Nonprofit Corporations Code. [AACR2-LC]
L500.N6	California. Legislature. (Reports of the Normal schools)

L500.N7	California. Legislature. Assembly. Select Committee on North Coast Timber Economy.
L500.O48	California. Legislature. Senate. Interim Committee on Oil and Gas Development on State Lands.
L500.O5	California. Legislature. Senate. Special Committee on the Abstraction of Oil and Gas from the Tidelands of the State of California.
L500.O58	California. Legislature. Assembly. Select Committee on Open Space Lands.
L500.O6	California. Legislature. Joint Committee on Open Space Lands.
L500.O7	California. Legislature. Joint Committee on the Organization and Financing of Local Government.
L500.O9	California. Legislature. (Communication to the ...)
L500.P2	California. Legislature. Senate. Select Committee on the Pacific Rim. [AACR2-LC]
L500.P4	California. Legislature. Joint Committee for the Revision of the Penal Code. [AACR2-LC]
L500.P41	California. Legislature. Senate. Select Committee on Penal Institutions. [AACR2-LC]
L500.P43	California. Legislature. Assembly. Committee on Planning and Land Use.
L500.P5	California. Legislature. (California political subdivision maps ...)
L500.P56	California. Legislature. Senate. Select Committee on Political Reform.
L500.P6	California. Legislature. Assembly. Committee on Water and Air Pollution.
L500.P63	California. Legislature. Assembly. Committee on Policy Research Management. [AACR2-LC]
L500.P65	California. Legislature. Senate. Special Committee on Pornographic Plays.
L500.P66	California. Legislature. Assembly. Permanent Subcommittee on Postsecondary Education.
L500.P67	California. Legislature. Joint Committee on Postsecondary Education.
L500.P68	California. Legislature. Assembly. Interim Committee on Reduction of Legislative Printing Expense.
L500.P685	California. Legislature. Joint Committee on Prison Construction and Operations. [AACR2-LC]

L500.P69	California. Legislature. Assembly. Special Committee on State Prison Reform.
L500.P695	California. Legislature. Assembly. Select Committee on Prison Reform and Rehabilitation.
L500.P7	California. Legislature. (Prisons; misc. publications)
L500.P73	California. Legislature. Assembly. Committee on Prisons.
L500.P75	California. Legislature. Assembly. Committee on Prisons and Reformatories.
L500.P77	California. Legislature. Joint Committee on Public Buildings.
L500.P78	California. Legislature. Joint Committee on Public Domain.
L500.P79	California. Legislature. Assembly. Public Employees and Retirement Committee. [AACR2-LC]
L500.P79	California. Legislature. Assembly. Public Employees and Retirement Committee. Subcommittee on Retirement. [AACR2-C]
L500.P79	California. Legislature. Assembly. Public Employment and Retirement Committee. [AACR2-LC]
L500.P795	California. Legislature. Senate. Public Employment and Retirement Committee. [AACR2-LC]
L500.P795	California. Legislature. Senate. Public Employment and Retirement Committee. Subcommittee on the Investment of Public Funds. [AACR2-C]
L500.P8	California. Legislature. Joint Interim Committee on the Public Education System.
L500.P802	California. Legislature. Assembly. Advisory Council on Public Employee Relations.
L500.P805	California. Legislature. Joint Committee on Public Employer-Employee Relations.
L500.P81	California. Legislature. Assembly. Interim Committee on Public Health. [AACR2-C]
L500.P81	California. Legislature. Assembly. Interim Committee on Public Health. Subcommittee on Accident Prevention.
L500.P81	California. Legislature. Assembly. Interim Committee on Public Health. Subcommittee on Air Pollution and Radiation Protection.
L500.P81	California. Legislature. Assembly. Interim Committee on Public Health. Subcommittee on District Hospitals.

L500.P81	California. Legislature. Assembly. Interim Committee on Public Health. Subcommittee on Hospitals and Institutions. [AACR2-C]
L500.P81	California. Legislature. Assembly. Interim Committee on Public Health. Subcommittee on Hospitals and Medical Care Facilities.
L500.P81	California. Legislature. Assembly. Interim Committee on Public Health. Subcommittee on Narcotics and Mentally Ill.
L500.P81	California. Legislature. Assembly. Interim Committee on Public Health. Subcommittee on Professions and Occupations.
L500.P81	California. Legislature. Assembly. Interim Committee on Public Health. Subcommittee on Radiation Protection.
L500.P81	California. Legislature. Assembly. Interim Committee on Public Health. Subcommittee on Restaurant Sanitation.
L500.P815	California. Legislature. Senate. Interim Committee on Public Health.
L500.P82	California. Legislature. Senate. Fact Finding Committee on Public Health and Safety. [AACR2-C]
L500.P86	California. Legislature. Senate. Interim Committee on Public Lands.
L500.P865	California. Legislature. Assembly. Committee on Public Morals.
L500.P867	California. Legislature. Joint Committee on Public Pension Funds Investments. [AACR2-LC]
L500.P87	California. Legislature. Joint Committee on the Investment of Public Retirement and Pension Funds.
L500.P871	California. Legislature. Assembly. Committee on Public Safety. [AACR2-C]
L500.P872	California. Legislature. Senate. Select Committee on Local Public Safety Employment Practices.
L500.P874	California. Legislature. Assembly. Committee on Public Utilities.
L500.P875	California. Legislature. Senate. Special Committee on Public Utilities.
L500.P88	California. Legislature. Assembly. Interim Committee on Public Utilities and Corporations. [AACR2-C]
L500.P88	California. Legislature. Assembly. Interim Committee on Public Utilities and Corporations. Subcommittee on Corporation Laws. [AACR2-C]
L500.P88	California. Legislature. Assembly. Interim Committee on Public Utilities and Corporations. Subcommittee on PUC Safety Regulations.

L500.P89	California. Legislature. Senate. Committee on Public Utilities and Corporations. [AACR2-C]
L500.P895	California. Legislature. Senate. Committee on Public Utilities, Transit and Energy. [AACR2-C]
L500.P895	California. Legislature. Senate. Committee on Public Utilities, Transit & Energy. Southern California Rapid Transit Subcommittee. [AACR2-C]
L500.P895	California. Legislature. Senate. Committee on Public Utilities, Transit and Energy. Subcommittee on Energy. [AACR2-C]
L500.P9	California. Legislature. Senate. Committee on Public Works.
L500.R3	California. Legislature. (Misc. papers relative to the railroads)
L500.R31	California. Legislature. Committee to Investigate the California Railroad Commission.
L500.R33	California. Legislature. Senate. Select Committee on Rapid Transit. [AACR2-C]
L500.R35	California. Legislature. Senate. Special Committee on Reapportionment.
L500.R38	California. Legislature. Senate. Interim Committee on Recreation, State Beaches and Parks.
L500.R385	California. Legislature. Joint Committee on Refugee Resettlement. [AACR2-LC]
L500.R385	California. Legislature. Joint Committee on Refugee Resettlement and Immigration. [AACR2-LC]
L500.R385	California. Legislature. Joint Committee on Refugee Resettlement, International Migration and Cooperative Development. [AACR2-C]
L500.R39	California. Legislature. Assembly. Select Committee on Regulatory Oversight. [AACR2-LC]
L500.R4	California. Legislature. (Reports; misc.)
L500.R42	California. Legislature. Assembly. Select Committee on Assembly Reorganization.
L500.R44	California. Legislature. Joint Committee on Reorganization of Large Urban Unified School Districts.
L500.R45	California. Legislature. Assembly. Committee on Resources and Land Use.
L500.R452	California. Legislature. Assembly. Committee on Energy and Natural Resources. [AACR2-LC]

L500.R452	California. Legislature. Assembly. Committee on Energy and Natural Resources. Subcommittee on Status and Trends. [AACR2-C]
L500.R452	California. Legislature. Assembly. Committee on Resources, Land Use, and Energy. [AACR2-LC]
L500.R452	California. Legislature. Assembly. Committee on Resources, Land Use, and Energy. Subcommittee on Energy. [AACR2-LC]
L500.R46	California. Legislature. Assembly. Retirement Committee. [AACR2-LC]
L500.R47	California. Legislature. Joint Legislative Retirement Committee.
L500.R49	California. Legislature. Assembly. Retirement Systems Committee. [AACR2-LC]
L500.R5	California. Legislature. Assembly. Committee on Revenue and Taxation. [AACR2-LC]
L500.R5	California. Legislature. Assembly. Committee on Revenue and Taxation. Task Force on California Conformity with the Federal Revenue Act of 1978 and the Energy Act.
L500.R5	California. Legislature. Assembly. Interim Committee on Revenue and Taxation.
L500.R5	California. Legislature. Assembly. Interim Committee on Revenue and Taxation. Subcommittee on Property Taxation. [AACR2-C]
L500.R5	California. Legislature. Assembly. Interim Committee on Revenue and Taxation. Subcommittee on Tax Administration.
L500.R5	California. Legislature. Assembly. Task Force on California Conformity with the Federal Tax Reform Act of 1976. [AACR2-LC]
L500.R5	California. Legislature. Assembly. Task Force on Property Tax Administration. [AACR2-LC]
L500.R5	California. Legislature. 1981 Federal Conformity Task Force. [AACR2-LC]
L500.R52	California. Legislature. Senate. Committee on Revenue and Taxation. [AACR2-LC]
L500.R55	California. Legislature. Assembly. Select Committee on the Revision of the Corporations Code.
L500.R6	California. Legislature. Joint Advisory Committee on Roads.
L500.R8	California. Legislature. (Standing rules ...)
L500.R9	California. Legislature. Senate. Rules Committee. [AACR2-LC]

L500.R9	California. Legislature. Senate. Rules Committee. Subcommittee on Civil Disorder. [AACR2-C]
L500.R94	California. Legislature. Joint Committee on Rules. [AACR2-LC]
L500.R94	California. Legislature. Joint Committee on Rules. Citizens Advisory Committee on Alternatives to Incarceration. [AACR2-C]
L500.R95	California. Legislature. Assembly. Committee on Rules. [AACR2-LC]
L500.R95	California. Legislature. Assembly. Committee on Rules. Subcommittee on Legislative Reference Services. [AACR2-C]
L500.R97	California. Legislature. Senate. Select Committee on Rural Issues. [AACR2-LC]
L500.S15	California. Legislature. Senate. Select Committee on the Sacramento Valley Floods. [AACR2-LC]
L500.S25	California. Legislature. Senate. Select Committee on Salinity Intrusion in Agricultural Soils. [AACR2-LC]
L500.S26	California. Legislature. San Diego County Delegation.
L500.S261	California. Legislature. Assembly. Select Committee on San Diego Foster Care Programs.
L500.S27	California. Legislature. Joint Committee on Scenic Preservation of State Highways.
L500.S275	California. Legislature. Senate. Select Committee on School District Finance.
L500.S276	California. Legislature. Joint Committee on School Facilities. [AACR2-C]
L500.S277	California. Legislature. Joint Committee on Science and Technology. [AACR2-LC]
L500.S28	California. Legislature. Joint Committee on the Seacoast.
L500.S3	California. Legislature. (Seating plan ...)
L500.S4	California. Legislature. (Senate and Assembly bills approved ...)
L500.S45	California. Legislature. (Assembly bulletin ...)
L500.S46	California. Legislature. Assembly. (Mandatory sensitivity training ...)
L500.S5	California. Legislature. Senate. Interim Committee on Secondhand Dealers and Auctioneers.
L500.S56	California. Legislature. Joint Committee on Seismic Safety. [AACR2-LC]

L500.S565	California. Legislature. Assembly. Select Committee on Service Station Franchising and Petroleum Products Practices.
L500.S567	California. Legislature. Assembly. Select Committee on Sexual Assault Victims Assistance. [AACR2-C]
L500.S57	California. Legislature. Assembly. Science and Technology Advisory Council. [AACR2-LC]
L500.S573	California. Legislature. Senate. Select Committee on the Sierra/Cascade/Klamath Watershed. [AACR2-LC]
L500.S575	California. Legislature. Joint Committee on the Siting of Teaching Hospitals.
L500.S577	California. Legislature. Assembly. Select Committee on Small Business. [AACR2-LC]
L500.S578	California. Legislature. Senate. Select Committee on Small Business Enterprises. [AACR2-LC]
L500.S58	California. Legislature. Assembly. Interim Committee on Small Loans.
L500.S6	California. Legislature. Assembly. Committee on Social Welfare. [AACR2-LC]
L500.S62	California. Legislature. Senate. Interim Committee on Social Welfare.
L500.S63	California. Legislature. Senate. Special Committee on Small and Hazardous Waste. [AACR2-C]
L500.S65	California. Legislature. (Treatment of prisoners ...)
L500.S67	California. Legislature. Joint Special Education Committee. [AACR2-LC]
L500.S68	California. Legislature. Special Legislative Advisory Committee on Special Education. [AACR2-C]
L500.S7	California. Legislature. Joint Interim Committee on Speed Zones and Speed Limit Signs.
L500.S705	California. Legislature. Senate. Select Committee on Licensed and Designated Sports. [AACR2-LC]
L500.S71	California. Legislature. Joint Interim Committee on Soil Conservation.
L500.S72	California. Legislature. Special Legislative Investigating Committee on the State Bar. [AACR2-LC]
L500.S73	California. Legislature. Assembly. Committee on State Employment, Retirement and Military Affairs.
L500.S74	California. Legislature. Joint Committee on State Land Settlement at Delhi.

L500.S75	California. Legislature. Assembly. Committee on State Personnel and Veterans Affairs.
L500.S8	California. Legislature. Senate. Interim Committee on State Printing.
L500.S82	California. Legislature. Joint Advisory Committee on State Prison Facilities and Incarceration Alternatives. [AACR2-LC]
L500.S87	California. Legislature. Joint Committee on Street Improvement Laws.
L500.S92	California. Legislature. Senate. Interim Committee on Study of Districts.
L500.S98	California. Legislature. Senate. Interim Committee on Subdivision Development and Planning.
L500.T3	California. Legislature. Joint Committee on Taxation.
L500.T32	California. Legislature. (Plan for tax relief)
L500.T4	California. Legislature. Senate. Interim Committee on State and Local Taxation.
L500.T41	California. Legislature. Assembly. Select Committee on Economic Problems in Timber and Related Industries. [AACR2-LC]
L500.T42	California. Legislature. Assembly. Interim Committee on State and Local Taxation.
L500.T422	California. Legislature. Senate. Committee on State and Local Taxation. [AACR2-C]
L500.T43	California. Legislature. Senate. Select Committee on the Taxation of Timber and Timberland. [AACR2-LC]
L500.T45	California. Legislature. Joint Committee on Teacher Credentialing Practices.
L500.T46	California. Legislature. Joint Committee on Telecommunications.
L500.T47	California. Legislature. Joint Committee on Textbooks.
L500.T48	California. Legislature. Joint Committee on Textbooks and Curriculum. [AACR2-LC]
L500.T5	California. Legislature. Assembly. Interim Committee on Tidelands and Related Traffic Problems.
L500.T53	California. Legislature. Joint Tidelands Committee.
L500.T55	California. Legislature. Senate. Special Committee on Tidelands Oil and Gas Abstraction.

L500.T551	California. Legislature. Senate. Committee on Industrial Relations. Subcommittee on CAL-OSHA.
L500.T6	California. Legislature. Joint Commission on Torrens Land Transfer Act.
L500.T61	California. Legislature. Joint Committee on Tort Liability.
L500.T615	California. Legislature. Senate. Select Committee on Tourism and Aviation. [AACR2-LC]
L500.T62	California. Legislature. Senate. Toxics and Public Safety Management Committee. [AACR2-LC]
L500.T63	California. Legislature. Joint Committee on Traffic Hazards and Problems and Motor Vehicle Public Liability Insurance.
L500.T65	California. Legislature. Assembly. Committee on Transportation. [AACR2-LC]
L500.T66	California. Legislature. Senate. Committee on Transportation. [AACR2-LC]
L500.T662	California. Legislature. Senate. Select Committee on Public Transportation Problems in Los Angeles County.
L500.T663	California. Legislature. (No fare and low fare transit ...)
L500.T7	California. Legislature. Assembly. Interim Committee on Transportation and Commerce.
L500.T7	California. Legislature. Assembly. Interim Committee on Transportation and Commerce. Subcommittee of Southern California.
L500.T7	California. Legislature. Assembly. Interim Committee on Transportation and Commerce. Subcommittee on Freeway Traffic Control. [AACR2-C]
L500.T7	California. Legislature. Assembly. Interim Committee on Transportation and Commerce. Subcommittee on Safety Devices and Regulations. [AACR2-C]
L500.T7	California. Legislature. Assembly. Interim Committee on Transportation and Commerce. Subcommittee on the Muffler Problem.
L500.T71	California. Legislature. Senate. Fact Finding Committee on Transportation and Public Utilities.
L500.T75	California. Legislature. Joint Interim Committee on Transportation Problems.
L500.U6	California. Legislature. Senate. Fact-Finding Subcommittee on Un-American Activities.
L500.U7	California. Legislature. Joint Committee on Unemployment Compensation Disability Insurance. [AACR2-LC]

L500.U73	California. Legislature. Joint Committee on Unemployment Insurance.
L500.U75	California. Legislature. Assembly. Interim Committee on Unemployment Relief.
L500.U8	California. Legislature. Assembly. Committee on Urban Affairs and Housing.
L500.U85	California. Legislature. Assembly. Committee on Utilities and Commerce. [AACR2-LC]
L500.U85	California. Legislature. Assembly. Committee on Utilities and Commerce. Subcommittee on Oversight of the Public Utilities Commission. [AACR2-C]
L500.U85	California. Legislature. Assembly. Committee on Utilities and Energy. [AACR2-C]
L500.U85	California. Legislature. Assembly. Committee on Utilities and Energy. Subcommittee on Cable Television. [AACR2-C]
L500.V35	California. Legislature. Senate. Interim Committee on Vehicles and Aircraft.
L500.V4	California. Legislature. (Veteran legislation ...)
L500.V41	California. Legislature. Assembly. Special Committee to Investigate the Veterans Home.
L500.V47	California. Legislature. Assembly. Select Committee on Veterans Affairs. [AACR2-LC]
L500.W2	California. Legislature. Senate. Fact-Finding Committee on Water.
L500.W25	California. Legislature. Assembly. (C. B. R., a new concept ...)
L500.W28	California. Legislature. Joint Water Committee.
L500.W3	California. Legislature. Assembly. Committee on Water. [AACR2-LC]
L500.W3	California. Legislature. Assembly. Committee on Water, Parks, and Wildlife. [AACR2-LC]
L500.W301	California. Legislature. Assembly. Ad Hoc Committee on Water Contamination. [AACR2-LC]
L500.W31	California. Legislature. Joint Committee on Water Problems.
L500.W312	California. Legislature. Joint Interim Committee on Water Problems.
L500.W32	California. Legislature. Senate. Interim Committee on Proposed Water Projects.

L500.W325	California. Legislature. Joint Committee on Water Resources.
L500.W33	California. Legislature. Senate. Fact Finding Committee on Water.
L500.W34	California. Legislature. Joint Interim Committee on Water Resources Development Problems.
L500.W342	California. Legislature. Senate. Special Investigating Committee on Water Situation in Inyo and Mono Counties.
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. [AACR2-LC]
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. Ad Hoc Subcommittee on Consumer Affairs. [AACR2-C]
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. Subcommittee #1 on Health and Welfare. [AACR2-LC]
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. Subcommittee #2 on Education. [AACR2-LC]
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. Subcommittee #4. [AACR2-C]
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. Subcommittee on Criminal Justice.
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. Subcommittee on Education.
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. Subcommittee on Health and Welfare. [AACR2-C]
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. Subcommittee on Mental Health Services.
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. Subcommittee on Natural Resources and Transportation.
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. Subcommittee on Postsecondary Education.
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. Subcommittee on State Administration.
L500.W35	California. Legislature. Assembly. Committee on Ways and Means. Subcommittee on Welfare Costs.
L500.W35	California. Legislature. Assembly. Interim Committee on Ways and Means. [AACR2-LC]

L500.W35	California. Legislature. Assembly. Interim Committee on Ways and Means. Subcommittee on Leave Pay. [AACR2-C]
L500.W35	California. Legislature. Assembly. Interim Committee on Ways and Means. Subcommittee on Welfare Costs.
L500.W38	California. Legislature. (An approach to a California public works plan ...)
L500.W4	California. Legislature. (Weekly reports of Senate and Assembly bills)
L500.W45	California. Legislature. Senate. Interim Committee on Welfare and Institutions.
L500.W66	California. Legislature. Senate. Select Committee on California's Wine Industry. [AACR2-LC]
L500.Y58	California. Legislature. Assembly. Select Committee on California Youth. [AACR2-LC]
L500.Y59	California. Legislature. Assembly. Select Committee on Youth and Drug Abuse Prevention. [AACR2-LC]
L500.Z6	California. Legislature. Senate. Interim Committee on Zoning and Assessment of Agricultural Land.
L520	California. Legislature. (Statements to ...)
L525	California. Legislature. Assembly. [AACR2-LC]
L525.C35	California. Legislature. Assembly. (Caucus publications)
L525.C35d	California. Legislature. Assembly. Democratic Caucus.
L525.C35r	California. Legislature. Assembly. Republican Caucus. [AACR2-C]
L527	ACR 62 Study Panel (Calif.) [AACR2-LC]
L527	ACR 62 Study Panel (Calif.) Subcommittee I. [AACR2-C]
L530	California. Legislature. Assembly. Legislative Reference Service. [AACR2-C]
L531	California. Legislature. Assembly. Majority Consultants. [AACR2-C]
L532	California. Legislature. Assembly. Office of Research. [AACR2-LC]
L533	California. Legislature. Assembly. Government Operations Review Project. [AACR2-LC]
L534	California. Legislature. Assembly. Task Force on Proposition 63. [AACR2-LC]
L535	California. Legislature. Assembly. Publications Office.

L535	California. Legislature. Joint Publications Office. [AACR2-C]
L540	California. Legislature. Assembly. Legislative Task Force on the Transportation of Extremely Hazardous Materials. [AACR2-C]
L550	California. Legislature. Senate. [AACR2-LC]
L550.A37	California. Legislature. Senate. Task Force on Agricultural New Product Development. [AACR2-C]
L550.C35	California. Legislature. Senate. (Caucus publications)
L550.C35d	California. Legislature. Senate. Democractic Caucus. [AACR2-LC]
L550.C35r	California. Legislature. Senate. Republican Caucus.
L550.C5	California. Advisory Panel on the Child Oriented Divorce Act of 1987. [AACR2-C]
L550.C6	California. Legislature. Senate. Advisory Commission on Cost Control in State Government. [AACR2-LC]
L550.C6	California. Legislature. Senate. Advisory Commission on Cost Control in State Government. Subcommittee on Management Training. [AACR2-C]
L550.C6	California. Legislature. Senate. Advisory Commission on Cost Control in State Government. Subcommittee on the Super-Agencies. [AACR2-LC]
L550.F2	California. Legislature. Senate. Task Force on Family Equity. [AACR2-LC]
L550.N9	California. Legislature. Senate. Task Force on California Nuclear Emergency Response. [AACR2-LC]
L550.P9	California. Legislature. Senate. Task Force on Psychotherapist and Patients Sexual Relations. [AACR2-C]
L551	California. Legislature. Senate. Office of Floor Analyses. [AACR2-C]
L552	California. Legislature. Senate. Office for Policy Development. [AACR2-LC]
L553	California. Legislature. Senate. Office of Research. [AACR2-LC]
L555	California. State Committee on Higher Education Library Resources.
L560	California. Public Library Commission.
L565	California. Public Library Development Board.
L570	California Library Services Board. [AACR2-LC]

L575	California State Library. [AACR2-LC]
L575.I53	California State Library. Library Information Systems Team. [AACR2-C]
L600	California State Library. Administrative-Legislative Reference Section. [AACR2-LC]
L600	California State Library. State Information and Reference Center. [AACR2-C]
L615	California State Library. Automation Project.
L625	Braille & Talking Book Library (Calif.) [AACR2-C]
L625	California State Library. Blind Section.
L625	California State Library. Books for the Blind and Physically Handicapped. [AACR2-C]
L650	California State Library. Book Repair Section.
L660	California State Library. CLSA Office. [AACR2-C]
L675	California State Library. California Section. [AACR2-C]
L700	California State Library. Catalog Section.
L725	California State Library. Documents Section.
L725	California State Library. Government Publications Section. [AACR2-C]
L750	California State Library. Extension Dept.
L775	California State Library. Extension Dept. Public Libraries Division.
L800	California State Library. Extension Dept. Traveling Libraries Division.
L810	California State Library. Information Clearinghouse.
L825	Law Library (Calif.) [AACR2-LC]
L835	California State Library. Library Development Services Bureau. [AACR2-LC]
L850	California State Library. Order Section.
L875	California State Library. Periodicals Section.
L900	California State Library. Prints Room.
L910	California State Library. Processing Center.
L925	California State Library. Property and Shipping Section.

L950	California State Library. Reference Services. [AACR2-C]
L975	Sutro Library. [AACR2-LC]
L995	California State Library. Ethnic Services Task Force. [AACR2-C]
L1025	California. Office of Lieutenant Governor. [AACR2-LC]
L1025	California. Office of Lieutenant Governor (1983- : McCarthy) [AACR2-LC]
L1025	California. Office of Lieutenant Governor (1979-1982 : Curb)
L1030	California. Office of Lieutenant Governor. Science and Technology Coordinator.
L1040.C6	California. Lieutenant Governor's Local Government Task Force on Coastline Preservation.
L1040.F4	California. Task Force on the Feminization of Poverty. [AACR2-LC]
L1040.N8	California. Commission on Food and Nutrition. [AACR2-C]
L1050	California. Loan Study Council.
L1075	California. Governor's Task Force on Local Government Reform. [AACR2-LC]
L1080	California State Lottery. [AACR2-LC]
L1080	California State Lottery Commission. [AACR2-LC]
L1085	California State Lottery. Public Affairs. [AACR2-C]
L1100	California. Louisiana Purchase Exposition Commission.
L1125	California. Commissioner in Lunacy.
L1150	California. Commission in Lunacy. [AACR2-LC]
M100	California. Interagency Management Conference for State Administrator.
M105	California. Management Analyst Council.
M107	California. Office of Management Services.
M108	California. Commission on State Mandates. [AACR2-LC]
M110	California. Commission on Manpower, Automation and Technology.
M112	California Manpower Management Information System. [AACR2-C]
M115	California. Manpower Coordinating Committee.

M119	California. Dept. of Manpower Task Force.
M121	California. Manpower Planning Council.
M124	Campaign Against Marijuana Planting (Organization) [AACR2-LC]
M125	California. Advisory Commission on Marine and Coastal Resources. [AACR2-LC]
M135	California. Marine Research Committee. [AACR2-LC]
M135	California. Marine Research Committee. California Cooperative Oceanic Fisheries Investigations.
M140	California. Marine Vessel Emissions Task Force. [AACR2-C]
M150	California Maritime Academy. [AACR2-LC]
M200	California. Stock Market Commission.
M225	California. Marshall Monument Commission.
M250	California. Guardian of Marshall's Monument.
M255	MESA (Calif. : Program) [AACR2-C]
M258	California. Mathematics Curriculum Framework and Criteria Committee. [AACR2-LC]
M260	California State Educational Advisory Committee for the Meatcutting Trade. [AACR2-C]
M260	California. Statewide Educational Advisory Committee for the Meatcutting Industry. [AACR2-C]
M270	California. Public Employees' Retirement System. Medical Advisory Council. [AACR2-LC]
M270	California. State Employees' Retirement System. Medical and Hospital Advisory Council. [AACR2-LC]
M273	California Medical Assistance Commission. [AACR2-LC]
M275	California. Board of Medical Examiners. [AACR2-LC]
M275	California. Board of Medical Quality Assurance. [AACR2-LC]
M275.M2	California. Division of Medical Quality. [AACR2-C]
M275.M3	California. Bureau of Medical Statistics. [AACR2-LC]
M275.P49	California. Physician's Assistant Examining Committee. [AACR2-LC]

M275	California. Speech Pathology and Audiology Examining Committee. [AACR2-C]
M276	California. Board of Medical Examiners. Hearing Aid Dispensers Examining Committee.
M277	California. Physical Therapy Examining Committee. [AACR2-LC]
M278	California. Psychology Examining Committee. [AACR2-LC]
M279	California. Board of Medical Quality Assurance. Division of Licensing. [AACR2-LC]
M280	California Medical Facility, Vacaville. [AACR2-C]
M285	California. Acupuncture Examining Committee. [AACR2-LC]
M290	California. State Mental Health Coordinating Committee.
M295	California Conference of Local Mental Health Directors. [AACR2-LC]
M300	California. Dept. of Mental Hygiene. [AACR2-LC]
M300	California. Dept. of Mental Hygiene. Bureau of Research. [AACR2-LC]
M310	California. Dept. of Mental Hygiene. Bureau of Biostatistics. [AACR2-LC]
M325	California. Dept. of Mental Hygiene. Division of Community Services.
M326	California. Dept. of Mental Hygiene. Office of Planning.
M327	California. Dept. of Mental Hygiene. Office of Program Review.
M328	California. Dept. of Mental Hygiene. Bureau of Social Work.
M329	California. Dept. of Mental Hygiene. Division of Local Programs.
M330	California. Dept. of Mental Hygiene. State Mental Hygiene Clinic, Sacramento.
M340	California. Dept. of Mental Hygiene. Center for Training in Community Psychiatry, Berkeley.
M341	California. Dept. of Mental Hygiene. Center for Training in Community Psychiatry, West Los Angeles.
M346	California. Dept. of Mental Hygiene. Mental Retardation Programs.
M347	California. Dept. of Mental Hygiene. Mental Retardation Program and Standards Advisory Board.
M348	California. Dept. of Mental Hygiene. Study Commission on Mental Retardation.

M350	California. State Merit Award Board. [AACR2-LC]
M351	California. Interdepartmental Merit Award Program Review Committee.
M355	California. Merit System Examining Agency.
M360	California. Methanol Task Force. [AACR2-C]
M370	California Metric Conversion Council. [AACR2-C]
M375	California. Mexican Fact-Finding Committee.
M380	California. Office of California-Mexico Affairs. [AACR2-LC]
M385	California State Task Force on California-Mexico Relations. [AACR2-LC]
M400	California. Office of Mileage Rationing Administrator.
M425	California. Dept. of Military and Veteran's Affairs.
M450	California. Military Dept. [AACR2-LC]
M459	California Specialized Training Institute. [AACR2-C]
M464	California. Office of Migration and Refugee Affairs. [AACR2-C]
M465	State Mineral Cabinet.
M475	California. National Mining and Industrial Exposition Commissioner.
M485	California. Interagency Task Force on Mono Lake. [AACR2-LC]
M495	California. New Motor Vehicle Board. [AACR2-LC]
M497	California. Off-Highway Motor Vehicle Recreation Commission. [AACR2-LC]
M500	California. Dept. of Finance. Division of Motor Vehicles.
M500	California. Dept. of Motor Vehicles. [AACR2-LC]
M500	California. Dept. of Public Works. Division of Motor Vehicles.
M525	California. Dept. of Motor Vehicles. Division of Administration. [AACR2-LC]
M550	California. Dept. of Motor Vehicles. Bureau of Accident Prevention.
M575	California. Dept. of Motor Vehicles. Bureau of Accounting.
M580	California. Dept. of Motor Vehicles. Budget Section. [AACR2-LC]
M582	California. Dept. of Motor Vehicles. Office of Communications.

M585	California. Dept. of Motor Vehicles. Division of Compliance.
M590	California. Dept. of Motor Vehicles. Forecasting Unit. [AACR2-C]
M595	California. Dept. of Motor Vehicles. Division of Headquarters Operations. [AACR2-C]
M595	California. Dept. of Motor Vehicles. Division of Headquarters Processing. [AACR2-C]
M600	California. Dept. of Motor Vehicles. Management Analysis Section. [AACR2-LC]
M600	California. Dept. of Motor Vehicles. Management and Operations Analysis Section. [AACR2-LC]
M625	California. Dept. of Motor Vehicles. Division of Program Administration and Analysis. [AACR2-C]
M675	California. Dept. of Motor Vehicles. Bureau of Statistics.
M675	California. Dept. of Motor Vehicles. Research and Statistics Section.
M700	California. Dept. of Motor Vehicles. Bureau of Traffic Safety.
M700	California. Dept. of Motor Vehicles. Bureau of Traffic Safety Education.
M725	California. Division of Driver Safety and Licensing. [AACR2-LC]
M725	California. Division of Drivers Licenses. [AACR2-LC]
M726	California. Driver Improvement Section. [AACR2-LC]
M750	California. Dept. of Motor Vehicles. Division of Field Office Operation.
M755	California. Dept. of Motor Vehicles. Division of Registration.
M760	California. Dept. of Motor Vehicles. Office of Program Development and Evaluation. [AACR2-LC]
M760	California. Dept. of Motor Vehicles. Program and Policy Administration Branch. [AACR2-C]
M760	California. Dept. of Motor Vehicles. Program and Policy Analysis Section. [AACR2-C]
M760	California. Dept. of Motor Vehicles. Program Evaluation Section.
M770	California. Dept. of Motor Vehicles. Personnel and Training Section.
M775	California. Dept. of Motor Vehicles. Division of Registration. [AACR2-C]

M775	California. Dept. of Motor Vehicles. Division of Registration and Investigative Services. [AACR2-LC]
M775	California. Dept. of Motor Vehicles. Division of Registration Services and Compliance Enforcement. [AACR2-C]
M780	California. Dept. of Motor Vehicles. Research and Development.
M780	California. Dept. of Motor Vehicles. Research and Development Office. [AACR2-LC]
M780	California. Dept. of Motor Vehicles. Research and Development Section. [AACR2-LC]
M780	California. Dept. of Motor Vehicles. Research Development and Consultation Section.
M800	California. Dept. of Motor Vehicles. Vehicle License Fee Bureau.
M825	California. Motor Vehicle Pollution Control Board.
M900	California. Mount San Jacinto Winter Park Authority.
M975	California Museum of Science and Industry. [AACR2-LC]
M1000	California. Dept. of Mental Health. [AACR2-LC]
M1000.G72	California. Dept. of Mental Health. Federal Grants Section. [AACR2-LC]
M1000.G72	California. Dept. of Mental Health. Grants Section.
M1005	California. Dept. of Mental Health. Office of Children and Youth. [AACR2-LC]
M1010	California. Dept. of Mental Health. Clinical Standards and Treatment Review Section. [AACR2-C]
M1020	California. Dept. of Mental Health. Office of Forensic Services. [AACR2-C]
M1045	California. Office of Mental Health Social Services. [AACR2-C]
M1047	California. Dept. of Mental Health. Statewide Planning. [AACR2-C]
M1050	California. Dept. of Mental Health. Office of Prevention. [AACR2-LC]
M1051	California. Dept. of Mental Health. Division of Planning, Evaluation and Promotion. [AACR2-LC]
M1053	California. Dept. of Mental Health. Professional Education Employee Development Branch. [AACR2-C]

M1055	California. Mental Health Promotion Branch. [AACR2-LC]
M1066	California. Sex Offender Treatment and Evaluation Project. [AACR2-LC]
M1075	California. Dept. of Mental Health. Statistics and Data Analysis Section. [AACR2-C]
M1075	California. Dept. of Mental Health. Statistics and Data Retrieval Section. [AACR2-LC]
N160	California. Attorney General's Commission on Narcotics. [AACR2-LC]
N165	California. State Office of Narcotics and Drug Abuse. [AACR2-LC]
N170	California. Interdepartmental Committee on Narcotics.
N175	California. Special Study Commission on Narcotics.
N185	California. Narcotics Rehabilitation Advisory Council.
N195	California. Native American Heritage Commission. [AACR2-LC]
N200	California. Dept. of Natural Resources. [AACR2-LC]
N250	California. Division of Beaches and Parks. [AACR2-LC]
N272	California. Dept. of Natural Resources. Conservation Education Section.
N300	California. Division of Forestry. [AACR2-LC] (see also C805)
N300	California. State Board of Forestry. [AACR2-LC]
N400	California. Division of Mines. [AACR2-LC]
N400	California. State Mining Bureau.
N425	California. Dept. of Natural Resources. Bureau of War Minerals Production.
N500	California. Division of Oil and Gas. [AACR2-LC] (see also C815)
N515	California. Dept. of Natural Resources. Division of Recreation.
N525	California. Division of Small Craft Harbors. [AACR2-LC]
N530	California. Division of Soil Conservation. [AACR2-LC] (see also C820)
N540	California. Dept. of Navigation and Ocean Development. [AACR2-LC]
N541	California. Navigation and Ocean Development Commission. [AACR2-C]
N543	Diagnostic School for Neurologically Handicapped Children, Central California [AACR2-C]

N546	Diagnostic School for Neurologcially Handicapped Children, Northern California [AACR2-C]
N550	Diagnostic School for Neurologically Handicapped Children, Southern California [AACR2-C]
N600	California. Board of Nurse Examiners.
N600	California. Board of Nursing and Nurse Registration.
N600	California. Board of Nursing Education and Nurse Registration. [AACR2-LC]
N600	California. Board of Registered Nursing. [AACR2-LC]
N625	California. Board of Examiners of Nursing Home Administrators. [AACR2-LC]
N630	California. Legislature. Nursing Home Study Advisory Committee. [AACR2-LC]
O100	Southern California Ocean Studies Consortium. [AACR2-LC]
O101	California. Joint Occupational Preparation Task Force.
O102	California Occupational Information Coordinating Committee. [AACR2-LC]
O103	California. Occupational Safety and Health Appeals Board. [AACR2-LC]
O104	California Occupational Safety and Health Standards Board. [AACR2-C]
O105	California. Interagency Council for Ocean Resources. [AACR2-LC]
O110	California. Committee on the Older Girl and the Law.
O115	California. Olympic Commission.
O125	California. Board of Optometry. [AACR2-LC]
O150	Board of Osteopathic Examiners of the State of California. [AACR2-C]
O175	California. Joint Committee to Study Oral Board Procedures in the California State Civil Service.
P145	California. Interagency Paperwork Management Conference.
P150	California. Advisory Pardon Board.
P153	California State Park and Recreation Commission. [AACR2-LC]
P155	California. Dept. of Parks and Recreation. [AACR2-LC]
P155.A82	California. Auburn/Folsom Recreation Planning Team.

272

P160	California. Division of Beaches and Parks. [AACR2-LC]
P163	California. Dept. of Parks and Recreation. Concessions Division. [AACR2-LC]
P165	California. Dept. of Parks and Recreation. Office of Economic and Fiscal Affairs. [AACR2-LC]
P170	California. Dept. of Parks and Recreation. Historic Landmarks Advisory Committee.
P170	California. State Historical Resources Commission. [AACR2-C]
P172	California. Office of Historic Preservation. [AACR2-LC]
P172.S8	California. Office of Historic Preservation. Surveys Section.
P173	California. Dept. of Parks and Recreation. Planning Division. [AACR2-C]
P173	California. Dept. of Parks and Recreation. Planning and Local Assistance Division. [AACR2-C]
P173.S78	California. Dept. of Parks and Recreation. Statewide Planning Unit. [AACR2-C]
P174	California. Dept. of Parks and Recreation. Division of Planning and Development.
P175	California State Park Commission. [AACR2-LC]
P177	California. Dept. of Parks and Recreation. Division of Resources Management and Protection.
P178	California. Resource Preservation and Interpretation Division. [AACR2-LC]
P178	California. Resource Protection Division. [AACR2-LC]
P178.C8	California. Cultural Heritage Section. [AACR2-LC]
P178.C8	California. Dept. of Parks and Recreation. Cultural Resource Management Unit. [AACR2-LC]
P178.C8	California. Resource Protection Division. Cultural Resources Planning. [AACR2-C]
P178.I57	California. Dept. of Parks and Recreation. Interpretive Planning Unit. [AACR2-C]
P178.N3	California. Dept. of Parks and Recreation. Natural Heritage Section. [AACR2-C]
P178.R3	California. Office of Recreation and Local Services. [AACR2-LC]

P178.V4	California. Division of Off-Highway Motor Vehicle Recreation. [AACR2-C]
P178.V4	California. Office of Off-Highway Vehicle Recreation. [AACR2-C]
P179	California. Dept. of Parks and Recreation. Office of Interpretive Services. [AACR2-C]
P180	California. Dept. of Parks and Recreation. Riding and Hiking Trails Advisory Committee.
P190	California. Dept. of Parks and Recreation. Division of Recreation.
P200	California. Division of Small Craft Harbors. [AACR2-LC]
P225	California. State Penological Commission.
P250	California. Dept. of Penology.
P275	California. Dept. of Penology. Division of Criminal Identification and Investigation.
P300	California. Dept. of Penology. Bureau of Criminal Identification and Investigation.
P325	California. Dept. of Penology. Division of Narcotic Enforcement.
P350	California. Commission on Pensions of State Employees.
P355	Northern California Infant Medical Dispatch Center. [AACR2-C]
P355	Northern California Perinatal Dispatch Center. [AACR2-C]
P360	California. State Dept. of Personnel Administration. [AACR2-LC]
P360.B4	California. State Dept. of Personnel Administration. Benefits Division. [AACR2-C]
P360.C6	Senate Concurrent Resolution 59 Study Team (Calif.) [AACR2-C]
P363	California. State Dept. of Personnel Administration. Departmental Training Services Section. [AACR2-C]
P364	California. State Dept. of Personnel Administration. Exempt Program Unit. [AACR2-LC]
P367	California. Labor Relations Division. [AACR2-C]
P367	California. Labor Relations Division. Research and Special Projects. [AACR2-C]
P367	California. Labor Relations Support Branch. [AACR2-C]

P367	California. State Dept. of Personnel Administration. Negotiations Support. [AACR2-LC]
P367	California. State Dept. of Personnel Administration. Negotiations Support Branch. [AACR2-LC]
P370	California. State Training Center. [AACR2-C]
P373	California. Intergovernmental Personnel Act Advisory Council. [AACR2-C]
P375	California. Civil Service Commission. [AACR2-LC]
P375	California State Personnel Board. [AACR2-LC]
P375	California State Personnel Board. Administration and Services Division. [AACR2-C]
P400	California State Personnel Board. Affirmative Action for the Disabled Unit. [AACR2-C]
P405	California State Personnel Board. Affirmative Action and Merit Oversight Division. [AACR2-LC]
P406	California State Personnel Board. Affirmative Action and Merit Oversight Division. Merit Oversight - Audits. [AACR2-C]
P425	California State Personnel Board. Cooperative Personnel Services.
P440	California State Personnel Board. Employment Services Division. [AACR2-LC]
P450	California State Personnel Board. Medical Personnel Services.
P475	California State Personnel Board. Merit Systems Division.
P500	California State Personnel Board. Pay Division.
P501	California State Personnel Board. Pay and Benefits Center. [AACR2-LC]
P501	California State Personnel Board. Compensation Services Section. [AACR2-LC]
P501	California State Personnel Board. Pay and Benefits Sections.
P510	California. Personnel Development Center. [AACR2-C]
P512	California. Personnel Development Division. [AACR2-C]
P513	California. Personnel Development Division. Policy and Program Development Section.
P513	California. Personnel Development Division. Policy and Program Development Unit. [AACR2-C]

P515	California. Personnel Management Services Division.
P520	California State Personnel Board. Policy and Standards Division. [AACR2-LC]
P521	California State Personnel Board. Policy and Standards Division. Audit and Control Unit. [AACR2-LC]
P523	California State Personnel Board. Public Employment and Affirmative Action Division. [AACR2-LC]
P525	California State Personnel Board. Examining Division.
P525	California State Personnel Board. Recruitment and Examining Division.
P530	California State Personnel Board. Examining Division. Recruitment Section.
P530	California State Personnel Board. Recruitment and Examining Division. Recruitment Section.
P532	California State Personnel Board. Recruitment and Field Services Division.
P534	California. Selection Consulting Center. [AACR2-LC]
P535	California State Personnel Board. Standards and Surveys Division. [AACR2-LC]
P537	California State Personnel Board. Selection Programs and Services Division. [AACR2-C]
P537	California State Personnel Board. Selection Programs and Services Division. Recruitment Unit. [AACR2-C]
P538	California State Personnel Board. Employment Services Division. Recruitment Unit. [AACR2-LC]
P540	California State Personnel Board. Training Division. [AACR2-LC]
P543	Departmental Personnel Officers Conference.
P545	California. State Personnel Officers' Council.
P548	California. Advisory Commission on Pharmacy. [AACR2-C]
P550	California. State Board of Pharmacy. [AACR2-LC]
P553	California. Advisory Committee on Pharmacy Standards in Corrections. [AACR2-C]
P555	California. Advisory Committee on Physicians Assistant and Nurse Practitioner Programs.

P560	California. Board of Pilot Commissioners for the Bays of San Francisco, San Pablo and Suisun.
P565	California. Pilotage Rate Committee. [AACR2-C]
P575	California. Office of the Director of Planning and Research. [AACR2-LC]
P580	California. Office of Planning and Research. [AACR2-LC]
P580.O9	California. Office of Planning and Research. OCS Project Task Force.
P582	California. Environmental Data Center. [AACR2-LC]
P583	California. Office of Local Government Affairs. [AACR2-C]
P584	California. Office of Planning and Research. Pension Investment Unit. [AACR2-C]
P585	California. Office of Permit Assistance. [AACR2-LC]
P585	California. Permit Assistance Clearinghouse. [AACR2-LC]
P586	California State Clearinghouse. [AACR2-LC]
P600	California. State Planning Board. [AACR2-LC]
P615	California Pollution Control Financing Authority. [AACR2-LC]
P625	California. Pooled Money Investment Board. [AACR2-LC]
P650	California. Population Commission.
P655	California. Population Study Commission.
P675	California. Poultry Improvement Advisory Board.
P700	California. Poultry Improvement Commission.
P705	California. Office of the State Printer.
P710	California Men's Colony. [AACR2-C]
P725	California. Preston School of Industry, Ione.
P725	Preston School of Industry (Ione, Calif.) [AACR2-LC]
P745	California. Sierra Conservation Center, Jamestown.
P750	California Institution for Men. [AACR2-LC]
P755	California. Conservation Center, Susanville.

P755	California Correctional Center at Susanville. [AACR2-C]
P775	California. State Board of Prison Directors.
P800	Folsom Prison. [AACR2-LC]
P805	Folsom Prison. Library.
P875	California State Prison at San Quentin. [AACR2-LC]
P877	California State Prison at San Quentin. Community Resource Information Center. [AACR2-C]
P880	California State Prison at San Quentin. Library.
P900	California. Commissioner to Prison Reform Convention in Saratoga, 1884.
P925	California. State Prison, Soledad.
P925	Soledad Correctional Training Facility. [AACR2-LC]
P935	California Correctional Institution. [AACR2-C]
P950	California. Board of Prison Terms. [AACR2-LC]
P950	California. Board of Prison Terms and Paroles.
P955	California. Board of Prison Terms. Management Information Section. [AACR2-LC]
P975	California. Special Commission of Inquiry into the General Administration of the State Prisons.
P990	California. Commission on Personal Privacy. [AACR2-LC]
P1000	California. Bureau of Private Investigators and Adjusters.
P1020	California. Council of Product Design and Marketing.
P1025	California. Dept. of Professional and Vocational Standards. [AACR2-LC]
P1050	California. Dept. of Professional and Vocational Standards. Division of Administrative Procedure. [AACR2-C]
P1070	California Public Broadcasting Commission. [AACR2-LC]
P1073	California. Office of the State Public Defender. [AACR2-LC]
P1075	California. State Board of Public Health.
P1100	California. Dept. of Public Health. [AACR2-LC]
P1125	California. Bureau of Communicable Disease Control. [AACR2-C]

P1125	California. Bureau of Communicable Diseases. [AACR2-C]
P1125	California. Dept. of Public Health. Bureau of Acute Communicable Diseases.
P1130	California. Dept. of Public Health. Air and Industrial Hygiene Laboratory.
P1150	California. Dept. of Public Health. Division of Administration.
P1175	California. Bureau of Occupational Health. [AACR2-C]
P1175	California. Bureau of Occupational Health and Environmental Epidemiology. [AACR2-C]
P1175	California. Dept. of Public Health. Bureau of Adult Health.
P1177	California. Dept. of Public Health. Bureau of Adult Health and Chronic Diseases.
P1180	California. Dept. of Public Health. Advisory Hospital Council.
P1181	California. Dept. of Public Health. Southern California Regional Hospital Planning Committee.
P1182	California. Dept. of Public Health. San Francisco Bay Area Regional Hospital Planning Committee.
P1185	California. Bureau of Air Sanitation. [AACR2-LC]
P1188	California. Dept. of Public Health. Advisory Committee on Alcoholic Rehabilitation.
P1190	California. Alcoholic Rehabilitation Division. [AACR2-LC]
P1190	California. Division of Alcoholism. [AACR2-LC]
P1200	California. Dept. of Public Health. Cancer Advisory Council.
P1225	California. Dept. of Public Health. Bureau of Chronic Diseases.
P1235	California. Dept. of Public Health. Division of Community Health Services.
P1240	California. Office of Comprehensive Health Planning. [AACR2-LC]
P1250	California. Dept. of Public Health. Bureau of Crippled Children Services.
P1275	California. Dept. of Public Health. Division of Dental Health.
P1290	California. Dept. of Public Health. Environmental Health and Consumer Protection Program.
P1300	California. Dept. of Public Health. Division of Environmental Sanitation.

P1310	California. Farm Workers Health Service. [AACR2-LC]
P1325	California. Dept. of Public Health. Bureau of Food and Drug.
P1325	California. Dept. of Public Health. Bureau of Food and Drug Inspections.
P1350	California. Dept. of Public Health. Bureau of Cannery Inspection.
P1400	California. Dept. of Public Health. Bureau of Health Education.
P1414	California. Dept. of Public Health. Bureau of Health Facilities Licensing and Certification.
P1415	California. Bureau of Health Facilities Planning and Construction. [AACR2-LC]
P1417	California. Dept. of Public Health. Bureau of Health Intelligence and Research Review.
P1425	California. Dept. of Public Health. Bureau of Hospitals.
P1450	California. Dept. of Public Health. Hospital Advisory Board.
P1460	California. Human Population Laboratory. [AACR2-LC]
P1475	California. Dept. of Public Health. Division of Laboratories.
P1475	California. Dept. of Public Health. Laboratory Services.
P1500	California. Dept. of Public Health. Library.
P1575	California Conference of Local Health Officers. [AACR2-C]
P1575	California. Dept. of Public Health. Division of Local Health Service.
P1600	California. Bureau of Maternal and Child Health. [AACR2-LC]
P1605	California. Dept. of Public Health. Medical Care Studies Unit.
P1608	California. Dept. of Public Health. Bureau of Mental Retardation Services.
P1610	California. Dept. of Public Health. Bureau of Nutrition.
P1610	California. Dept. of Public Health. Bureau of Public Health Nutrition.
P1615	California. Dept. of Public Health. Nutrition Service.
P1620	California. Dept. of Public Health. Division of Patient Care Facilities and Services.
P1625	California. Dept. of Public Health. Population Committee.

P1670	California. Dept. of Public Health. Bureau of Public Health Contract Services.
P1675	California. Dept. of Public Health. Bureau of Public Health Nursing.
P1680	California. Bureau of Public Health Social Work. [AACR2-LC]
P1685	California. Dept. of Public Health. Advisory Committee on Public Medical Care for Children.
P1690	California. Dept. of Public Health. Bureau of Radiological Health.
P1700	California. Dept. of Public Health. Bureau of Records and Statistics.
P1700	California. Dept. of Public Health. Bureau of Vital Statistics.
P1700	California. Dept. of Public Health. Bureau of Vital Statistics Registration.
P1725	California. Dept. of Public Health. Bureau of Registration of Nurses.
P1730	California. Dept. of Public Health. Division of Research.
P1750	California. Bureau of Sanitary Engineering. [AACR2-LC]
P1775	California. Dept. of Public Health. Bureau of Social Hygiene.
P1800	California. Dept. of Public Health. Bureau of Tuberculosis.
P1810	California. Dept. of Public Health. Tuberculosis Commission.
P1820	California. Dept. of Public Health. Tumor Registry.
P1825	California. Bureau of Vector Control & Solid Waste Mangement. [AACR2-C]
P1825	California. Dept. of Public Health. Bureau of Vector Control.
P1850	California. Dept. of Public Health. Bureau of Venereal Diseases.
P1875	California. Dept. of Public Health. Viral and Rickettsial Disease Laboratory.
P1900	California. Dept. of Public Health. Center for New Health Careers.
P1950	California Public Procurement Advisory Committee. [AACR2-LC]
P2000	California Public Utilities Commission. [AACR2-LC]
P2010	California Public Utilities Commission. Air Passenger Engineering Section. [AACR2-LC]
P2015	California Public Utilities Commission. Freight Economics Branch. [AACR2-LC]

P2017	California Public Utilities Commission. Service and Cost Branch. Engineering Operations Unit. [AACR2-C]
P2017	California Public Utilities Commission. Transportation Division. Engineering Operations Branch. [AACR2-LC]
P2018	California Public Utilities Commission. Gas Supply and Requirements Section. [AACR2-LC]
P2020	California Public Utilities Commission. Legal Division. [AACR2-C]
P2030	California Public Utilities Commission. Motor Carrier Policy and Planning Branch. [AACR2-C]
P2035	California Public Utilities Commission. Operations and Passenger Branch. [AACR2-LC]
P2037	California Public Utilities Commission. Policy and Planning Division. [AACR2-C]
P2040	California Public Utilities Commission. Railroad Operations and Safety Branch. [AACR2-LC]
P2045	California Public Utilities Commission. Revenue Requirements Division. [AACR2-C]
P2047	California Public Utilities Commission. Service and Cost Branch. [AACR2-C]
P2048	California Public Utilities Commission. Surface Passenger Engineering Section. [AACR2-C]
P2050	California Public Utilities Commission. Transportation Division. [AACR2-LC]
P2050.A6	California Public Utilities Commission. Transportation Division. Analyst Unit. [AACR2-C]
P2058	California Public Utilities Commission. Transportation Division. Special Projects Task Force.
P2070	California Public Utilities Commission. Utilities Division. [AACR2-LC]
P2071	California Public Utilities Commission. Energy Conservation Branch. [AACR2-LC]
P2072	California Public Utilities Commission. Environmental Impact Branch. [AACR2-LC]
P2075	California Public Utilities Commission. Evaluation and Compliance Branch. [AACR2-C]
P2080	California. State Public Works Board. [AACR2-C]

P2090	California. Commissioner of Public Works. [AACR2-LC]
P2100	California. Dept. of Public Works. [AACR2-LC]
P2105	California. Dept. of Public Works. Administrative Services Division.
P2107	California. Dept. of Public Works. Computer Systems Dept.
P2110	California. Division of Aeronautics. [AACR2-LC]
P2125	California. Dept. of Public Works. Division of Architecture. [AACR2-LC]
P2130	California. Dept. of Public Works. Division of Contracts and Rights of Way.
P2150	California. Division of Engineering and Irrigation. [AACR2-LC]
P2200	California. Division of Highways. [AACR2-LC]
P2200	California. Highway Commission.
P2203	California. Division of Highways. Advance Planning Dept.
P2205	California. Bridge Dept. [AACR2-LC]
P2207	California. Division of Highways. Equipment Dept.
P2209	California. Division of Highways. Landscape Architecture Dept.
P2210	California. Division of Highways. Materials and Research Dept.
P2215	California. Division of Highways. Right of Way Dept.
P2218	California. Division of Highways. Traffic Dept.
P2220	California. Division of Highways. Urban Planning Dept.
P2250	California. Dept. of Public Works. Division of Land Settlement.
P2300	California. Division of Bay Toll Crossings. [AACR2-LC]
P2325	California. Dept. of Public Works. San Francisco-Oakland Bay Bridge Division.
P2330	California. Dept. of Public Works. Technical Advisory Committee.
P2475	California. Division of Water Resources. (works prior to 1945)
P2500	California. Division of Water Resources. [AACR2-LC]
P2525	California. Division of Water Rights. [AACR2-LC]
P2550	California. State Purchases Standards Committee.

R110	California. State Race Track Leasing Commission. [AACR2-C]
R115	California State Railroad Museum. [AACR2-LC]
R125	California Raisin Advisory Board. [AACR2-LC]
R150	California Raisin Advisory Board. Research and Study Committee.
R175	California. Superintendent of Ramie Culture.
R178	California. Reading Framework Committee. [AACR2-C]
R185	California. Special Advisory Committee on Real Estate Education and Research.
R200	California. Reciprocity Commission.
R300	California. Reclamation Board. [AACR2-LC]
R400	California. State Reconstruction and Reemployment Commission. [AACR2-LC]
R500	California. Recreation Commission.
R510	California. Public Outdoor Recreation Plan Committee. [AACR2-LC]
R515	California. Committee on Planning for Recreation, Park Areas and Facilities.
R520	California. Committee for the Study of Recreation.
R525	California. Recreational Inquiry Committee.
R530	California Recreational Trails Committee. [AACR2-LC]
R550	California. State Redevelopment Agency. [AACR2-LC]
R575	California. Redwood Park Commission.
R580	California. National California Coastal Scenic Redwood Road Committee.
R600	California. State Reform School, Marysville.
R625	California. State Registrar.
R650	California. Dept. of Rehabilitation. [AACR2-LC]
R650.V4	California Vehicle Lift Safety Standards Committee. [AACR2-C]
R651	California. Dept. of Rehabilitation. Community Access/Rehabilitation Engineering Section. [AACR2-C]
R651	California. Rehabilitation Engineering Section. [AACR2-C]

R652	California. Dept. of Rehabilitation. Facilities Development Section.
R653	California. Dept. of Rehabilitation. Program Planning and Development Section.
R654	California. Dept. of Rehabilitation. Program Development Division.
R655	California. Dept. of Rehabilitation. Research and Statistics Section.
R655	California. Dept. of Rehabilitation. Research Section. [AACR2-C]
R656	California. Dept. of Rehabilitation. Program Development Division. Research Statistics and Program Evaluation Section. [AACR2-C]
R656	California. Dept. of Rehabilitation. Statistics Program Evaluation and Research Section. [AACR2-C]
R657	Business Enterprise Program (Calif.) [AACR2-C]
R658	Technical Assistance Project (Calif.) [AACR2-LC]
R659	California. Dept. of Rehabilitation. Mobility and Communication Barriers Section. [AACR2-LC]
R659	California. Dept. of Rehabilitation. Mobility Barriers Section. [AACR2-LC]
R660	California. Dept. of Rehabilitation. Division of Vocational Rehabilitation.
R662	California. Dept. of Rehabilitation. Audit Section.
R663	California. Dept. of Rehabilitation. Legislative Section. [AACR2-C]
R665	California. Rehabilitation Planning Project Advisory Committee. [AACR2-LC]
R668	Orientation Center for the Blind (Albany, Calif.) [AACR2-C]
R670	California Rehabilitation Center. [AACR2-LC]
R675	California. Emergency Relief Administration. [AACR2-LC]
R680	California. State Emergency Relief Commission.
R700	California. State Relief Administration. [AACR2-LC]
R725	California. State Relief Administration. Bureau of Camps.
R750	California. State Relief Administration. Civilian Conservation Corps Dept.
R775	California. State Relief Administration. Division of County Administration.
R800	California. State Relief Administration. Library.

R850	California. State Relief Administration. Bureau of Resident Projects.
R875	California. State Relief Administration. Bureau of Self-Help.
R875	California. State Relief Administration. Bureau of Self-Help Cooperatives.
R900	California. State Relief Administration. Bureau of Surplus Commodities.
R920	California. State Relief Administration. Voluntary Committee on Welfare and Relief.
R925	California. State Relief Commission.
R927	California Integrated Remote Sensing System. [AACR2-LC]
R927.I4	California Integrated Remote Sensing System. Industry Advisory Panel. [AACR2-LC]
R930	California. Bureau of Repair Services Advisory Board.
R940	California. Research Advisory Panel. [AACR2-LC]
R950	California. State Interdepartmental Research Coordinating Committee. [AACR2-C]
R960	California. Resources Agency. [AACR2-LC]
R960.F6	California. Citizens Committee on U.S. Forest Service Management Practices in California.
R960.N8	California. State Task Force on Nuclear Energy and Radioactive Materials. [AACR2-LC]
R960.S4	California. Sea Grant Advisory Panel. [AACR2-C]
R961	California. Resources Agency. Office of Conservation Education.
R962	California. Resources Agency. Committee for Delta Recreation Planning.
R963	California. Resources Agency. Library.
R964	California. State Resource Conservation Commission.
R965	California. State-Federal Resources Information and Education Officers Council.
R970	California. Revenue and Management Agency.
R975	California. Commission on Revenue and Taxation.
R977	California. Rice Research Board. [AACR2-LC]

R978	California Rice Handlers' Advisory Board. [AACR2-C]
R980	California. Riding and Hiking Advisory Committee.
R990	California. Examining Commission on Rivers and Harbors.
R1000	California Rural Crime Prevention Task Force. [AACR2-C]
S125	California. Board of Commissioners of the Sacramento River Drainage District.
S130	California. Sacramento-San Joaquin Delta Levee Recreation Study Committee.
S135	California. Public Safety Agency.
S138	California. Advisory Committee on Salmon and Steelhead Trout. [AACR2-LC]
S140	California. San Diego-Coronado Bridge Task Force. [AACR2-C]
S150	California. St. Francis Dam Commission.
S175	San Francisco Bay Area Rapid Transit Commission (Calif.) [AACR2-LC]
S176	California. San Francisco Bay Area Transportation Terminal Authority.
S177	San Francisco Bay Conservation and Development Commission. [AACR2-LC]
S180	California. San Francisco Bay Conservation Study Commission.
S200	California. San Francisco Bay Ports Commission.
S203	California. San Joaquin Valley Air Pollution Task Force. [AACR2-C]
S205	California. Santa Monica Mountains Comprehensive Planning Commission. [AACR2-C]
S206	Santa Monica Mountains Conservancy (Calif.) [AACR2-LC]
S210	California State-Federal Interagency Group. [AACR2-LC]
S220	California State Scholarship and Loan Commission. [AACR2-LC]
S220	California. State Scholarship Commission. [AACR2-LC]
S220	California Student Aid Commission. [AACR2-LC]
S220.G8	California. Guaranteed Student Loan Study Group.
S222	California. Student Financial Aid Policy Study Group.
S224	California Student Loan Authority. [AACR2-C]
S225	California. State School Building Finance Committee.

S229	California. Advisory Commission for School District Budgeting and Accounting. [AACR2-LC]
S230	California. Advisory Committee on School Budgeting and Accounting.
S250	California. School Code Commission.
S275	California. State Commission on School Districts.
S280	California. Statewide Council on Long-Range School Finance Planning.
S285	California. Commission on School Governance and Management. [AACR2-C]
S300	California. Joint Committee on School Health.
S325	California. Office of Science and Technology.
S400	California. Secretary of State. [AACR2-LC]
S402	California State Archives. [AACR2-LC]
S403	Information Center for Archives and Records Management (Calif.) [AACR2-C]
S404	California. Limited Partnership Division. [AACR2-C]
S405	California. Seismic Safety Commission. [AACR2-LC]
S405.H29	California. Seismic Safety Commission. Hazardous Buildings Committee. [AACR2-LC]
S405.P7	California. Earthquake Preparedness Task Force. [AACR2-LC]
S405.P7	California. Earthquake Preparedness Task Force. Finance, Insurance, and Monetary Services Advisory Committee. [AACR2-C]
S408	California Task Force to Promote Self-Esteem, and Personal and Social Responsibility. [AACR2-LC]
S410	California. Study Commission on Senate Apportionment.
S425	California. Certified Shorthand Reporters Board. [AACR2-C]
S450	California. State Board of Silk Culture. [AACR2-LC]
S465	California. Small Craft Harbors Commission. [AACR2-LC]
S475	California. Social Insurance Commission. [AACR2-LC]
S490	California State Social Services Advisory Board. [AACR2-LC]
S490	California State Social Services Advisory Board. Committee on Child Abuse Prevention. [AACR2-C]

S490	California State Social Services Advisory Board. Committee on Community Care Facilities. [AACR2-C]
S490	California State Social Services Advisory Board. Committee on Life Care Contracts. [AACR2-C]
S490	California State Social Services Advisory Board. Committee on Welfare and Social Services. [AACR2-C]
S495	California. Social Welfare Board.
S500	California. Dept. of Social Welfare. [AACR2-LC]
S520	California. Dept. of Social Welfare. Administrative Review Bureau. [AACR2-LC]
S525	California. Dept. of Social Welfare. Bureau of Adoptions.
S530	California. Dept. of Social Welfare. Aged Services Bureau.
S530	California. Dept. of Social Welfare. Division of Aged and Disabled.
S550	California. Dept. of Social Welfare. Bureau of Aid to Needy Children.
S560	California. Dept. of Social Welfare. Bureau of Aid to the Disabled.
S575	California. Dept. of Social Welfare. Division for the Blind.
S600	California. Dept. of Social Welfare. Bureau of Boarding Homes and Institutions.
S625	California. Dept. of Social Welfare. Division of Child Welfare.
S650	California. Dept. of Social Welfare. Bureau of Child Welfare Services.
S655	California. Dept. of Social Welfare. Bureau of Management Analysis.
S660	California. Dept. of Social Welfare. County Merit Systems Bureau.
S675	California. Dept. of Social Welfare. Division of Hospitals.
S690	California. Dept. of Social Welfare. Division of Medical Care.
S700	California. Dept. of Social Welfare. Bureau of Old Age Security.
S725	California. Dept. of Social Welfare. Bureau of Personnel.
S800	California. Dept. of Social Welfare. Division of Probation.
S825	California. Dept. of Social Welfare. Research and Statistics. [AACR2-LC]

S850	California. Dept. of Social Welfare. Division of Social Security.
S875	California. Board of Social Work Examiners. [AACR2-LC]
S875	California. Social Worker and Marriage Counselor Qualificaiton Board.
S900	California. State Soil Conservation Commission.
S910	California. Solar Business Office. [AACR2-C]
S910	California. SolarCal Office.
S915	SolarCal Council. [AACR2-LC]
S916	SolarCal Local Government Commission. [AACR2-C]
S925	California. State Committee on Soldiers' Employment and Readjustment.
S930	California Solid Waste Mangement Board. [AACR2-LC]
S930	California Waste Mangement Board. [AACR2-LC]
S934	California. State Solid Waste Management Board. Office of Planning Services.
S935	California. State Solid Waste Management Board. State Planning Section.
S937	California Solid Waste Management Board. Recovery Technology Branch. [AACR2-C]
S938	California Solid Waste Management Board. Office of Policy and Program Analysis. [AACR2-C]
S939	California Solid Waste Management Board. Resource Conservation & Recovery Division. [AACR2-C]
S960	Southwest Border Regional Commission. [AACR2-LC]
S975	California. Space Shuttle Task Force.
S1000	California. Stallion Registration Board. [AACR2-LC]
S1005	California. State and Consumer Services Agency. [AACR2-LC]
S1015	California State University, Hayward. [AACR2-LC]
S1015.E3	California State University, Hayward. Center for Economic Education.
S1015.S6	California State College, Hayward. Dept. of Sociology.
S1020	California State College, Hayward. Library.
S1023	California State College, Bakersfield. [AACR2-LC]

S1023.B87	California State College, Bakersfield. Center for Business and Economic Research.
S1023.I5	California State College, Bakersfield. Office of Institutional Studies. [AACR2-C]
S1024	California State College, Bakersfield. Library.
S1025	California State University, Chico. [AACR2-LC]
S1025.B4	California State University, Chico. School of Behavioral and Social Sciences. [AACR2-LC]
S1025.E2	California State University, Chico. University Center for Economic Development & Planning. [AACR2-LC]
S1025.E5	California State College, Chico. Division of Engineering.
S1025.L6	California State College, Chico. Institute for Local Government and the Public Service.
S1025.P8	California State University, Chico. Public Administration Program.
S1026	California State University, Chico. Center for Business and Economic Research. [AACR2-C]
S1027	California State College, Chico. Learning Activities Resource Center.
S1028	California State College, Chico. Graduate School.
S1029	California State University, Chico. University Foundation. [AACR2-LC]
S1030	California State College, Chico. Library.
S1033	California State University, Chico. Survey Research Center. [AACR2-LC]
S1035	California State Normal School (Chico, Calif.) [AACR2-LC]
S1040	California State University, Dominguez Hills. [AACR2-LC]
S1041	California State College, Dominguez Hills. Library.
S1043	California State University, Dominguez Hills. Office of University Relations. [AACR2-C]
S1050	California State University, Fresno. [AACR2-LC]
S1050.A7	California State College, Fresno. Division of Agriculture.
S1050.C7	California State College, Fresno. Dept. of Criminology.

S1050.E4	California State College, Fresno. School of Education.
S1050.S6	California State College, Fresno. School of Social Work.
S1050.U8	California State University, Fresno. Dept. of Urban and Regional Planning.
S1050.U83	California State University, Fresno. Center for Urban and Regional Studies.
S1052	California State College, Fresno. Bureau of Business Research and Service.
S1055	California State University, Fresno. Library. [AACR2-LC]
S1055	Henry Madden Library. [AACR2-C]
S1060	California State College, Fresno. Bakersfield Center.
S1075	California State University, Humboldt. [AACR2-LC]
S1075.C7	Humboldt State College. Center for Community Development. [AACR2-LC]
S1077	California. Humboldt State College, Arcata. Division of Business.
S1080	California State University, Humboldt. Library. [AACR2-C]
S2000	California State College, Long Beach. [AACR2-LC]
S2000	California State University, Long Beach. [AACR2-LC]
S2000.C25	California State College, Long Beach. Office of Career Planning and Development.
S2000.C6	California State College, Long Beach. Dept. of Comparative Literature.
S2000.E4	California State College, Long Beach. Dept. of Education.
S2005	California State College, Long Beach. Library.
S2005	California State University, Long Beach. Library.
S2025	State Normal School, Los Angeles (Calif.) [AACR2-LC]
S2050	California State University, Los Angeles. [AACR2-LC]
S2053	California State University, Los Angeles. School of Business and Economics. [AACR2-LC]
S2054	California State College, Los Angeles. School of Education.
S2055	California State College, Los Angeles. John F. Kennedy Memorial Library.
S2057	California State University, Los Angeles. Evaluation, Dissemination and Assessment Center. [AACR2-C]

S2060	California State University, Los Angeles. Region IX Child Abuse & Neglect Resource Center. [AACR2-LC]
S2070	California State University, Fullerton. [AACR2-LC]
S2070	Orange County State College, Fullerton.
S2070.B8	California State College, Fullerton. School of Business Administration.
S2070.G6	California State College, Fullerton. Center for Governmental Studies.
S2070.L5	California State College, Fullterton. Division of Library Science.
S2070.M45	Mexican-American Library Training Institute. [AACR2-LC]
S2070.O76	California State University, Fullerton. Oral History Program. [AACR2-LC]
S2075	California State College, Fullerton. Library.
S3025	California State College at Palos Verdes. [AACR2-LC]
S3050	California State University, Sacramento. [AACR2-LC]
S3050.E5	California State College, Sacramento. School of Engineering.
S3050.P5	California State College, Sacramento. Dept. of Physical Education.
S3050.S35	California State University, Sacramento. Office of School/College Relations. [AACR2-C]
S3050.S56	California State University, Sacramento. School of Social Work.
S3050.S56.C6	California State College, Sacramento. School of Social Work. Correctional Casework Training Unit.
S3050.S65	California State College, Sacramento. Bureau of Speakers and Artists.
S3052	California State University, Sacramento. Library. Serials Dept.
S3053	California State University, Sacramento. School of Business and Public Administration. [AACR2-LC]
S3053.R5	California State University, Sacramento. Center for Research and Mangement Services. [AACR2-C]
S3054	California State University, Sacramento. Business Services Bureau. [AACR2-C]
S3055	California State University, Sacramento. Library. [AACR2-LC]
S3055.G6	California State University, Sacramento. Library. Government Documents Dept. [AACR2-C]

S3057	Institute for Human Services Management (Calif.) [AACR2-LC]
S3059	California State University, Sacramento. Applied Research and Design Center. [AACR2-LC]
S3060	California State College, Sacramento. Mental Health Research Center.
S3062	California State University, Sacramento. Center for California Studies. [AACR2-C]
S3063	California State University, Sacramento. Dept. of Recreation and Park Administration. [AACR2-C]
S3070	California State College, San Bernardino. [AACR2-LC]
S3070	California State University, San Bernardino. [AACR2-LC]
S3070.H8	California State College, San Bernardino. Division of Humanities.
S3070.L5	California State College, San Bernardino. Library.
S3070.N3	California State College, San Bernardino. Division of Natural Sciences.
S3070.S5	California State College, San Bernardino. Division of Social Sciences.
S3075	San Diego State University. [AACR2-LC]
S3075	San Diego State University. Foundation. [AACR2-LC]
S3075.A5	California State College, San Diego. Dept. of Anthropology.
S3075.C6	California State College, San Diego. Center for Compensatory Education.
S3075.E4	San Diego State University. College of Education. [AACR2-C]
S3075.E5	San Diego State University. Center for Regional Environmental Studies. [AACR2-LC]
S3075.G4	California State College, San Diego. Geography Dept.
S3075.H5	San Diego History Research Center.
S3075.H5	San Diego State University. Center for Regional History. [AACR2-C]
S3075.L25	San Diego State College. Institute of Labor Economics. [AACR2-LC]
S3075.P83	San Diego State University. Center for Public Economics.
S3076	California State College, San Diego. School of Business Administration. Bureau of Business and Economic Research.
S3077	Malcolm A. Love Library. [AACR2-LC]

S3077	San Diego State College. Library. [AACR2-LC]
S3077	San Diego State University. Library. [AACR2-LC]
S3077	San Diego State University. University Library. [AACR2-LC]
S3077.H5	San Diego History Research Center.
S3077.S3	Malcolm A. Love Library. Sciences and Engineering Library. [AACR2-LC]
S3077.S3	San Diego State University. University Library. Science Division. [AACR2-C]
S3078	San Diego State University. Center for Marine Studies. [AACR2-LC]
S3080	San Diego State College. Public Affairs Research Institute.
S3080	San Diego State University. Institute of Public and Urban Affairs. [AACR2-LC]
S3081	California State College, San Diego. School of Social Work.
S3082	California State College, San Diego. Institute on World Affairs.
S3085	California State University, Northridge. [AACR2-LC]
S3085	San Fernando Valley State College. [AACR2-LC]
S3085.B8	San Fernando Valley State College. Bureau of Business Services and Research.
S3085.J6	San Fernando Valley State College. Dept. of Journalism.
S3085.U7	San Fernando Valley State College. Center for Urban Studies.
S3090	California State University, Northridge. Libraries.
S3090	San Fernando Valley State College. Library.
S3093	California State University, Northridge. Geosciences Dept.
S3093.M3	California State University, Northridge. Geosciences Dept. Marine Studies.
S4000	San Francisco State University. [AACR2-LC]
S4000.A45	San Francisco State University. Dept. of Anthropology. [AACR2-LC]
S4000.A5	Treganza Anthropology Museum. [AACR2-LC]
S4000.A92	California State College, San Francisco. Audio-Visual Center.
S4000.B95	California State College, San Francisco. School of Business.
S4000.C45	California State College, San Francisco. Chinese-Mandarin Project.

S4000.D7	California State College, San Francisco. Dept. of Drama.
S4000.F7	Frederic Burk Foundation for Education. [AACR2-LC]
S4000.Y6	California State College, San Francisco. Youth Leadership Training Project.
S4015	California State College, San Francisco. Library.
S4017	California State College, San Francisco. School of World Business.
S4025	San Jose State University. [AACR2-LC]
S4025.B95	San Jose State College. School of Business. [AACR2-LC]
S4025.B96	California State College, San Jose. Institute for Business and Economic Research.
S4025.E5	California State College, San Jose. Environmental Sciences Institute.
S4026.E4	California State College, San Jose. Dept. of Economics.
S4027	California State College, San Jose. Dept. of Librarianship.
S4028	California State College, San Jose. Center of Interdisciplinary Studies.
S4030	San Jose State University. Library.
S4031	California State College, San Jose. Ad Hoc Committee on Quality of Teaching.
S4032	San Jose State University. Dept. of Meteorology. [AACR2-C]
S4033	Moss Landing Marine Laboratories. [AACR2-LC]
S4040	Sonrisseau Academy for California State and Local History. [AACR2-LC]
S4050	California Polytechnic State University, San Luis Obispo. [AACR2-LC]
S4050.F67	California Polytechnic State University Foundation, San Luis Obispo. [AACR2-LC]
S4052	California State Polytechnic College, San Luis Obispo. Dept. of Electrical Engineering.
S4055	California State Polytechnic College, San Luis Obispo. Junior College Division.
S4057	California Polytechnic State University, San Luis Obispo. Natural Resources Management Dept.
S4062	California State Polytechnic College, San Luis Obispo. Library.
S4063	California State Polytechnic College, Kellogg-Voorhis. [AACR2-LC]

S4063	California State Polytechnic University, Pomona. [AACR2-LC]
S4063.L3	California State Polytechnic University, Pomona. Dept. of Landscape Architecture. [AACR2-LC]
S4063.L5	California State Polytechnic College, Kellogg-Voorhis. Library.
S4065	Sonoma State University. [AACR2-LC]
S4065.H8	California Institute on Human Services. [AACR2-LC]
S4066	California. Sonoma State College, Rohnert Park. Library.
S4066	Sonoma County Records Inventory Project. [AACR2-LC]
S4067	California State College, Stanislaus. [AACR2-LC]
S4067	California State University, Stanislaus. [AACR2-LC]
S4068	California State College, Stanislaus. Library.
S4070	California. State College Council.
S4072	California. Committee on Organization and Salaries of State College Library Staffs.
S4075	California. Board of State Normal School Building Commissioners.
S4080	California State Colleges. [AACR2-LC]
S4080	California State Colleges. Office of the Chancellor. [AACR2-C]
S4080	California State University. [AACR2-LC]
S4080	California State University. Board of Trustees. [AACR2-LC]
S4080	California State University. Office of the Chancellor. [AACR2-LC]
S4080	California State University and Colleges. [AACR2-LC]
S4080	California State University and Colleges. Office of the Chancellor. [AACR2-LC]
S4080.C62	California State University. Consortium. [AACR2-C]
S4080.E6	Statewide Energy Consortium (Calif.)
S4080.F2	California State University. Faculty and Staff Affairs. [AACR2-C]
S4080.F8	California State University. Committee on the Future. [AACR2-C]

S4080.H46	California State University. Commission on Hispanic Underrepresentation. [AACR2-C]
S4080.P3	California State University. Commission on the Pacific Rim. [AACR2-C]
S4080.P4	California State University. Parking Fee and Fiscal Issues Task Force. [AACR2-C]
S4080.S88	California State University and Colleges. Task Force on the Student Services Fee. [AACR2-C]
S4080.S89	California State University and Colleges. Chancellor's Task Force on a New Student Fee and Financial Aid Program. [AACR2-C]
S4082	California State University. Division of Academic Affairs.
S4083	Academic Program Improvement (California State University. [AACR2-C]
S4084	California State University and Colleges. Consultative Committee on the Performing Arts to the Office of the Chancellor. [AACR2-C]
S4084	California State University and Colleges. Division of Educational Programs and Resources. [AACR2-C]
S4084	California. Trustees of the California State University and Colleges. Division of Academic Planning.
S4084	California. Trustees of the California State University and Colleges. Division of Academic Programs and Resource Planning.
S4085	California State University. Academic Senate. [AACR2-C]
S4085	California State University and Colleges. Academic Senate. [AACR2-LC]
S4086.C6	California. Trustees of the California State University and Colleges. Committee on Educational Policy.
S4086.I3	California. Trustees of the California State University and Colleges. Committee on Faculty and Staff Affairs.
S4087	California. Trustees of the California State University and Colleges. Automatic Data Processing Work Study Group in Library.
S4087.G6	California. Trustees of the California State University and Colleges. Division of Governmental Affairs.
S4087.I7	California. Trustees of the California State University and Colleges. Division of Information Services.
S4088	California State Colleges. Division of Institutional Research. [AACR2-C]

S4088	California State University and Colleges. Division of Institutional Research. [AACR2-LC]
S4088	California State University. Division of Analytic Studies. [AACR2-C]
S4088	California State University. Division of Analytical Studies. [AACR2-LC]
S4088	California State University. Division of Institutional Research. [AACR2-LC]
S4088.I5	California State University and Colleges. Office of International Programs. [AACR2-LC]
S4088.I5	California State University. Office of International Programs. [AACR2-LC]
S4089	California State University and Colleges. Division of Learning Services Development.
S4090	California. Trustees of the California State University and Colleges. Committee on Library Development for the California State Colleges.
S4090.S7	California. Trustees of the California State University and Colleges. Division of Institutional Relations and Student Affairs.
S4090.S7	California. Trustees of the California State University and Colleges. Division of Student Affairs.
S4091	California State University. Academic Programs and Policy Studies. [AACR2-C]
S4092	California State University. Physical Planning and Development. [AACR2-C]
S4093	California State University. Division of Academic Program Improvement. [AACR2-C]
S4093.P6	California State University. Division of Acadmeic Program Improvement. Policy Analysis and Planning. [AACR2-C]
S4094	California State University. Library Affairs. [AACR2-LC]
S4095	California State University. Real Estate and Land Use Institute. [AACR2-C]
S5000	California. Board of Trustees of the State Normal Schools.
S5025	California. Joint Board of Normal School Trustees.
S5050	California. Structural Pest Control Board. [AACR2-LC]
S5080	California. Supervisors' Forum.
S5085	California. Supreme Court. [AACR2-LC]
S5090	California. Committee on Surface Mining.

S6000	California. Surveyor General's Office.
S6025	California. Sutter's Fort Historical Museum, Sacramento.
S6050	California. Board of Swamp Land Commissioners.
S7000	California. Dept. of Social Services. [AACR2-LC]
S7000.D4	California. Dept. of Social Services. Office of Deaf Access. [AACR2-C]
S7001	Adoptions Resource and Referral Center (Calif.) [AACR2-C]
S7002	California. AFDC Corrective Action Bureau. [AACR2-C]
S7003	California. AFDC Program Systems Bureau. [AACR2-C]
S7005	California. Dept. of Social Services. Adult and Family Division. [AACR2-LC]
S7005	California. Dept. of Social Services. Adult and Family Services Division. [AACR2-LC]
S7005.A1	California. AB 1642 Implementation Branch. [AACR2-C]
S7005.A2	California. Dept. of Social Services. Adoptions Branch. [AACR2-C]
S7006	California. Child Care Ombudsman Program. [AACR2-C]
S7007	California. In-Home Supportive Services Bureau.
S7008	California. Office of Child Abuse Prevention. [AACR2-LC]
S7009	California. Child Support Management Unit. [AACR2-C]
S7009	California. Child Support Program Management Branch. [AACR2-C]
S7010	California. Community Care Licensing Division. [AACR2-LC]
S7011	California. Dept. of Social Services. Family and Children's Services Branch. [AACR2-C]
S7011	California. Dept. of Social Services. Family and Children's Services Policy Bureau. [AACR2-C]
S7012	California. State Advisory Committee on Child Abuse Prevention. [AACR2-C]
S7013	California. Dept. of Social Services. Quality Control Bureau. [AACR2-LC]
S7015	California. Dept. of Social Services. Data Management and Analysis Bureau. [AACR2-LC]
S7015	California. Dept. of Social Services. Data Processing and Statistical Services Branch. [AACR2-C]

S7015	California. Dept. of Social Services. Data Processing and Statistical Services Bureau. [AACR2-LC]
S7015	California. Dept. of Social Services. Statistical Services Branch. [AACR2-LC]
S7015	California. Dept. of Social Services. Statistical Services Section. [AACR2-C]
S7016	California. Dept. of Social Services. Disability Evaluation Division. [AACR2-C]
S7017	California. AFDC and Food Stamp Policy Implementation Bureau. [AACR2-C]
S7018	California. Dept. of Social Services. Employment Programs Branch. [AACR2-C]
S7018	California. Dept. of Social Services. Employment Services Bureau. [AACR2-C]
S7020	California. Dept. of Social Services. Financial Management Services. [AACR2-LC]
S7023	California. Food Stamp Corrective Action Bureau. [AACR2-C]
S7025	California. Dept. of Social Services. Fraud Prevention Section. [AACR2-C]
S7025	California. Dept. of Social Services. Fraud Program Management Bureau. [AACR2-C]
S7030	Interim Planning Task Force, Chapter 1235, Statutes of 1978, California Social Services Planning Act, Assembly Bill 1642. [AACR2-C]
S7035	California. Dept. of Social Services. Management Analysis Bureau. [AACR2-C]
S7040	California. Dept. of Social Services. Office of Volunteer Services. [AACR2-C]
S7040	California. Dept. of Social Services. Volunteer Services. [AACR2-C]
T120	California. Lake Tahoe Joint Study Committee.
T122	California. Tahoe Area Land Acquisition Commission. [AACR2-C]
T124	California Tahoe Conservancy. [AACR2-LC]
T125	California. State Tax Commission.
T150	California. Tax Commission.
T175	California. Citizens' Tax Committee.
T180	California. Advisory Commission on Tax Reform.
T182	California. Tax Reform Advisory Commission. [AACR2-LC]

T220	California Commission for Teacher Preparation and Licensing. [AACR2-LC]
T220	California. Commission on Teacher Credentialing. [AACR2-LC]
T220.S8	California. Advisory Panel on the Subject Matter Preparation of Elementary Teachers. [AACR2-C]
T224	California. Commission on the Teaching Profession. [AACR2-LC]
T225	California. State Teachers' Retirement System. [AACR2-LC]
T226	California. Teachers' Retirement Board. [AACR2-LC]
T250	California. Public School Teachers' Retirement Salary Commission.
T255	California. Office of State Technical Services.
T257	California. Statewide Telecommunications Task Force. [AACR2-LC]
T260	California. Ad Hoc Committee on Tenure and Evaluation for the California Community Colleges.
T270	California. Board of Tide Land Commissioners.
T272	California. State Educational Advisory Committee for the Tilesetting Industry. [AACR2-LC]
T275	California. Toll Bridge Authority. (See also T1100)
T278	California. Tourism and Visitor Services Commission.
T280	California. Office of Tourism and Visitor Services. [AACR2-LC]
T290	California. Traffic Adjudication Board. [AACR2-LC]
T300	California. State Traffic Safety Advisory Committee.
T310	California. Office of Traffic Safety. [AACR2-LC]
T315	California. Traffic Safety Education Task Force. [AACR2-LC]
T325	California. State Employees Traffic Safety Committee.
T350	California. State Advisory Committee on Training.
T360	California. Committee for the Study of Transient Youth.
T363	California. Departmental Transportation Advisory Committee.
T365	California. Transportation Agency.

T366	California. Transportation Board. [AACR2-LC]
T370	California. Bay Area Transportation Study Commission.
T375	California. Board of Transportation Commissioners.
T380	California Transportation Commission. [AACR2-LC]
T400	California. Office of the State Treasurer. [AACR2-LC]
T400	California. Treasury Dept.
T405	California. Treasury Dept. District Securities Division.
T420	California. Tree Fruit Agreement.
T422	California. Select Committee on Trial Court Delay.
T425	California. Tuberculosis Commission.
T900	California. Dept. of Transportation. [AACR2-LC]
T930	California. Division of Aeronautics. [AACR2-LC]
T932	California. Intercity Bus and Passenger Transfer Branch. [AACR2-C]
T932	California. Intercity Bus Branch. [AACR2-C]
T933.R41	California. Dept. of Transportation. Division of Construction. Research Administration Section.
T934	California. Dept. of Transportation. Office of Employee Safety and Health. [AACR2-C]
T935	California. Office of Environmental Planning. [AACR2-LC]
T936	California. Dept. of Transportation. Office of Civil Rights. [AACR2-C]
T937	California. Dept. of Transportation. Division of Facilities Construction. [AACR2-C]
T937	California. Dept. of Transportation. Office of Construction. [AACR2-C]
T937	California. Dept. of Transportation. Office of Construction Engineer. [AACR2-C]
T937	California. Office of Highway Construction. [AACR2-C]
T938	California. Dept. of Transportation. Division of Financial Operations and Control. [AACR2-LC]
T940	California. Geometronics Branch. [AACR2-C]

T940	California. Office of Geometronics. [AACR2-C]
T945	California. Highway Commission. [AACR2-LC]
T947	California. Office of Highway Operations. [AACR2-C]
T950	California. Division of Highways. [AACR2-LC]
T950	California. Division of Highways--Program Development. [AACR2-C]
T950.A6	California. Division of Highways. Analytical Studies Branch. [AACR2-LC]
T950.A6	California. Division of Highways. Analytical Studies Section.
T950.M6	California. Division of Highways. Office of Motorcycle Coordination. [AACR2-C]
T960	California. Division of Highways. Budget Dept.
T960	California. Office of Bicycle Facilities. [AACR2-LC]
T970	California. Division of Highways. Highways Equipment Dept.
T988	California. Division of Highways. Traffic Branch.
T988	California. Division of Traffic Engineering. [AACR2-LC]
T988	California. Office of Traffic. [AACR2-LC]
T988	California. Office of Traffic Engineering. [AACR2-LC]
T989	California. Dept. of Transportation. Division of Engineering Services. [AACR2-C]
T990	California. Office of Transportation Laboratory. [AACR2-LC]
T992	California. Office of Transportation Laboratory. Enviro-Chemical Branch. [AACR2-C]
T993	California. Office of Transportation Laboratory. Geotechnical Branch. [AACR2-LC]
T994	California. Office of Transportation Laboratory. Structural Materials Branch. [AACR2-LC]
T995	California. Dept. of Transportation. Office of Landscape and Architectural Design.
T995	California. Dept. of Transportation. Office of Landscape Architecture. [AACR2-LC]

T1000	California. Dept. of Transportation. Legal Division. [AACR2-LC]
T1020	California. Dept. of Transportation. Office of Local Assistance. [AACR2-C]
T1041	California. Dept. of Transportation. Division of Equipment. [AACR2-C]
T1041	California. Dept. of Transportation. Division of Equipment Maintenance and Development. [AACR2-C]
T1041	California. Dept. of Transportation. Office of Equipment. [AACR2-C]
T1042	California. Dept. of Transportation. Office of Maintenance. [AACR2-C]
T1043	California. Office of Ridesharing. [AACR2-LC]
T1045	California. Dept. of Transportation. Office of Management Analysis. [AACR2-LC]
T1045	California. Dept. of Transportation. Office of Training & Management Analysis. [AACR2-LC]
T1048	California. Dept. of Transportation. Motorized Equipment Training Academy. [AACR2-C]
T1050	California. Division of Mass Transportation. [AACR2-LC]
T1050	California. Division of Mass Transportation. Marketing Branch.
T1050.L6	California. Los Angeles-San Diego State Rail Corridor Study Group. [AACR2-C]
T1050.R3	California. Rail Freight Branch. [AACR2-LC]
T1050.R3	California. Rail Planning Branch. [AACR2-C]
T1050.R3	California. Rail Projects Branch. [AACR2-C]
T1050.R31	California. Division of Mass Transportation. Office of Rail. [AACR2-C]
T1052	California. Bus and Paratransit Branch.
T1053	California. Dept. of Transportation. Division of Maintenance. [AACR2-C]
T1053	California. Dept. of Transportation. Division of Maintenance and Operations.
T1053	California. Dept. of Transportation. Division of Maintenance and Operations. Office of Maintenance.
T1053	California. Division of Highway Maintenance. [AACR2-C]
T1053.M3	California. Dept. of Transportation. Maintenance Branch. [AACR2-C]

T1054	California. Dept. of Transportation. Division of Operations. [AACR2-C]
T1054	California. Division of Transportation Operations. [AACR2-LC]
T1055	California. Dept. of Transportation. Division of Project Development. [AACR2-C]
T1056	California. Dept. of Transportation. Division of Project Development. Office of Project Management.
T1057	California. Dept. of Transportation. Division of Project Development. Office of Planning and Design.
T1058	California. Dept. of Transportation. Mechanical and Electrical Design Unit. [AACR2-C]
T1059	California. Dept. of Transportation. Pavement Branch. [AACR2-C]
T1060	California. Division of Right of Way. [AACR2-LC]
T1065	California. Dept. of Transportation. Office of Office Engineer. [AACR2-LC]
T1070	California. Dept. of Transportation. Division of Structures. [AACR2-C]
T1070	California. Dept. of Transportation. Division of Structures and Engineering Services.
T1070	California. Dept. of Transportation. Division of Structures Design. [AACR2-C]
T1070	California. Dept. of Transportation. Office of Structures Design. [AACR2-LC]
T1070	California. Division of Transportation Facilities Design. [AACR2-C]
T1070.S8	California. Dept. of Transportation. Structural Analysis Unit. [AACR2-C]
T1071	California. Dept. of Transportation. Office of Structures Construction. [AACR2-C]
T1072	California. Dept. of Transportation. Division of Structures. Applied Research. [AACR2-C]
T1075	California. Division of Transportation Planning. [AACR2-LC]
T1077	California. Division of Transportation Planning. Office of Strategic Management and Policy Analysis. [AACR2-C]
T1080	California. Transportation Systems Modeling Branch.
T1100	California Toll Bridge Authority. (See also (T275)
T1125	California. Toll Bridge Administration. [AACR2-LC]

T1125	California. Toll Bridge Administration Branch.
T1175	California. Dept. of Transportation. Office of Value Engineering. [AACR2-C]
T1200	California. Dept. of Transportation. District 01. [AACR2-LC]
T1210	California. Dept. of Transportation. District 02. [AACR2-C]
T1212	California. Dept. of Transportation. District 02. Materials Section. [AACR2-C]
T1220	California. Dept. of Transportation. District 03. [AACR2-C]
T1220.R5	Sacramento Rideshare (Calif.) [AACR2-C]
T1220.R5	Sacramento Ridesharing Project (Calif.) [AACR2-C]
T1220.T72	California. Dept. of Transportation. District 03. Traffic Branch. [AACR2-C]
T1230	California. Dept. of Transportation. District 04. [AACR2-LC]
T1230.E5	California. Dept. of Transportation. District 04. Environmental Planning Branch.
T1230.P7	California. Dept. of Transportation. District 04. Transportation Planning Branch. [AACR2-C]
T1230.P7	California. Dept. of Transportation. District 04. Transportation Studies Branch. [AACR2-C]
T1240	California. Dept. of Transportation. District 5, San Luis Obispo.
T1250	California. Dept. of Transportation. District 6, Fresno.
T1260	California. Dept. of Transportation. District 07. [AACR2-LC]
T1260.F93	California. Dept. of Transportation. District 07. Freeway Operation Branch.
T1260.T7e	California. Dept. of Transportation. District 07. Traffic Operation East. [AACR2-C]
T1265	Los Angeles Regional Transportation Study. [AACR2-LC]
T1270	California. Dept. of Transportation. District 08. [AACR2-C]
T1280	California. Dept. of Transportation. District 9, Bishop.
T1290	California. Dept. of Transportation. District 10. [AACR2-C]
T1292	California. Dept. of Transportation. District 10. Transportation Planning. [AACR2-C]

T1300	California. Dept. of Transportation. District 11, San Diego.
U125	California. State Unemployment Commission.
U150	California. State Unemployment Committee.
U175	California. Unemployment Insurance Appeals Board. [AACR2-LC]
U200	California Commission on Uniform State Laws. [AACR2-LC]
U275	California. Coordinating Council on Urban Policy.
U275	California. Council on Intergovernmental Relations. [AACR2-LC]
U275	California. Intergovernmental Council on Urban Growth. [AACR2-LC]
U290	Urban Small Business Employment Project (Calif.) [AACR2-LC]
V105	California. Vietnam Veterans Memorial Commission. [AACR2-C]
V115	California. School for Girls, Ventura.
V115	Ventura School (Camarillo, Calif.) [AACR2-C]
V120	California. Ventura Los Angeles Mountain and Coastal Commission.
V125	California. Dept. of Veterans Affairs. [AACR2-LC]
V150	California. Dept. of Veterans Affairs. Division of Educational Assistance.
V175	California. Dept. of Veterans Affairs. Division of Farm and Home Purchases. [AACR2-LC]
V200	California. Dept. of Veterans Affairs. Division of Service and Coordination.
V200	California. Division of Veterans Services. [AACR2-LC]
V225	California. Dept. of Veterans Affairs. Division of Veterans Homes.
V274	California. Veterans' Commission.
V300	California. Veterans' Finance Committee.
V325	Veterans Home of California. [AACR2-LC]
V350	California. Veterans' Home Association.
V400	California. Veterans' Welfare Board. [AACR2-LC]
V425	California. State Veterinarian. [AACR2-LC]
V450	California. State Veterinary Medical Board.

V475	California. Board of Examiners in Veterinary Medicine. [AACR2-LC]
V477	California. Animal Health Technician Examining Committee. [AACR2-LC]
V480	California. Joint Labor/Management Video Display Terminal Committee. [AACR2-C]
V490	California. Visual and Performing Arts Curriculum Framework and Criteria Committee. [AACR2-C]
V500	California. Board of State Viticultural Commissioners. [AACR2-LC]
V525	California. State Board of Viticultural Commissioners.
V550	California. Board of Vocational Nurse and Psychiatric Technician Examiners.
V550	California. Board of Vocational Nurse Examiners.
V550	California State Board of Vocational Nurse and Psychiatric Technician Examiners. [AACR2-LC]
V555	California. Task Force on the Future Role of the Licensed Vocational Nurse and the Psychiatric Technician. [AACR2-C]
V560	California Advisory Council on Vocational Education. [AACR2-LC]
V560	California Advisory Council on Vocational Education and Technical Training. [AACR2-C]
V560	California State Council on Vocational Education. [AACR2-C]
V570	California. State Volunteer Coordinator's Council. [AACR2-C]
V575	California. Commission Created for the Purpose of Examining, Testing and Investigating Voting Machines.
V600	California. State Commission on Voting Machines.
V605	California. Commission on Voting Machines and Vote Tabulating Devices.
W125	California State War Council. [AACR2-LC]
W150	California. State War Council. Food and Nutrition Committee.
W175	California. State War Council. Advisory Committee on Law Enforcement.
W200	California. State War Council. Advisory Committee on Radio Communication.
W215	California. State War Council. Advisory Committee on Salvage.
W220	California. State War Council. War Problems Board.

W225	California. State War Council. Citizens' Advisory Committee on Youth in Wartime.
W275	California. State Water Commission. [AACR2-LC]
W280	California. Water Conference.
W300	California. Water Conservation Committee.
W350	Task Force on California's Water Future. [AACR2-LC]
W400	California. State Water Pollution Control Board.
W400	California. State Water Quality Control Board. [AACR2-LC]
W420	Central Coast Regional Water Quality Control Board.
W420	Central Coastal Regional Water Pollution Control Board.
W425	California. Central Valley Regional Water Pollution Control Board. [AACR2-LC]
W425	California. Central Valley Regional Water Quality Control Board. [AACR2-LC]
W450	California Regional Water Quality Control Board--Colorado River Basin Region. [AACR2-LC]
W450	Colorado River Basin Regional Water Pollution Control Board.
W475	California Regional Water Quality Control Board--Lahontan Region. [AACR2-LC]
W475	Lahontan Regional Water Pollution Control Board.
W500	Los Angeles Regional Water Quality Control Board.
W510	California Regional Water Quality Control Board--North Coast Region. [AACR2-LC]
W510	North Coastal Regional Water Pollution Control Board.
W525	San Diego Regional Water Pollution Control Board.
W525	San Diego Regional Water Quality Control Board.
W530	California Regional Water Quality Control Board--San Francisco Bay Region. [AACR2-LC]
W530	California. San Francisco Bay Regional Water Pollution Control Board. [AACR2-LC]

W550	California Regional Water Quality Control Board. Santa Ana Region. [AACR2-LC]
W550	California. Santa Ana Regional Water Pollution Control Board.
W575	California. State Water Problems Conference.
W600	Water Project Authority of the State of California. [AACR2-LC]
W675	Water Quality Control Institute. [AACR2-C]
W700	California Water Commission. [AACR2-LC]
W700	California. State Water Resource Board.
W720	California. Joint Federal-State Water Resources Commission.
W725	California. Water Resources Commission.
W730	California. San Joaquin River Basin Technical Committee. [AACR2-C]
W730	California. State Water Resources Control Board. [AACR2-LC]
W730.B31	California. State Water Resources Control Board. Bay-Delta Program. [AACR2-C]
W730.B32	California. Striped Bass Working Group. [AACR2-C]
W730.R2	California. Office of Water Recycling. [AACR2-LC]
W730.T6	California. State Water Resources Control Board. Toxic Substances Control Program. [AACR2-LC]
W730.W4	California. Division of Water Rights. [AACR2-LC]
W733	California. Division of Clean Water Grants. [AACR2-LC]
W733	California. State Water Resources Control Board. Division of Loans and Grants. [AACR2-C]
W734	California. Division of Clean Water Grants. Technical Support Section. [AACR2-C]
W734	California. State Water Resources Control Board. Technical Support Section. [AACR2-C]
W738	California. State Water Resources Control Board. Legal Division. [AACR2-C]
W738.A3	California. State Water Resources Control Board. Legal Division. Agricultural Unit. [AACR2-C]

W740	California. State Water Resources Control Board. Division of Planning and Research. [AACR2-LC]
W740.S9	California. State Water Resources Control Board. Surveillance and Monitoring Section. [AACR2-LC]
W740.S9	California. State Water Resources Control Board. Surveillance and Monitoring Unit. [AACR2-C]
W743	California. State Water Resources Control Board. Special Projects. [AACR2-C]
W744	California. State Water Resources Control Board. Division of Technical Services. [AACR2-LC]
W745	California. State Water Resources Control Board. Division of Water Quality. [AACR2-LC]
W750	California. Advisory Panel on Agricultural Water Conservation. [AACR2-LC]
W750	California Cooperative Snow Surveys. [AACR2-C]
W750	California. Dept. of Water Resources. [AACR2-LC]
W750	California. Dept. of Water Resources. Central District. [AACR2-LC]
W750	California. Dept. of Water Resources. Delta Branch.
W750	California. Dept. of Water Resources. Delta Branch. Water Quality and Operations Planning Section.
W750	California. Dept. of Water Resources. Northern District. [AACR2-LC]
W750	California. Dept. of Water Resources. San Joaquin District. [AACR2-LC]
W750	California. Dept. of Water Resources. Southern District. [AACR2-LC]
W750	California. Lower Quail Canal Break Panel. [AACR2-C]
W750.S451	San Joaquin Valley Interagency Drainage Program. [AACR2-LC]
W750.S451	San Joaquin Valley Interagency Drainage Program. Agricultural Water Management Subcommittee. [AACR2-C]
W750.U8	California. Urban Stream Restoration Program. [AACR2-LC]
W753	California. Scientific Panel Regarding Health Aspects of Delta Water Supplies. [AACR2-C]
W755	California. Office of Water Conservation. [AACR2-LC]
W756	California. Urban Water Conservation Branch. [AACR2-C]

W758	California. Federal-State River Forecast Center. [AACR2-C]
W759	California. Dept. of Water Resources. Energy Division. [AACR2-C]
W760	California. Dept. of Water Resources. Division of Design and Construction. [AACR2-C]
W760.G4	California. Dept. of Water Resources. Project Geology Branch. [AACR2-C]
W761	California. Division of Flood Management. [AACR2-LC]
W761	California. Flood Operations Branch. [AACR2-C]
W761	California. Flood Project Analysis Section. [AACR2-C]
W762	California. Dept. of Water Resources. Law Library.
W763	California. Dept. of Water Resources. Library.
W764	California. Dept. of Water Resources. Division of Operation and Maintenance. [AACR2-LC]
W765	California. Dept. of Water Resources. Division of Planning. [AACR2-LC]
W765	California. Dept. of Water Resources. Division of Resources Development. [AACR2-LC]
W765	California. Dept. of Water Resources. Division of Resources Planning. [AACR2-LC]
W766	California. Dept. of Water Resources. Public Information Office. [AACR2-C]
W767	California. Division of Safety of Dams. [AACR2-C]
W768	California. San Joaquin Valley Agricultural Drainage Office.
W769	California. Dept. of Water Resources. Water Transfers Committee. [AACR2-C]
W770	California. State Water Rights Board. [AACR2-LC]
W772	California. State Water Project Analysis Office.
W775	California Water Resources Development Finance Committee. [AACR2-LC]
W777	California State Mapping Advisory Committee. [AACR2-LC]
W800	California. Dept. of Weights and Measures.
W810	California. Welfare Study Commission.

W812	California Council on Wellness and Physical Fitness. [AACR2-C]
W815	California. West Side Freeway and Aqueduct Recreation Development Committee.
W821	California. Advisory Committee on Western States Water Planning.
W825	California. Wildlife Conservation Board. [AACR2-C]
W850	California. Wine Advisory Board. [AACR2-LC]
W865	California. Advisory Commission on the Status of Women. [AACR2-LC]
W865	California Commission on the Status of Women. [AACR2-LC]
W866	California Commission on the Status of Women. Sexual Harassment in Employment Project. [AACR2-C]
W867	California Commission on the Status of Women. Legislative Unit. [AACR2-C]
W875	California. Women's Relief Corps Home, Santa Clara.
W880	California. Women's Board of Terms and Paroles. [AACR2-LC]
W888	California. State Workers' Compensation Advisory Committee.
W890	California. Workmen's Compensation Study Commission.
W900	California. Southern California World Trade Center Authority.
W915	California State World Trade Commission. [AACR2-LC]
W917	California State World Trade Commission. Export Finance Office. [AACR2-LC]
W925	California. San Francisco World Trade Center Authority.
W926	California. San Francisco World Trade Center Authority. Libraries.
W928	California. World Trade Authorities Coordinating Council.
W930	California. World Trade Authority.
W950	California. World's Fair Commission, Chicago, 1893.
W975	California. Commissioner of the World's Industrial and Cotton Centennial Exposition, New Orleans, 1884-1885.
Y125	California. Yacht and Ship Brokers Commission.
Y150	California. Commissioners to Manage the Yosemite Valley and the Mariposa Big Tree Grove.

Y190	California Advisory Commission on Youth. [AACR2-C]
Y200	California Youth Authority. [AACR2-LC]
Y200.J9	California. Task Force on the Implementation of the Juvenile Hall Recommendations. [AACR2-C]
Y205	California Youth Authority. Prevention and Community Corrections Branch. [AACR2-LC]
Y215	California Youth Authority. Information Systems Bureau. [AACR2-C]
Y215	California Youth Authority. Information Systems Section. [AACR2-LC]
Y215	California Youth Authority. Institutions and Camps Branch.
Y218	Dewitt Nelson Youth Training Center (Stockton, Calif.) [AACR2-C]
Y220	California Youth Authority. Parole Services Branch. [AACR2-LC]
Y220.C5	California. Citizen's Initiative Parole Re-Entry Project.
Y221	California Youth Authority. Parole and Institutions Branch. [AACR2-C]
Y222	California Youth Authority. Program Research and Review Division. [AACR2-C]
Y225	California Youth Authority. Division of Research. [AACR2-LC]
Y228	California. Task Force on Sex Offenders. [AACR2-C]
Y230	California. Task Force on the Study of Departmental Training. [AACR2-C]
Y250	Northern California Youth Center. [AACR2-C]
Y253	Northern Reception Center - Clinic (Sacramento, Calif.) [AACR2-C]
Y255	California. Attorney General's Youth Gang Task Force. [AACR2-LC]
Y256	Karl Holton School. [AACR2-C]
Y265	El Paso de Robles School. [AACR2-C]
Y270	Youth Training School (Chino, Calif.) [AACR2-C]
Y273	Southern Reception Center and Clinic (Norwalk, Calif.) [AACR2-C]
Y280	O.H. Close School. [AACR2-C]
Y300	California. Youthful Offender Parole Board. [AACR2-C]

INDEX

AB 1642 Implementation Branch 156
AB 462 (1979), Conference Committee to Consider 89
AB 8, Conference Committee on 89
AB 800, Committee on Conference on 89
Academic Affairs, Division of 154
Academic Planning, Division of 154
Academic Program Improvement 154
Academic Program Improvement, Division of 155
Academic Programs and Policy Studies 155
Academic Programs and Resource Planning, Division of 154
Academic Senate 15, 154
Accident Prevention, Bureau of 124
Accident Prevention, Committee on 9
Accident Prevention, Subcommittee on 108
Accident Study Committee, Joint Automobile 87
Accountancy, State Board of 1
Accounting Office 26, 82
Accounting Officers' Conference 1
Accounting, Bureau of 124
Accounting, Division of 18
Accreditation Committee 24
Accredited Institutions, Special Committee ... Out-of-State 25
Acquisition and Improvement of Laws, Committee on 85
ACR 62 Study Panel 118
Acreage Limitation Problem, Governor's Task Force on the 59
Actuarial Office 39
Acupuncture Examining Committee 123
Acute Communicable Diseases, Bureau of 135
Adjutant General, Office of the 1
Administration and Services Division 131
Administration Division 23
Administration of Justice, Select Committee on the 102
Administration of Justice, Subcommittee on 102
Administration of Justice, Subcommittee on the 101
Administration, Board of 39
Administration, Division of 124, 135
Administration, Subcommittee on State 117
Administrative Division 48
Administrative Hearings, Office of 52
Administrative Information and Statistics Section 19
Administrative Law, Office of 1
Administrative Law, Select Committee on the Oversight of ... 85
Administrative Office of the Courts 81
Administrative Procedure, Division of 134
Administrative Procedures, Office of 48
Administrative Regulation, Interim Committee on 85
Administrative Research and District Organization, Bureau of 29
Administrative Review Bureau 145
Administrative Services 52
Administrative Services Division 139

Administrative Services, Bureau of 26
Administrative Services, Division of 39
Administrative Statistics Section 19
Administrative-Legislative Reference Section 120
Adoption Services Section 75
Adoption Survey Committee 1
Adoptions Branch 156
Adoptions Resource and Referral Center 156
Adoptions, Bureau of 145
Adult and Community Education Division 26
Adult and Family Division 156
Adult and Family Services Division 156
Adult and Vocational Education, Subcommittee on 91
Adult Authority 1
Adult Education Field Services Section 26
Adult Education Program Planning and Development Section 26
Adult Education Program Services Unit 26
Adult Education Unit 26
Adult Education, Bureau of 26
Adult Education, Interim Committee on 85
Adult Education, State Advisory Committee on 24
Adult Health and Chronic Diseases, Bureau of 135
Adult Health Section 69
Adult Health, Bureau of 135
Adult Social Services Branch 75
Adult, Alternative, and Continuation Education Services 26
Advance Planning Dept. 139
Advisory Board, Bureau of Employment Agencies 17
Advisory Board, Bureau of Personnel Services 18
Advisory Commission, Dept. of Economic Opportunity 24
Advisory Commission, Office of Econmic Opportunity 24
Advisory Committee 94
Advisory Council 23, 94
Advisory Liaison, Office of 69
Advisory Pardon Board 128
Advocacy Assistance and Civil Rights Office 1
Aerometric Analysis Branch 7
Aerometric Data Division 7
Aeronautics Board 1
Aeronautics Commission 1
Aeronautics, Dept. of 1
Aeronautics, Division of 139, 159
AFDC and Food Stamp Policy Implementation Bureau 157
AFDC Corrective Action Bureau 156
AFDC Program Systems Bureau 11, 156
Affirmative Action Ad Hoc Committee 15
Affirmative Action and Merit Oversight Division 131
Affirmative Action for the Disabled Unit 131
Affordable Housing, Task Force on 58
Aged and Disabled, Division of 145
Aged Services Bureau 145
Aging and Long-term Care, Committee on 85

Aging, Citizen's Advisory Committee on 1
Aging, Commission on 1
Aging, Committee on 85
Aging, Dept. of 1
Aging, Governor's Conference on 59
Aging, Interdepartmental Committee on 1
Aging, Interdepartmental Committee on the Problems of 1
Aging, Interdepartmental Coordinating Committee on 1
Aging, Joint Committee on 85
Aging, State Office of 1
Aging, Subcommittee on 98
Agnews State Hospital 67
Agricultural and Industrial Relations, Commission on 86
Agricultural Chemicals and Feed 5
Agricultural Economics, Division of 2
Agricultural Education in the California State Colleges 26
Agricultural Education, Bureau of 26
Agricultural Education, Commission on 1
Agricultural Foreign Trade, Governor's Advisory Committee on 59
Agricultural Labor Commission 2
Agricultural Labor Relations Board 2
Agricultural Labor Relations Board, Joint Committee to Oversee 86
Agricultural Labor Resources of the San Joaquin Valley 57
Agricultural New Product Development, Task Force on 119
Agricultural Prorate Commission 2
Agricultural Research Study Committee 2
Agricultural Resources and Production, Committee on 22
Agricultural Resources Branch 2
Agricultural Society 2
Agricultural Statistics Service 3
Agricultural Statistics, Bureau of 2
Agricultural Unit 167
Agricultural Water Conservation, Advisory Panel on 168
Agricultural Water Management Subcommittee 168
Agriculture and Livestock Problems, Legislative Committee 86
Agriculture and Services Agency 2
Agriculture and Water Resources, Committee on 86
Agriculture Economics, Division of 4
Agriculture, Board of 2
Agriculture, Commission on 2
Agriculture, Committee on 85
Agriculture, Dept. of 2
Agriculture, Division of 147
Agriculture, Fact Finding Committee on 86
Agriculture, Food and Nutrition, Select Committee on 86
Aid to Needy Children, Bureau of 145
Aid to the Disabled, Bureau of 145
AIDS, Office of 69
AIDS, Select Committee on 86
Air Analysis Branch 7
Air and Industrial Hygiene Laboratory 72, 75, 135
Air Attack Coordinating Committee 6

Air Opertions Section 66
Air Passenger Engineering Section 137
Air Pollution and Radiation Protection, Subcommittee on 108
Air Pollution Control Conference, Governor's 60
Air Pollution Task Force, San Joaquin Valley 143
Air Quality Data Review Section 7
Air Quality Standards Section 7
Air Resources Board 6
Air Resources Laboratory 7
Air Sanitation, Bureau of 135
Airport Access, Select Committee on 86
Alaska-Yukon-Pacific Exposition Commission 8
Alcohol and Drug Abuse, Dept. of 10
Alcohol and Drug Programs, Dept. of 10
Alcohol and Related Problems, Select Committee on 86
Alcohol Problems, Governor's Coordinating Council on 60
Alcohol Program Management, Office of 8
Alcohol Programs, Division of 10
Alcohol, Drugs, and Traffic Safety, Governor's Task Force on 60
Alcohol-Related Problems, State Advisory Board of 8
Alcoholic Beverage Control Appeals Board 8
Alcoholic Beverage Control Division 46
Alcoholic Beverage Control, Dept. of 8
Alcoholic Beverages, Select Committee on Laws Relating to 86
Alcoholic Rehabilitation Commission 8
Alcoholic Rehabilitation Division 135
Alcoholic Rehabilitation, Advisory Committee on 135
Alcoholism, Division of 135
Alcoholism, Office of 8, 69
Allocation Board, State 8
Alternative Birthing Methods Study Advisory Committee 11
Alternative Birthing, Committee to Study 75
Alternative Education Unit 26
Alternative Energy Source Financing Authority 43
Alternative Financing, Task Force on 52
Alternative Health Systems, Division of 75
Alternative Implementation Division 45
Alternative Technology & Policy Development Section 71
Alternative Technology Section 71
Alzheimer's Disease Task Force 1
American Revolution Bicentennial Commission of California 8
Amusement Ride Safety, Subcommittee on 102
Anadromous Fisheries Branch 50
Analysis and Identification 5
Analyst Unit 138
Analytic Studies, Division of 155
Analytical Methods Subcommittee 6
Analytical Studies Branch 160
Analytical Studies Section 160
Analytical Studies Unit 15
Analytical Studies, Division of 155
Anatomical Transplants, Select Committee on 86

Animal Health Technician Examining Committee 165
Animal Health, Bureau of 2, 4
Animal Industry, Division of 2
Anthropology, Dept. of 150, 151
Antitrust Section 82
Apiary Inspection 2
Applied Research 162
Applied Research and Design Center 150
Apprenticeship Council 78
Apprenticeship Standards, Division of 78
Apprenticeship, Conference on 9
Appropriate Technology Library, Office of 9
Appropriate Technology, Office of 9
Aquaculture Development Act Aquaculture Advisory Committee 9
Arbitration, State Board of 9
Archeological, Historical and Paleontological Task Force 9
Architect, Office of the State 53
Architectural Examiners, State Board of 9
Architecture and Construction, Office of 53
Architecture, Division of 139
Archives and Records Management, Information Center for 144
Archives, State 144
Argonaut Mine Disaster, Governor's Special Committee on 57
Arizona vs. California, Conference on Supreme Court Decision 62
Arson Information Study Group, Governor's 60
Articulation Council of California 9
Arts and Athletics, Subcommittee on 97
Arts Commission 9
Arts Council 9
Arts, Joint Committee on the 86
Asian and Pacific Islander Advisory Committee, Atty. General's 82
Asian/Pacific Islander Affairs, Advisory Council on 27
Asparagus Advisory Board 9
Assembly 118
Assembly Bill 576 Task Group 9
Assembly Reorganization, Select Committee on 110
Assessment Practices, Joint Committee on 86
Assessment Program 28
Assessment Standards Division 46
Assessments Division 45
Atascadero State Hospital 67
Athletic Commission, State 9
Athletics Study Committee 27
Atomic Development and Space, Joint Committee on 87
Atomic Energy Development and Radiation Protection, Office of 9
Attorney General's Office 9
Auburn/Folsom Recreation Planning Team 128
Auctioneer Commission 10
Audio-Visual and School Library Education, Bureau of 27
Audio-Visual Center 151
Audio-Visual Education, Bureau of 27
Audit and Control Unit 132

Audit Bureau 27
Audit Committee, Joint Legislative 87
Audit Section 10, 141
Audit Services Branch 10
Audit Services Section 10
Auditor General, Office of the 85
Audits Division 48
Audits, Division of 18
Automated Office Subcommittee 80
Automatic Data Processing Advisory Committee 9
Automatic Data Processing Work Study Group in Library 154
Automation and Technological Developments, Commission on 60
Automation Project 120
Automation, Governor's Conference on 60
Automobile Accident Study Commission, Governor's 9
Automotive Industry and Plant Closures, Select Committee on 87
Automotive Repair, Bureau of 17
Aviation and Airports, Commission on 10
Aviation Education, Bureau of 27
Aviation Education, Special Committee on 9
Aviation, Interim Committee on 87
Aviation, Joint Committee on 87
Aviation, Select Committee on 87
Bakersfield Center 148
Balance of State Unit 24
Baldwin Hills Dam Disaster, Subcommittee on the 96
Bank Commissioners, Board of 81
Banking and Commerce, Committee on 87
Banking Dept., State 81
Banking Study Committee, Governor's 60
Banking, Division of 81
Barber Examiners, State Board of 11
Basic Educational Data Systems Unit 27
Bay Area Regional Organization, Joint Committee on 87
Bay Area Research Unit 19
Bay Area Transportation Study Commission 159
Bay Toll Crossings, Division of 139
Bay-Delta Fishery Project 50, 51
Bay-Delta Program 167
Beach Erosion Control Project 12
Beaches and Parks, Division of 127, 129
Beauty, Governor's Action Advisory Committee on California 60
Beauty, Governor's Conference on California 60
Behavioral and Social Sciences, School of 147
Behavioral Science Examiners, Board of 11
Benefit Payments Planning Committee 11
Benefit Payments Task Force 11
Benefit Payments, Dept. of 11
Benefits and Services Advisory Board 12
Benefits Branch 71
Benefits Division 39, 130
Bicentennial Celebration Commission 11

Bicycle Facilities, Office of 160
Biennial Report III Committee 44
Bilingual Bicultural Education, Office of 27
Bilingual Education Office 27
Bilingual Reclassification Committee, State 27
Bilingual-Bicultural Education, Special Committee on 87
Biological Control Services Program 2
Biological Effects and Air Standards Branch 8
Biological Effects Research Section 8
Biomass/Cogeneration Office 45
Biostatistics, Bureau of 123
Biotechnology, Interagecny Task Force on 12
Birth Defects Monitoring Program 74
Blind Section 120
Blind, Coordinating Committee on State Services for the 11
Blind, Coordinating Council on State Programs for the 11
Blind, Division for the 145
Blind, Interdepartment Committee on Study of ... 11
Blind, Orientation Center for the 141
Blind, Training Center for Adult 11
Block Grant Advisory Task Force 60
Board of Governors 14
Board of Governors, Auctioneer Commission 10
Boarding Homes and Institutions, Bureau of 145
Boating and Waterways Commission 12
Boating and Waterways, Dept. of 12
Boating Facilities Division 12
Bond Certification Commission 11
Book Repair Section 120
Books for the Blind and Physically Handicapped 120
Border Issues, Drug Trafficking, and Contraband, Committee on 87
Boxing and Wrestling, Committee on 87
Boxing and Wrestling, Committee on the Study of 57
Braille & Talking Book Library 120
Brain and Behavior Research Center 68
Brain Injured, Consortium for the Study 15
Brainpower Resources Committee, Governor's Citizens Scientific 59
Bretz, Select Committee to Investigate Charges by A. 101
Bridge Dept. 139
Budget and Fiscal Review, Committee on 87
Budget and Information Systems Planning Unit 48
Budget Committee, Joint Legislative 87
Budget Dept. 160
Budget Division 48
Budget Section 124
Building and Appliance Efficiency Office 46
Building and Appliance Standards Office 46
Building and Loan Associations, Committee on 87
Building Construction Planning Committee, State 11
Building Industry, Governor's Task Force on the 60
Building Standards and Incentives Development Office 46
Building Standards Commission 12

Building Standards Commission, State 11
Building Standards Task Force 12
Buildings and Appliances Office 46
Buildings and Grounds Division 48, 53
Buildings and Grounds, Office of 53
Bureau of School Planning 34
Bus and Paratransit Branch 161
Business Administration, School of 149
Business Advisory Council, Governor's 57
Business and Commerce Agency 11
Business and Commerce, Fact Finding Committee on 88
Business and Economic Research, Bureau of 150
Business and Economic Research, Center for 147
Business and Economic Research, Institute for 152
Business and Economics, School of 148
Business and Industrial Development, Office of 23
Business and Industry Development, Division of 14
Business and Professions, Committee on 88
Business and Public Administration, School of 149
Business and Transportation Agency 11
Business Development, Office of 23
Business Education Task Force, Basic Skills in 12
Business Education, Bureau of 27
Business Enterprise Program 141
Business Equipment Management Unit 53
Business Research and Service, Bureau of 148
Business Services and Research, Bureau of 151
Business Services Bureau 149
Business Services Consolidated Data Center 21
Business Taxes, Dept. of 46
Business, Division of 148
Business, School of 151, 152
Business, Transportation, and Housing Agency 11
Cable Television, Subcommittee on 116
Cable TV, Subcommittee on 93
Cal Expo Task Force 47
CAL-OSHA, Subcommittee on 115
CAL/OSHA Communications Unit 79
Cal/OSHA Communications/Publications 79
Cal/OSHA Consultation Service 79
Cal/OSHA Film Library Unit 79
Cal/OSHA Program Office 79
California Condor Habitat Advisory Committee 50
California Section 120
California Studies, Center for 150
California's Energy Outlook, Committee on 44
California-Mexico Affairs, Office of 124
California-Mexico Relations, State Task Force on 124
Californias, Commission of the 12
Camarillo State Hospital 67
Campaign and Election Reform, Joint Committee on 88
Camps, Bureau of 141

Campus Disturbances, Select Committee on 88
Cancer Advisory Council 13, 135
Cancer Epidemiology, San Francisco Bay Area Resource for 70
Cannery Inspection, Bureau of 136
Cantaloupe Advisory Board 12
Capital Outlay Committee 48
Capitol Area Development Authority 54
Capitol Area Plan Office 54
Capitol Building and Planning Commission 12
Capitol Mall Advisory Committee 12
Career Education Task Force 27
Career Education, Select Committee on the Implementation of 88
Career Planning and Development, Office of 148
Career-Vocational Preparation Division 37
Catalog Section 120
Categorical Support Programs Division 27
CDFG SB580 Task Force 50
Cement Trust, Committee on 88
Cemetery Board 12
Census Data Center 12
Centennials Commission 12
Centerforce 19
Central Area Employment Data and Research Section 42
Central Area Labor Market Information Group 42
Central California Employment Data and Research (Agency) 42
Central California Labor Market Information Group 42
Central Coast Regional Commission 14
Central District 168
Central Testing Unit 17
Century Freeway Replenishment Housing Program 68
Century of Progress International Exposition 12
Certified Shorthand Reporters Board 144
CETA Office 39
Chancellor, Office of the 15, 153
Chancellor's Office 15
Changing Family, Joint Select Task Force on the 94
Chaparral Fire and Flood Risk Management, Task Force on 60
Charities and Corrections, State Board of 12
Chemistry Laboratory Review Task Force 3
Chemistry, Bureau of 2
Chemistry, Division of 2
Child Abuse & Neglect Resource Center, Region IX 149
Child Abuse Laws, Commission on the Enforcement of 82
Child Abuse Prevention, Committee on 144
Child Abuse Prevention, Office of 156
Child Abuse Prevention, State Advisory Committee on 156
Child Abuse Unit 83
Child Care and Development Services, Commission to Formulate 26
Child Care Centers Office 27
Child Care Food Program 29
Child Care Ombudsman Program 156
Child Care Task Force 60

Child Care, Governor's Advisory Committee on 60
Child Care, Select Committee on 88
Child Development and Nutrition Services, Division of 27
Child Development Division 27
Child Development Programs Advisory Committee 57
Child Development Programs, Advisory Committee on 57
Child Development Services, Task Force on 57
Child Development, Office of 27
Child Health and Disability Prevention Branch 70
Child Health and Disability Prevention Program 70
Child Health and Disability Prevention Section 75
Child Health and Protection, State White House Conference on 13
Child Nutrition Advisory Council 13
Child Nutrition Services Bureau 29
Child Nutrition Services, Office of 29
Child Oriented Divorce Act of 1987, Advisory Panel on 119
Child Support Development and Enforcement, Commission on 13
Child Support Management Bureau 11
Child Support Management Unit 156
Child Support Program Management Branch 156
Child Welfare Services, Bureau of 145
Child Welfare, Division of 145
Children and Youth Planning Committee, Statehouse Conference 13
Children and Youth, Advisory Committee on 57
Children and Youth, Conference on California's 60
Children and Youth, Midcentury Conference of 13
Children and Youth, Office of 126
Children and Youth, Select Committee on 88
Children and Youth, Statehouse Conference on 13
Children Services 70
Children Services Branch 70
Children's Dept. 13, 18
Children's Services, Joint Study Committee on 13
Chile California Program 13
Chinese Immigration, Special Committee on 88
Chinese-Mandarin Project 151
Chiropractic Examiners, Board of 13
Chronic Disease Control Section 70, 75
Chronic Diseases, Bureau of 135
Cigarette Smoking and Health, Advisory Committee on 60
Cigarette Smoking and Health, Interagency Council on 13
Citizen Advisory Council 13
Citizen Initiative and Voluntary Action, Office for 57
Citizen Participation in Government, Select Committee on 88
Citizens Advisory Commission on Education 24
Citizens' Legislative Advisory Commission 85
Citizens' Tax Committee 157
Citrus Advisory Board 13
Citrus Research Board 13
City and County Functional Consolidation, Subcommittee on 105
City and County Retirement Problems, Subcommittee on 106
Civil Defense Advisory Committee on Public Information 57

325

Civil Defense and Disaster Preparedness, Conference on 60
Civil Defense, Education and Training Advisory Committee on 58
Civil Defense, Interim Committee on 88
Civil Defense, Office of 13
Civil Disorder, Subcommittee on 112
Civil Division 82
Civil Rights Office 75
Civil Rights Program Branch 11
Civil Rights, Governor's Task Force on 60
Civil Rights, Office of 159
Civil Service and State Personnel, Interim Committee on 88
Civil Service Commission 131
Civil Service Commission, Joint Interim Committee on 88
Civilian Conservation Corps Dept. 141
Civilian Defense, Special Committee on 88
Claims of California, Joint Committee on 89
Clean Water Grants, Division of 167
Clearinghouse Depository for Handicapped Students 37
Clearinghouse, State 133
Cling Peach Advisory Board 13
Clinical Standards and Treatment Review Section 126
CLSA Office 120
Coastal Area Employment Data and Research Section 42
Coastal Area Labor Market Information Group 42
Coastal Commission 13
Coastal Conservancy 14
Coastal Fisheries and Aquaculture 88
Coastal Scenic Redwood Road Committee, National California 140
Coastal Zone Conservation Commission 14
Coastal Zone Resources, Select Committee on 89
Coastline Preservation, Local Government Task Force on 121
Code Commission 14
Code of regulations 85
Codes and Standards, Division of 68
Codification Board 14
Collection Agency Licensing Bureau 14
Collection and Investigative Services, Bureau of 14
Colorado River Board 14
Colorado River Boundary Commission 14
Colorado River Commission 14
Colorado River, Conference on Impact of Supreme Court Decision 62
Commerce and Economic Development, Fact-Finding Committee on 89
Commerce and Public Utilities, Committee on 89
Commerce, Bureau of 48
Commerce, Dept. of 14, 23
Commercial and Technical Services Section 66
Commercial Vehicle Identificaiton and Qualification, Committee 67
Commission and Corporate Governance, Shareholder Rights ... 90
Communicable Disease Control, Bureau of 134
Communicable Diseases, Bureau of 135
Communication Service 53
Communications Branch 1

Communications Division 48, 53
Communications Office 3
Communications Unit 79
Communications, Office of 124
Community Access/Rehabilitation Engineering Section 140
Community Affairs, Division of 68
Community Assistance Group 9
Community Care Facilities, Committee on 145
Community Care Licensing Division 156
Community College Transfer, Ad Hoc Committee on 25
Community Colleges 14
Community Colleges, Special Committee on 89
Community Development Task Force 75
Community Development, Center for 148
Community Development, Division of 68
Community Development, Joint Subcommittee on 89
Community Development, Special Subcommittee on 89
Community Health Services Division 70
Community Health Services, Division of 135
Community Psychiatry, Center for Training in 123
Community Relations Section, Governor's 57
Community Relations, Governor's Office of 57
Community Resource Information Center 134
Community Resources Development Division 19
Community Resources Development, Office of 19
Community Resources Division 19
Community Services and Migrant Education, Bureau of 27
Community Services Division 23, 70
Community Services, Division of 123
Community Toxicology Unit 71
Comparable Worth Task Force 15
Comparative Literature, Dept. of 148
Compensation Insurance Fund 78
Compensation Services Section 131
Compensatory Education Commission, Advisory 27
Compensatory Education Program Development, Bureau of 27
Compensatory Education, Advisory Committee on 15
Compensatory Education, Center for 150
Compensatory Education, Division of 28
Compensatory Education, Governor's Committee on 60
Compensatory Education, Office of 28
Compliance Assistance Program 6
Compliance Coordination, Office of Statewide 16
Compliance Division 6
Compliance, Division of 125
Comprehensive Health Planning, Office of 135
Computer Systems Dept. 139
Concessions Division 129
Conciliation Service 78
Conduct of Members and Officers of the House, Committee ... 89
Conflagration, Governor's Study Committee on 60
Conformity with the Federal Tax Reform Act of 1976, Task Force 111

Conservation and Liquidation Division 80
Conservation and Wildlife, Interim Committee on 89
Conservation Center, Susanville 133
Conservation Commission 16
Conservation Corps 16
Conservation Division 46
Conservation Education Committee, State Interdepartmental 16
Conservation Education Section 16, 127
Conservation Education Work Conference 16
Conservation Education, Advisory Committee on 16
Conservation Education, Office of 142
Conservation of Natural Resources, Regional Conference on 16
Conservation Programs Committee 43
Conservation, Dept. of 16
Conservation, Planning, and Public Works, Interim Committee on 89
Consortium 153
Constitution 17
Constitution Revision Commission 17
Constitutional Amendments Committee 89
Constitutional Amendments, Interim Committee on 89
Constitutional Commission 17
Constitutional Convention 17
Constitutional Revision Commission 17
Constitutional Revision Committee 89
Constitutional Revision Task Force on Article XIII 89
Constitutional Rights, Subcommittee on 101
Construction Engineer, Office of 159
Construction Inspectors, Board of Registered 17
Construction, Office of 159
Consultant in Public Service Occupations 15
Consulting Services Unit 52
Consumer Advisory Committee 3
Consumer Affairs Divison 80
Consumer Affairs, Ad Hoc Subcommittee on 117
Consumer Affairs, Dept. of 17
Consumer Counsel, Office of 58
Consumer Protection and Toxic Materials, Committee on 90
Consumer Protection, Committee on 90
Consumer Services Division 80
Consumer Services, Division of 17
Continuing Care Services Section 75
Contract Management Section 70
Contractors' License Bureau 18
Contractors' State License Board 18
Contracts and Rights of Way, Division of 139
Control and Eradication Unit 5
Control, State Board of 18
Controller, Office of State 18
Cooperative Bargaining Association Advisory Committee 3
Cooperative Committee on School Finance 34
Cooperative Development Program 17
Cooperative Personnel Services 131

328

Coordinating Committee, Interim 90
Corporate Pension Fund Investments, Governor's Conference on 63
Corporation Laws, Subcommittee on 109
Corporations Code, Select Committee on the Revision of the 111
Corporations, Committee on 90
Corporations, Dept. of 81
Corporations, Division of 81
Correction of Speech Defects, Bureau of 28
Correctional Casework Training Unit 149
Correctional Center at Susanville 134
Correctional Facilities and Services, Commission on 18
Correctional Industries 20
Correctional Industries Commission 18
Correctional Institution 134
Corrections and Law Enforcement Agencies, Subcommittee on 102
Corrections, Board of 19
Corrections, Dept. of 19
Corrections, Select Committee on 90
Correspondence Extension Service 28
Cosmetology, State Board of 20
Cost Control in State Government, Advisory Commission on 119
Cost of Crime, Subcommittee on 20
Cotton Wage Hearing Board 20
Counties and County Boundaries, Committee on 90
County Administration, Division of 141
County Dept. 13
County Health Services and Local Public Health Assistance 70
County Health Services Branch 70
County Health Services, Office of 70
County Home Rule, Commission on 20
County Merit Systems Bureau 145
County of Origin Problems, Committee of Water Lawyers on 84
County School Instructional Services, Committee on 35
Couples Workgroup 94
Court Management Committee 81
Courts of Appeal, District 20
Credential Revision, State Central Coordinating Committee on 24
Credential Revocation Procedures, Special Committee on 24
Credential Structure in California, Committee on Revision of 36
Credentials Office 28
Crime and Juvenile Justice, Governor's Conference on 60
Crime Commission 20
Crime Control and Violence Prevention, Commission on 20
Crime in the Marketplace, Select Committee on 90
Crime Prevention Center 83
Crime Prevention Unit 83
Crime Prevention, Citizens' Advisory Committee on 82
Crime Prevention, Select Committee on 90
Crime Problem Advisory Committee 20
Crime Resistance Task Force 82
Crime Study Commission on Adult Corrections .. 20
Crime Study Commission on Criminal Law and Procudure 20

Crime Study Commission on Juvenile Justice 20
Crime Study Commission on Organized Crime 20
Crime Study Commission on Social and Economic Causes 20
Crime Study Commission, Special 20
Crime Technolgical Research Foundation 20
Criminal Identification and Information Branch 82
Criminal Identification and Investigation, Bureau of 20, 82, 130
Criminal Identification and Investigation, Division of 130
Criminal Identifiction, Bureau of 83
Criminal Justice Planning, Office of 82
Criminal Justice Resources, Subcommittee on 90
Criminal Justice, Committee on 90
Criminal Justice, Council on 81
Criminal Justice, Subcommittee on 117
Criminal Law & Public Safety, Committee on 90
Criminal Law and Enforcement, Division of 82
Criminal Law Division 82
Criminal Procedure, Commission for the Reform of 20
Criminal Procedure, Interim Committee on 90
Criminal Records Security Unit 82
Criminal Statistics and Special Services, Bureau of 83
Criminal Statitics, Bureau of 83
Criminology, Dept. of 147
Crippled Children Services Section 75
Crippled Children Services, Bureau of 135
Crop and Livestock Reporting Service 3
Cultural Heritage Section 129
Cultural Resource Management Unit 129
Cultural Resources Planning 129
Curriculum and Instruction, Division of 28
Curriculum and Support Services Division 28
Curriculum Commission 20
Curriculum Compatibility and Course Coding Committee 28
Curriculum Development and Supplemental Materials Commission 21
Curriculum Framework and Criteria Committee 28
Curriculum Framework and Criteria Committee for Science 21
Curriculum Framework and Textbook Development Unit 28
Curriculum Framework and Textbook Development, Office of 28
Curriculum Framework Criteria Committee on Health 21
Curriculum Frameworks and Instructional Materials Unit 28
Curriculum Instruction and Assessment Division 28
Curriculum Laboratory 28
Curriculum Laboratory Committee 28
Curriculum Services, Office of 28
Dairy Council of California 21
Dairy Industry Advisory Board 21
Dams, Division of Safety of 169
Data Acquisition and Forms Control, Office of 29
Data Analysis and Reports Unit 10
Data Analysis Unit 19
Data Cataloging, Interagency Advisory Committee on 21
Data Collection and Analysis Section 10

Data Collection and Analysis Unit 10
Data Guidance Unit 29
Data Management and Analysis Bureau 11, 156
Data Management and Evaluation Section 70
Data Management Services Branch 10
Data Management Services Section 10
Data Processing and Statistical Services Branch 156
Data Processing and Statistical Services Bureau 157
Data Processing Division 39
Data Processing Service Division 65
Data Processing Services Branch 23
Data Retireval and Analysis Section 74
Deaf Access, Office of 156
Deaf and the Blind, California Institution for the 21
Deaf, California School for the 21
Debris Commissioner 21
Debt Advisory Commission 21
Deepwater Ports, Select Committee on 91
Defense 22
Defense Mobilization Service Committee 22
Defense, State Council of 21, 22
Delinquency Control Workshop Conferences 22
Delinquency Prevention Commission 22
Delinquency Prevention, Governor's Conference on 60
Delinquency Prevention, Interdepartmental Committee on 22
Delta Branch 168
Delta Committee, Interagency 22
Delta Levee Recreation Study Committee, Sacramento-San Joaquin 143
Delta Recreation Planning, Committee for 142
Delta Task Force, Emergency 22
Demand Assessment Office 45
Democractic Caucus 119
Democratic Caucus 118
Dental Advisory Committee 69
Dental Examiners, Board of 22
Dental Health Division 76
Dental Health Section 73
Dental Health, Division of 135
Department Heads and Appointed Assistants, Conference for 61
Departmental Administration, Division of 29
Departmental Personnel Officers Conference 132
Departmental Training Services Section 130
Departmental Training, Task Force on the Study of 171
Departmental Transportation Advisory Committee 158
Deputy Directors' Conference 22
DES, Ad Hoc Advisory Committee on 69
Desert Grape Advisory Board 22
Design and Construction, Division of 169
Detention Home Problems, Advisory Committee on 22
Deuel Voctional Institution 22
Development and Stabilization of Employment, Division of 40
Development Division 45

Developmental Disabilities Planning and Advisory Council 22
Developmental Disabilities, State Council on 22
Developmental Research Institutes, State 23
Developmental Services, Dept. of 23
Dewitt Nelson Youth Training Center 171
Dewitt State Hospital 67
Diagnostic School for Neurologically Handicapped Children 127
Diary Service, Bureau of 3
Direct Marketing Program 4
Directors, Board of 47
Disabilities in California, ACR 3 Committee on Educational ... 25
Disability and Hospital Benefits, Division of 40
Disability Evaluation Branch 76
Disability Evaluation Division 157
Disability Insurance Division 40
Disabled Persons, Governor's Committee for Employment of 61
Disabled Student Programs and Services 15
Disabled, Subcommittee on the 98
Disabled, Subcommittee on the Rights of the 98
Disaster Council, State 22
Disaster Office 22
Disaster Preparedness, Education Advisory Committee on 58
Disbursements, Division of 18
Discharge Data Program 67
Discrimination in Teacher Employment, Commission on 36
District Hospitals, Subcommittee on 108
District Securities Division 159
Districts Securities Commission 22
Districts, Interim Committee on Study of 114
Documents Section 49, 54, 120
Douglas Boulevard Task Force 23
Drama, Dept. of 152
Driver Accident Prevention Program, State 63
Driver Improvement Section 125
Driver Safety and Licensing, Division of 125
Drivers Licenses, Division of 125
Drought Emergency Task Force, Governor's 61
Drug & Alcohol Abuse, Commission on the Prevention 82
Drug Abuse Prevention Advisory Council 23
Drug Abuse, Division of 10
Drug Abuse, Interagency Council in 23
Drug and Alcohol Abuse, Select Committee on 91
Drug Programs, Division of 10
Dry Bean Advisory Board 22
Dry Cleaners, State Board of 22
Dry-Year Water Conference, Governor's 58
Drywall Trade, State Educational Advisory Committee for the 23
Early Childhood Education, Advisory Committee on 91
Early Intervention in California, Ad Hoc Committee on 23
Earthquake Council, Governor's 61
Earthquake Investigation Commission, State 23
Earthquake Preparedness Task Force 144

332

Earthquake Preparedness, Governor's Emergency Task Force on 61
ECIA, Chapter 2, Core Unit 30
ECIA, Chapter 2, Governor's Advisory Committee on 61
Ecological Study Program for the Sacramento ... Estuary 50
Ecology Corps 16
Economic Adjustment Unit 24
Economic Analysis Group 42
Economic and Business Development, Dept. of 23
Economic and Fiscal Affairs, Office of 129
Economic Conversion, Joint Commitee on 91
Economic Conversion, Subcommittee on 91
Economic Development & Planning, University Center for 147
Economic Development Advisory Task Force 24
Economic Development Agency 23
Economic Development and New Technologies, Committee on 91
Economic Development and Planning, Committee on 91
Economic Development, Commission for 23
Economic Education, Center for 146
Economic Information Group 40
Economic Opportunity Office 40
Economic Opportunity, Dept. of 24
Economic Opportunity, Office of 24
Economic Planning, Task Force on 23
Economic Policy, Planning and Research, Office of 24
Economic Problems Facing Agriculture, Subcommittee on 86
Economic Redevelopment of Cut-over Timber Areas and Brush Land 91
Economic Research Unit 42
Economic Research, Office of 24
Economics, Dept. of 152
EDP Advisory Group 23
EDP Education Program 52
EDP Management Section 7
Education Code, Revision of the 92
Education Committee 91
Education Data Management Systems 29
Education Facilities Authority 38
Education of Personnel in Facilities for the Aged 25
Education Research, Bureau of 29
Education Sub-committee 62
Education Systems Unit 48
Education Task Force on EDP 38
Education Transition Center 36
Education, College of 150
Education, Committee on 92
Education, Dept. of 148
Education, Governor's Conference on 61
Education, Interim Committee on 92
Education, Joint Committee on 92
Education, School of 148
Education, State Board of 24
Education, State Dept. of 26
Education, Subcommittee #2 on 117

Education, Subcommittee on 117
Educational Agency for Surplus Property 29
Educational Assistance, Division of 164
Educational Employment Relations Board 38
Educational Facilities for the Deaf in California, Committee 92
Educational Finance, Special Committee on 92
Educational Goals and Evaluation, Joint Committee on 92
Educational Innovation and Planning Commission 38
Educational Laison, Office of 38
Educational Management and Evaluation Commission 25
Educational Planning and Coordination, State Council on 38
Educational Planning and Information Center 33
Educational Policy, Committee on 154
Educational Problems, Commission for the Study of 38
Educational Programs and Resources, Division of 154
Educational Programs and Subject Specialists, Bureau of 29
Educational Programs, Committee on 25
Educational Quality, California Commission on 61
Educational Reform, Governor's Commission on 61
Educational Reform, Subcommittee on 91
Educational Research Commission 38
Educational Services Division 50
Educational Technology Unit 36
Educational Television, Advisory Committee on 58
Educational Television, Governor's Conference on 64
Educational Vouchers, Subcommittee on 92
Educationally Handicapped and Mentally Exceptional Children 29
Educator Evaluation, Subcommittee on 92
Efficiency and Cost Control, Committee on 92
Efficiency and Cost Control, Governor's Survey on 61
Efficiency and Economy, Committee on 38
EFT, Interagency Task Force on 38
Egg Advisory Board 38
Egg and Poultry Quality Control 3
El Paso de Robles School 171
El Pueblo de Los Angeles State Historical ... Commission 38
Election Contests, Special Committee on 93
Elections and Constitutional Amendments, Committee on 93
Elections and Reapportionment, Committee on 93
Elections and Reapportionment, Joint Senate-Assembly 93
Elections, Committee on 93
Elections, Reapportionment, and Constitutional Amendments 93
Electrical Engineering, Dept. of 152
Electronic & Appliance Repair, Bureau of 18
Electronic Data Processing Policy Committee, State 38
Electronic Data Processing, Intergovernmental Board on 38
Electronics Industry, Task Force on the 79
Elementary and Secondary Education, Bureau of 29
Elementary Education Program Planning and Development 29
Elementary Education, Bureau of 29
Elementary Education, Division of 29
Elementary Teachers, Subject Matter Preparation Advisory Panel 158

Emergency Advisory Committee 22
Emergency and Special Projects 5
Emergency Council 38
Emergency Information, Advisory Committee on 57
Emergency Medical Advisory Committee, Governor's 58
Emergency Medical Care Council, Northern California 38
Emergency Medical Services Authority 38
Emergency Medical Services Section 76
Emergency Planning and Disaster Relief, Subcommittee on 97
Emergency Relief Administration 141
Emergency Relief Commission, State 141
Emergency Services, Office of 38
Emergency Shelter Program 68
Emission Inventory Branch 7
Emission Inventory Section 7
Emmons, French, Bunkers and Wright, Committee of Investigation 101
Emotionally Disturbed Hearing-Impaired Students, Task Force on 78
Employee Assistance Programs and Drug ... , Subcommittee on 102
Employee Relations, Governor's Office of 58
Employee Safety and Health, Office of 159
Employment Agencies, Bureau of 17
Employment Agencies, Division of State 78
Employment and Public Employees, Committee on 93
Employment and Training Advisory Council 43
Employment Commission 43
Employment Committee 1
Employment Data and Research Division 42
Employment Development Dept. 39
Employment Programs Branch 157
Employment Relations Agency 43
Employment Research Section 42
Employment Security Agencies, Interstate Conference of 43
Employment Service, State 41
Employment Services Board 40
Employment Services Bureau 157
Employment Services Division 131
Employment Services, State Advisory Council on 43
Employment Tax Division 12
Employment Training Panel 43
Employment, Governor's Advisory Council on the Dept. of 58
Employment, Governor's Conference on 61
Employment, Retirement and Military Affairs, Committee on 113
Employment, State Dept. of 39
Energy Alternatives in Agriculture, Select Committee on 93
Energy and Diminishing Materials, Committee on 93
Energy and Natural Resources, Committee on 110
Energy and Public Utilities, Committee on 93
Energy Assessment Division 45
Energy Assessments Program 54
Energy Commission 43
Energy Conservation Branch 138
Energy Conservation Task Force 43

Energy Consortium, Statewide 153
Energy Division 169
Energy Efficiency and Local Assistance Division 44
Energy Extension Service 9
Energy Facility Siting & Environmental Protection Division 44
Energy Facility Siting Division 45
Energy Facility Siting Office 45
Energy Forecasting & Planning Division 45
Energy Management and Reform, Subcommittee on 93
Energy Management Office 46
Energy Management Programs 46
Energy Planning Council 43
Energy Policy and Implementation, Joint Committee on 93
Energy Section 8
Energy Shortage Contingency Planning Committee 44
Energy Technology Development Division 45
Energy, Subcommittee on 93, 110, 111
Enforcement and Investigation Branch, Division of 83
Enforcement Services Division 66
Engineer of the Sacramento Valley 46
Engineer, Office of State 46
Engineering and Environmental Division 44
Engineering and Irrigation, Division of 139
Engineering and Safety Office 44
Engineering Evaluation Branch 8
Engineering Operations Branch 138
Engineering Operations Unit 138
Engineering Services, Division of 160
Engineering, Dept. of 46
Engineering, Division of 147
Engineering, School of 149
Engineers and Land Surveyors, Board of Registration ... 13
Engineers on San Francisco Sea-wall and Embankment, Board of 46
Engineers, Board of Registration for Civil and Professional 13
Engineers, Board of Registration for Professional 13
English Language Framework, Advisory Committee for an 29
English-Language Arts Curriculum Framework ... Committee 38
Enterprise Zone Programs Unit 24
Entertainment Commission 46
Entomology 3
Entomology and Plant Quarantine, Bureau of 3
Entomology, Bureau of 3
Enviro-Chemical Branch 160
Environment, Governor's Conference on California's Changing 61
Environmental Affairs Agency 46
Environmental Assessment Team 5
Environmental Data Center 133
Environmental Goals and Policy Report, Select Committee on 97
Environmental Hazards Assessment Program 3
Environmental Health and Consumer Protection Program 135
Environmental Health Branch 71
Environmental Health Hazard Assessment, Office of 71

Environmental Health Programs Section, Local 72, 76
Environmental Health Programs, Office of Local 72
Environmental Health Services Branch 76
Environmental Health Services Branch, Local 72
Environmental Health, Subcommittee on 98
Environmental Impact Branch 138
Environmental Monitoring and Pest Management 5
Environmental Planning and Local Health Services Branch 71
Environmental Planning Branch 163
Environmental Planning, Office of 159
Environmental Quality Study Council 46
Environmental Quality, Select Committee on 94
Environmental Safety and Toxic Materials, Committee on 94
Environmental Sanitation, Division of 135
Environmental Sciences Institute 152
Environmental Services Branch 51
Environmental Services Division 51
Environmental Toxins Epidemiology Unit 73
Epidemiological Studies and Surveillance Section 73
Epidemiological Studies Laboratory 70, 76
Epidemiological Studies Section 73
Equal Opportunities in Education, Commission on 36
Equalization, State Board of 46
Equipment Dept. 139
Equipment Maintenance and Development, Division of 161
Equipment, Division of 161
Equipment, Office of 161
Escheat, Subcommittee on 101
Estimates and Economic Research Group 40
Estimates Group 40
Ethnic Services Task Force 121
Evaluation and Compliance Branch 138
Evaluation Division 41
Evaluation Improvement Center 33
Evaluation, Dissemination and Assessment Center 148
Examiners, State Board of 47
Examining Division 132
Exceptional Children, Committee on 94
Exclusion and Detection 5
Executive Committee 47
Executive Development, Center for 84
Executive Office 52
Exempt Program Unit 130
Export Advisory Committee, Governor's 58
Export Finance Office 170
Export Program 3
Exposition and State Fair 47
Exposition, Committee to Review the California 47
Extended Opportunity Programs and Services 15
Extension Dept 120
External Affairs Office 29
External Affairs, Office of 7

External Audits, Office of 27
Fabric Care, State Board of 23, 47
Facilities and Environmental Standards 73
Facilities Construction, Division of 159
Facilities Development Section 141
Facilities Licensing Section 76
Facilities Planning and Development, Office of 54
Facilities Planning Division 54
Facilities Resources Program 76
Facility & Design Sub-group 75
Faculty and Staff Affairs 153
Faculty and Staff Affairs, Committee on 154
Fair and Exposition, State 47
Fair Citizens' Advisory Committee, Governor's State 58
Fair Employment and Housing Commission 48
Fair Employment and Housing, Dept. of 48
Fair Employment Practice Commission, State 78
Fair Employment Practices, Division of 78
Fair Employment Practices, Select Committee on 94
Fair Financing, Task Force on 47
Fair Political Practices Commission 47
Fair, State 47
Fairs Allocation and Classification, Joint Committee on 94
Fairs and Expositions, Division of 3
Fairs and Expositions, Interim Committee on 94
Fairs and Expositions, Subcommittee on 85
Fairview State Hospital 67
Family and Children's Services Branch 156
Family and Children's Services Policy Bureau 156
Family Equity, Task Force on 119
Family Health Division 70
Family Law, Advisory Commission on 101
Family Planning, Office of 71, 76
Family, Governor's Commission on the 61
Farm and Home Purchases, Division of 164
Farm Debt Adjustment Commission 48
Farm Labor Problems, Select Committee on 94
Farm Labor Service 41
Farm Labor Service Citizens Commission 48
Farm Labor Services Division 41
Farm Labor Violence, Select Committee on 94
Farm Labor, Select Committee on 94
Farm Placement Service 41
Farm Production Council 48
Farm Worker's Housing, Governor's Conference on 61
Farm Workers Health Service 136
Farmland Mapping and Monitoring Program 16
Federal Conformity Task Force, 1981 111
Federal Expenditure Information Working Group 40
Federal Grants Section 126
Federal Relations, Committee on 94
Federal-State Market News Service 4

Feed, Fertilizer and Livestock Drugs 3
Feminization of Poverty, Task Force on the 121
Field Act, State Advisory Board for the 48
Field Crops and Agricultural Chemicals 3
Field Crops, Bureau of 3
Field Enforcement, Bureau of 80
Field Management Services Bureau 32
Field Management Services Division 32
Field Office Operation, Division of 125
Field Operations Branch 12
Field Services Branch 72
Filipino Study, Advisory Committee on the 48
Final calendar 95
Finance and Governmental Administration, Committee on 95
Finance and Insurance, Committee on 95
Finance and Insurance, Interim Committee on 95
Finance and Monitary Service Committee 61
Finance and Technology Development Office 45
Finance Committee 95
Finance, Commission on State 48
Finance, Dept. of 48
Finance, Insuance and Commerce, Committee on 95
Finance, Insurance, and Monetary Services Advisory Committee 144
Finance, Subcommittee on 92
Finances of the State, Joint Committee for Investigation of 95
Financial and Economic Research Unit 49
Financial and Performance Accountability 49
Financial and Performance Audits 49
Financial and Population Research Section 49
Financial Insitutions Subcommittee 95
Financial Management Services 11, 57
Financial Operations and Control, Division of 159
Financial Reports and Apportionments, Bureau of 18
Financial Research Section 49
Financial Services, Division of 34
Fire Advisory Board, State 50
Fire Incident Reporting System 50
Fire Marshal, Office of the State 50
Fire Prevention Committee 50
Fire Protection Systems, Joint Contractors' ... 50
Fire Service Training & Education System 50
Fire Services Advisory Committee 2
Fire Services Advisory Committee, Governor's 58
Fire Services, Select Committee on 95
Fire Services, State Board of 50
Fire Training Program 36
Fire, Police, Emergency and Disaster Services 95
Fire, Police, Emergency and Disaster Services, Committee on 95
First Offender Program Task Force 10
Fiscal Intermediary Management Division 70
Fiscal Management 48
Fiscal Programs Division 40

Fiscal Services 15
Fish and Game Commission 50
Fish and Game Commission, Special Committee on Investigation 96
Fish and Game Relative to the Merits ... , Committee on 96
Fish and Game, Dept. of 50
Fish and Game, Division of 50
Fish and Wildlife Water Pollution Control Laboratory 51
Fish Commissioners, State Board of 50
Fish Exchange 3
Fisheries & Aquaculture, Joint Committee on 96
Fitness, Committee on 51
Flood Management, Division of 169
Flood Operations Branch 169
Flood Project Analysis Section 169
Floor Analyses, Office of 119
Folsom Highway Commission 51
Folsom Prison 134
Food Administration Council, State 51
Food and Agricultural Economy, Subcommittee on California's 86
Food and Agriculture, Board of 2
Food and Agriculture, Dept. of 2
Food and Drug Branch 70
Food and Drug Inspections, Bureau of 136
Food and Drug Section 76
Food and Drug, Bureau of 136
Food and Nutrition Committee 165
Food and Nutrition Services, Office of 29
Food and Nutrition, Commission on 121
Food and Nutrition, Interdepartmental Council on 51
Food Crop Harvesting Sanitation, Task Force on 51
Food Distribution, Office of 30
Food Handlers' Sanitation Institute 51
Food Industry-Civil Defense Advisory Committee, Governor's 58
Food Service Office 34
Food Service, Bureau of 29
Food Stamp Corrective Action Bureau 157
Food Stamp Program Management Branch 12
Forecasting Office 45
Forecasting Unit 125
Foreign Language Programs, Office of 30
Forensic Services, Bureau of 83
Forensic Services, Office of 126
Forest and Range Land Issues, Select Committee on 96
Forest Improvement Committee 52
Forest Improvement Program 52
Forest Land Issues on Timber Yield Tax, Select Committee on 96
Forest Pest Control Action Board 52
Forest Pest Control Action Council 52
Forest Pest Council 52
Forest Resources, Select Committee on 96
Forest to Market Roads, Governor's Conference on 61
Forestry and Fire Protection, Dept. of 52

Forestry Study Committee 52
Forestry, Dept. of 52
Forestry, Division of 16, 127
Forestry, Joint Interim Committee on 96
Forestry, State Board of 16, 52, 127
Forms Management Center 54
Fossil Fuels Assessment Office 44
Fossil Fuels Planning 44
Framework Committee 20
Franchise Tax Board 52
Franchise Tax Commissioner 52
Fraud Prevention Section 157
Fraud Program Management Bureau 157
Frederic Burk Foundation for Education 152
Free Press-Fair Trial, Subcommittee on 101
Freeway Operation Branch 163
Freeway Traffic Control, Subcommittee on 115
Freight Economics Branch 137
Fresno Regional Office 2
Fricot Ranch School for Boys 52
Fruit and Vegetable Quality Control 3
Fruit and Vegetable Standardization, Bureau of 3
Fuel Allocation for Agriculture, Subcommittee on 85
Fuel Scarcity, Committee on 96
Fuels Allocation Office 43
Fuels Assessment Office 45
Fuels Office 45
Fuels Planning Committee 43
Fuels Report Committee, 1985 Biennial 43
Fuels Section 8
Functional Task Analysis Study, State 75
Funeral Directors and Embalmers, State Board of 52
Furniture and Bedding Inspection, Bureau of 52
Future, Committee on the 153
Game Management Branch 51
Garment Manufacturing, Subcommittee on 88
Gas Supply and Requirements Section 138
General file 94
General Research Committee 96
General Services, Dept. of 52
General Social Services Section 75
Genetic Disease Branch 71
Genetic Disease Section 71, 76
Genetic Diseases, Select Committee on 96
Geography Dept. 150
Geological Survey of California 55
Geologist, State 55
Geologists and Geophysicists, Board of Registration of 55
Geologists, State Board of Registration for 55
Geometronics Branch 159
Geometronics, Office of 160
Geosciences Dept. 151

Geotechnical Branch 160
Geothermal Advisory Committee 44
Geothermal Energy Office 45
Geothermal Resources Board 55
Geothermal Resources Task Force 55
Geothernal Program 45
Gifted and Talented Education 30
Gifted and Talented Education Management Team 30
Girls, School for 164
Gold, Committee to Investigate the Discovery of 55
Golden Gate Authority Commission 55
Golden Gate International Exposition Commission 55
Golden State Senior Discount Program 17
Good Design, Governor's Conference on 61
Goose Lake Compact Commission 55
Government Administration, Committee on 96
Government and Taxation, Conference on 55
Government Documents Dept. 149
Government Energy Task Force 43
Government Operations Review Project 118
Government Organization and Economy, Commission on ... 55
Government Publications Section 120
Government Reform, Commission on 55
Governmental Administration, Special Committee on 96
Governmental Affairs, Division of 154
Governmental Affairs, Office of 30
Governmental Efficiency and Consumer Protection, Committee on 96
Governmental Efficiency and Economy, Interim Committee on 97
Governmental Efficiency, Fact Finding Committee on 97
Governmental Efficiency, Select Committee on 96
Governmental Investigations and Reports, Select Committee on 96
Governmental Organization, Committee on 96, 97
Governmental Reorganization, Interim Committee on 97
Governmental Studies, Center for 149
Governor 55
Governors Program for Progress, California-Nevada 15
Graduate School, Chico 147
Grand National Junior Livestock Exposition 64
Grand National Livestock Exposition 64
Grants and Projects Unit 70
Grants Section 126
Grantspeople Exchange, State Agency 65
Groundwater Recharge with Reclaimed Wastewater, Panel on 65
Growth, Select Committee on Planning for California's 97
Guaranteed Student Loan Study Group 143
Guidance, Bureau of 31
Guide Dogs for the Blind, State Board of 65
Haagen-Smit Laboratory 7
Handicapped Children, Coordinating Council on Programs for 65
Handicapped Children, Select Committee on 97
Handicapped, Governor's Committee for Employment of the 58, 61
Harbor Commissioners for Humboldt Bay, Board of 65

342

Harbor Commissioners for San Francisco Harbor, Board of 65
Harbor Commissioners for the Bay of San Diego, Board of 65
Harbor Commissioners for the Port of Eureka, Board of State 65
Harbor Commissioners for the Port of San Jose, Board of 65
Harbors and Watercraft Commission 65
Harbors and Watercraft, Dept. of 65
Harbors, Joint Committee on 97
Hazard Alert System 70
Hazard Evaluation Section 71
Hazard Evaluation System and Information Service 65
Hazardous Buildings Committee 144
Hazardous Materials Management Section 71
Hazardous Materials, Task Force on the Transportation ... 119
Hazardous Substances Task Force 62
Hazardous Waste Facility Siting Criteria, Advisory Committee 69
Hazardous Waste Management Branch 71
Hazardous Waste Management Council 65
Headquarters Operations, Division of 125
Headquarters Processing, Division of 125
Health & Welfare and Youth and Adult Correctional...Task Force 65
Health & Welfare, Committee on 97
Health and Human Services, Committee on 98
Health and Welfare Agency 65
Health and Welfare Agency Data Center 65
Health and Welfare, Committee on 98
Health and Welfare, Governor's Council Committee on 62
Health and Welfare, Subcommittee #1 on 117
Health and Welfare, Subcommittee on 117
Health Aspects of Delta Water Supplies, Scientific Panel 168
Health Benefits Division 39
Health Care Costs Study, County 76
Health Care Costs, Governor's Special Committee on 62
Health Care Investigations, Subcommittee on 97
Health Care Policy and Standards Division 71
Health Care Services, Dept. of 65
Health Care Services, Office of 65
Health Care Services, Subcommittee on 98
Health Career Ladder Project 17
Health Careers, Center for New 137
Health Committee 97
Health Council, Advisory 66
Health Curriculum Task Force 26
Health Data and Statistics Branch 74
Health Data and Statistics Section 74
Health Demographics Section 74
Health Demographics Unit 75
Health Education, Bureau of 136
Health Education, Physical Education and Recreation, Bureau of 30
Health Education, Physical Education, Athletics and Recreation 30
Health Education-Risk Reduction 69
Health Facilities Authority 67
Health Facilities Commission 67

343

Health Facilities Financing Authority 67
Health Facilities Licensing and Certification, Bureau of 136
Health Facilities Planning and Construction, Bureau of 136
Health Facility Data Division 74
Health Facility Regultion Reduction and Simplification Project 74
Health Insurance Counseling and Advocacy Program 80
Health Insurance, Committee on 98
Health Intelligence and Research Review, Bureau of 136
Health Manpower Information and Assessment Section 75
Health Manpower Policy Commission 65
Health Manpower, Select Committee on 98
Health Personnel, Permanent Subcommittee on 97
Health Personnel, Subcommittee on 97
Health Planning and Development, Office of Statewide 74
Health Planning and Intergovernmental Relations 76
Health Planning Council, State 66
Health Planning Law Revision Commission 69
Health Policy and Data Advisory Commission 75
Health Policy Forum 105
Health Professions Career Opportuntiy Program 75
Health Professions Development Section 75
Health Professions Development, Division of 74
Health Professions Development, Office of 76
Health Protection Systems 76
Health Quality Systems 76
Health Review and Program Council 66
Health Sciences Education, Select Committee on 98
Health Services, Dept. of 69
Health Statistics, Center for 75
Health Systems Program 76
Health, Dept. of 75
Health, Nutrition, & Physical Education Programs 30
Health, Nutrition, and Physical Education Unit 30
Health, State Board of 65
Health, Welfare and Consumer Interest, Committee on 22
Hearing Aid Dispenser Examining Committee 18
Hearing Aid Dispensers Examining Committee 123
Henry Madden Library 148
Heritage Preservation Commission 66
Heritage Task Force 66
High Prices of Bread, Milk and Eggs, Joint Committee on 98
High Risk Youth Unit 38
Higher Education, Coordinating Council for 25
Higher Education, Joint Committee on 99
Higher Education, Joint Committee on Problems in 66
Higher Education, Subcommittee on 92
Highway Advisory Committee 66
Highway Commission 139, 160
Highway Construction, Office of 159
Highway Maintenance, Division of 161
Highway Operations, Office of 160
Highway Patrol 66

Highway Patrol Academy 66
Highway Problems, Joint Interim Committee on 99
Highway System and on Major Highways ..., Joint Committee 99
Highway Transportation Agency 67
Highway Users Tax Study Commission 67
Highways Equipment Dept. 160
Highways, Bureau of 67
Highways, Dept. of 67
Highways, Division of 139, 160
Highways, Joint Fact-Finding Committee on 99
Highways, Streets and Bridges, Interim Committee on 99
Highways, Streets, and Bridges, Joint Fact Finding Committee 99
Highways--Program Development, Division of 160
Hispanic Affairs, Advisory Council on 78
Hispanic Underrepresentation, Commission on 154
Historic Landmarks Advisory Committee 129
Historic Preservation, Office of 129
Historical Association, California State 67
Historical Records Advisory Board 66
Historical Resources Commission, State 129
Historical Survey Commission 67
Historical, Archeological and Paleontological Task Force 67
History Commission, State 67
History-Social Science Curriculum Framework 21
History-Social Science Framework Committee 21
History-Social Science Unit 30
Home Economics Education Programs 30
Home Furnishings and Thermal Insulation, Bureau of 18
Home Furnishings, Bureau of 18
Homemaking Education, Bureau of 30
Homemaking, Committee on the Revision of Requirements ... 30
Hoover Commission, Little 55
Horse Racing Board 67
Horticulture, State Board of 67
Horticulture, State Commission of 67
Hospital Advisory Board 136
Hospital Council, Advisory 135
Hospital Planning Committee, San Francisco Bay Regional 135
Hospital Planning Committee, Southern California Regional 135
Hospital Reimbursement Section 71
Hospital Services, Select Committee on Proposed Phaseout of 99
Hospitals and Institutions, Subcommittee on 109
Hospitals and Medical Care Facilities, Subcommittee on 109
Hospitals, Bureau of 136
Hospitals, Division of 145
Housing Advisory Panel 99
Housing and Community Development, Commission of 68
Housing and Community Development, Committee on 99
Housing and Community Development, Dept. of 68
Housing and Construction, Task Force on 23
Housing and Urban Affairs, Committee on 99
Housing and Urban Affairs, Select Committee on 99

Housing and Urban Development, Committee on 99
Housing Finance Agency 69
Housing Industry Task Force 68
Housing Policy Development Division 68
Housing Problems, Governor's Advisory Commission on 58
Housing Programs, Office of 48
Housing Task Force 69
Housing, Commission of 68
Housing, Division of 78
Housing, Governor's Conference on 62
Human Needs and Resources, Committee on 99
Human Population Laboratory 136
Human Relations Agency 69
Human Resources Development, Dept. of 39
Human Resources, Committee on 99
Human Services Management, Institute for 150
Human Services, Committee on 99
Human Services, Institute on 153
Humanities Curriculum and School Climate, Office of 30
Humanities Curriculum Services, Office of 30
Humanities, Division of 150
Hydraulic Mining Commission 69
Hypertension Control Program 69
I/M Review Committee 80
Identification, Bureau of 82
Immigration and Housing, Commission on 78
Immigration and Housing, Division of 78
Immigration Commission 78
Immigration in the Workplace, Subcommittee on 102
Implementation & Enforcement, Division of 7
Implementation Task Force 82
Import Advisory Committee, Governor's 58
In-Home Supportive Services Bureau 156
Incarcerated Minorities, Task Force on 78
Incarceration, Citizens Advisory Committee on Alternatives to 112
Indian Affairs, Ad Hoc Committee on 100
Indian Affairs, State Advisory Commission on 78
Indian Assistance Program 68
Indian Education Handbook Committee, American 31
Indian Education Office, American 31
Indian Education Unit, American 31
Indian Justice Program 82
Indian wars and state finances 100
Industrial Accident Board 78
Industrial Accident Commission 78
Industrial and Cotton Centennial Exposition, New Orleans, 1884 170
Industrial Development Financing Advisory Commission 78
Industrial Education Unit 36
Industrial Education, Bureau of 36
Industrial Innovation, Commission on 78
Industrial Projects Section 8
Industrial Relations, Committee on 100

346

Industrial Relations, Dept. of 78
Industrial Relations, Interim Committee on 100
Industrial Safety Conference, Governor's 62
Industrial Safety, Division of 79
Industrial Safety, Select Committee on 100
Industrial Safety, Subcommittee on 103
Industrial Section 8
Industrial Strategy Development Section 8
Industrial Technology Education 37
Industrial Welfare Commission 79
Industrial Welfare, Division of 79
Industrial, Health, and Apprenticeship Education Unit 37
Industrially Disabled State Employees, Task Force on the ... 78
Industries for the Blind 11
Industry Advisory Panel 142
Industry and World Trade Commission 80
Infant and Child Care and Development, Select Committee on 100
Infant Medical Dispatch Center, Northern California 130
Infant Preschool Unit 35
Infectious Disease Branch 72
Infectious Disease Section 72, 76
Infectious Diseases in School-Age Children, Task Force on 31
Information and Public Affairs, Office of 74
Information and Reference Center, State 120
Information Center 40
Information Clearinghouse 120
Information Office, Public 169
Information Policy Committee, Statewide 100
Information Practices, Office of 80
Information Services, Division of 154
Information Systems and Services Division 31
Information Systems Bureau 171
Information Systems Implementation Committee 80
Information Systems Section 171
Information Technology Advisory Board 80
Information Technology, Office of 49
Infrastructure and Public Works, Subcommittee on 104
Infrastructure Review Task Force 62
Inheritance and Gift Tax Division 18
Inland Fisheries Branch 51
Inmate Employment, Governor's Task Force on 62
Insanity and Criminal Offenders, Special Commissions on 80
Inspector Services Program 54
Institution for Men 80
Institution for Women (Frontera) 80
Institution for Women, Board of Trustees of the California 80
Institution for Women, Corona 80
Institutional Relations and Student Affairs, Division of 155
Institutional Research, Division of 154, 155
Institutional Studies, Office of 147
Institutions and Camps Branch 171
Institutions, Committee to Make an Examination of State 100

347

Instruction, Division of 31
Instructional Materials and Library Services, Division of 31
Instructional Materials Laboratory 36
Instructional Services Unit 31
Instructional Support Division 31
Instructional Support Services Division 31
Insurance & Risk Management, Office of 53
Insurance and Financial Institutions, Committee on 100
Insurance and Indemnity, Committee on 95
Insurance Commissioner, Office of 80
Insurance Industry Back-up Committee 9
Insurance Office Division 53
Insurance Office, State 53
Insurance, Claims, and Corporations, Committee on 100
Insurance, Dept. of 80
Insurance, Division of 80
Integrated Data Processing, Advisory Committee on 21
Integrated Drug Abuse Reporting Process Section 75
Integrated Educational Programs, Ad Hoc Committee on 26
Integrated Pest Management Program 5
Integrated Remote Sensing System 142
Intercity Bus and Passenger Transfer Branch 159
Intercity Bus Branch 159
Intercounty Equalization, Division of 47
Interdepartmental Cooperative Coordinating Committee 18
Interdepartmental Library 69
Interdisciplinary Studies, Center for 152
Intergovernmental and Community Relations, Office of 76
Intergovernmental Management, Office of 80
Intergovernmental Relations Committee 100
Intergovernmental Relations, Council on 164
Intergroup Relations, Bureau of 28
Intergroup Relations, Office of 28
Interim and special committees list 90
Interim committees 100
Internal Administration 49
Internal Audits Section 69
International Programs, Office of 155
International Trade and Intergovernmental Relations, Committee 100
International Trade, Division of 14
International Trade, Investment, and Tourism, Subcommittee on 91
International Trade, Office of 24
International Water Treatment and Reclamation, Committee on 100
Interpretive Planning Unit 129
Interpretive Services, Office of 130
Intersegmental Planning Committee 25
Intersegmental Policy Task Force on ACR 83 25
Intersegmental Relational Division 31
Interstate Compact Commission, California-Nevada 15
Interstate Compact Commission, Joint California-Nevada 15
Interstate Cooperation, Commission on 81
Interstate Cooperation, Interim Committee on 100

Investigation and Enforcement Branch 83
Investigation, Bureau of 83
Investigations, Subcommittee on 87
Investigative Audit Division 85
Investigative Services, Bureau of 83
Investment of Public Funds, Subcommittee on the 108
Investment of Public Retirement and Pension Funds, Committee 109
Investment Priorities and Objectives, Select Committee on 101
Investment, Dept. of 81
Irish home rule 101
Irrigation and Reclamation Financing & Refinancing Commission 81
Jail Planning and Construction Division 19
Job Creation Program Board 81
Job Development and Economic Productivity, Select Committee on 101
Job Development and Training Branch 40
Job Development Corporation Law Executive Board 81
Job Development, Joint Committee on 101
Job Service Division 40
Job Training and Placement Council 81
Job Training Coordinating Council 81
Job Training Partnership Office 39
Job Training, Development & Placement Services Advisory Board 81
Job Training, Development and Placement, Division of 40
Jobs Task Force, Speaker's 101
John F. Kennedy Memorial Library 148
Johnson, Committee to Investigate the Charges Against H. H. 100
Joint Publications Office 119
Joint Subcommittee no.2 of the Senate Committee ... Assembly 95
Journalism, Dept. of 151
Journals 101
Judicary-Civil, Interim Committee on 102
Judicial Council 81
Judicial Criminal Justice Planning Committee 82
Judicial Qualifications, Commission on 81
Judiciary, Committee on 101
Judiciary, Interim Committee on 101
Judiciary, Joint Committee on the Structure of the 102
Judiciary, Joint Interim Committee on 101
Judiciary, Subcommittee on 102
Junior College Administration and Finance, Bureau of 31
Junior College Division 152
Junior College Education, Bureau of 31
Junior College General Education, Bureau of 31
Junior College Vocational-Technical Education, Bureau of 31
Justice, Dept. of 82
Juvenile Arson and Firesetting, Task Force on 50
Juvenile Court Law Revision Commission 84
Juvenile Hall Recommendations, Task Force on the ... 171
Juvenile Justice, Governor's Special Study on 62
Juvenile Justice, Special Study Commission on 84
Juvenile Justice, Subcommittee on 90
Juvenile Research, Bureau of 84

Juvenile Traffic Study Committee 84
Juvenile Violence, Select Committee on 102
Karl Holton School 171
Klamath River Commission 84
Klamath River Compact Commission 84
Labor and Employment, Committee on 102
Labor and Welfare, Fact-Finding Committee on 102
Labor Economics, Institute of 150
Labor Law Enforcement, Division of 79
Labor Problems, Research Committee on 84
Labor Relations Division 130
Labor Relations Support Branch 130
Labor Relations, Committee on 103
Labor Standards Enforcement, Division of 79
Labor Statistics and Law Enforcement, Division of 79
Labor Statistics and Research, Division of 79
Labor, Employment & Consumer Affairs Committee 102
Laboratories, Division of 136
Laboratory Services 6, 136
Laboratory Services Branch 72, 76
Lake Tahoe Joint Study Committee 157
Land Acquisitions, Subcommittee on 2
Land Commission, State 84
Land Conservation Unit 16
Land Conservation, Office of 16
Land Law Section 83
Land Location and Boundary Section 84
Land Resource Protection, Division of 16
Land Settlement at Delhi, Joint Committee on State 113
Land Settlement Board, State 84
Land Settlement, Division of 3, 139
Land Use Management Organizations, Select Committee on 103
Landlord/Tenant Law, Subcommittee on 102
Lands Commission, State 84
Lands Division, State 50, 84
Landscape and Architectural Design, Office of 160
Landscape Architects, Board of 84
Landscape Architecture Dept. 139
Landscape Architecture, Dept. of 153
Landscape Architecture, Office of 160
Landslide Hazard Identification Program 16
Landslide Prevention, Select Committee on 103
Langley Porter Neuropsychiatric Institute 84
Language Arts and Foreign Languges Unit 31
Lanterman Developmental Center 68
Lanterman State Hospital and Development Center 68
Large Urban Unified School Districts, Joint Committee on ... 110
Law Enforcement Advisory Committee 22
Law Enforcement Advisory Committee, Governors 58
Law Enforcement and Corrections, Subcommittee on 10
Law Enforcement Data Center 83
Law Enforcement Division 38

Law Enforcement Problems, Governor's Select Committee on 62
Law Enforcement Specialized Training, Subcommittee on 90
Law Enforcement, Advisory Committee on 165
Law Enforcement, Division of 83
Law Library (Calif.) 120
Law Library, Dept. of Justice 83
Law Library, Dept. of Water Resources 169
Law Revision Commission 84
Laws, statutes, etc. 85
Leaking Underground Fuel Tank Task Force 85
Learning Activities Resource Center 147
Learning Services Development, Division of 155
Leave Pay, Subcommittee on 118
Legal Affairs and Enforcement Division 7
Legal Affairs, Office of 7, 15
Legal Division 138, 161, 167
Legal Equality, Joint Committee on 103
Legal Information Center 83
Legal Office 31, 40
Legislation and Intergovernmental Relations Unit 49
Legislative advocates and organizations 91
Legislative Analyst 85
Legislative Building Space Needs, Joint Committee on 103
Legislative Business, Committee on 103
Legislative Counsel Bureau 85
Legislative Liaison Office 40
Legislative manual and form book 104
Legislative Organization, Joint Committee on 103
Legislative Oversight, Special Committee on 103
Legislative Procedure and Reduction of Legislative Expenses 103
Legislative Procedure, Joint Committee on 103
Legislative Reference Service 118
Legislative Reference Services, Subcommittee on 112
Legislative Representation, Committee on 103
Legislative Representation, Interim Committee on 103
Legislative roster 90
Legislative Section 141
Legislative Services Bureau 52
Legislative Unit 17, 170
Legislature 85
Liability of Public Employees, Commission to Study the 58
Librarianship, Dept. of 152
Libraries and Information Services, Governor's Conference on 62
Libraries and Learning Resources Section, ESEA, Title IVB 32
Libraries, Governor's Conference on 62
Libraries, Northridge State University 151
Libraries, San Francisco World Trade Center Authority 170
Library Affairs 155
Library Development for the California State Colleges 155
Library Development Services Bureau 120
Library Information Systems Team 120
Library Resources, Committee on Higher Education 25

Library Resources, State Committee on Higher Education 119
Library Science, Division of 149
Library Services Board 119
Library, Bakersfield State College 147
Library, Chico State College 147
Library, Dept. of Finance 49
Library, Dept. of Industrial Relations 79
Library, Dept. of Public Health 136
Library, Dept. of Water Resources 169
Library, Employment Development Dept. 40
Library, Energy Commission 44
Library, Folsom Prison 134
Library, Fresno State University 148
Library, Fullerton State College 149
Library, Hayward State College 146
Library, Humboldt State University 148
Library, Long Beach State College 148
Library, Long Beach State University 148
Library, Resources Agency 142
Library, Sacramento State University 149
Library, San Bernardino State College 150
Library, San Diego State College 151
Library, San Diego State University 151
Library, San Fernando Valley State College 151
Library, San Francisco State College 152
Library, San Jose State University 152
Library, San Quentin 134
Library, Sonoma State College 153
Library, State 120
Library, State College, Stanislaus 153
Library, State Polytechnic College, Kellogg-Voorhis 153
Library, State Polytechnic College, San Luis Obispo 152
Library, State Relief Administration 141
Licensing and Certification Division 72, 76
Licensing Business and Professions, Interim Committee on 103
Licensing, Division of 123
Lieutenant Governor 121
Life Care Contracts, Committee on 145
Limited Partnership Division 144
Liquid Fuels Conservation and Contingency Planning Office 44
List of members, officers and committees and 91
Livestock and Dairies, Interim Committee on 103
Livestock and Dairy, Subcommittee on 86
Livestock Disease Control, Bureau of 4
Livestock Identification, Bureau of 4
Livestock Identifiction Advisory Board 4
Loan Study Council 121
Loans and Grants, Division of 167
Local Allocations Division 49
Local Assistance and Review Section 68
Local Assistance Bureau 34
Local Assistance Bureau for School Apportionments, Grants ... 34

Local Assistance Section 69
Local Assistance, Office of 53, 161
Local Development, Office of 24
Local Economic Development, Office of 24
Local Evaluation Assistance Unit 3
Local Government Affairs, Office of 133
Local Government Agencies, Committee on 104
Local Government and the Public Service, Institute for 147
Local Government Assistance Program 44
Local Government Fiscal Affairs, Division of 18
Local Government Reform, Governor's Task Force on 121
Local Government, Committee on 103
Local Governments, Subcommitteeon Functional Consolidation of 106
Local Health Officers, California Conference of 136
Local Health Service, Division of 136
Local Mandate Program Unit 49
Local Mandate Unit 49
Local Mental Health Directors, Conference of 123
Local Planning Office 49
Local Programs, Division of 123
Local Public Health Assistance 72
Local Public Safety Employment Practices, Committee on 109
Long Range Facilities Planning Office 53
Long Range Planning Section 66
Long Range Planning Unit 4
Long Range Policy Planning, Select Committee on 104
Long Term Care and Aging, Office of 72
Long Term Care Ombudsman 1
Long-Term Care Division 1
Long-Term Care, Office of 65
Long-Term Care, Subcommittee on 105
Los Angeles Office 2
Los Angeles Regional Transportation Study 163
Los Angeles Riots, Governor's Commission on the 62
Los Angeles-San Diego State Rail Corridor Study Group 161
Lottery Commission 121
Lottery, State 121
Louisiana Purchase Exposition Commission 121
Lower Education, Subcommittee No. 2 95
Lower Quail Canal Break Panel 168
Lunacy, Commission in 121
Lunacy, Commissioner in 121
Maintenance and Operations, Division of 161
Maintenance Branch 161
Maintenance, Division of 161
Maintenance, Office of 161
Majority Consultants 118
Malcolm A. Love Library 150
Management Analysis Bureau 17
Management Analysis Section 15
Management Analysis, Bureau of 145
Management Analysis, Office of 161

353

Management Analyst Council 121
Management and Operations Analysis Section 125
Management Information Section 19, 134
Management Information Services 15
Management Planning Office 53
Management Reports and Analysis, Office of 34
Management Review and Support Branch 40
Management Services Section 83
Management Services, Bureau of 31
Management Services, Office of 121
Management Systems Development Unit 32
Management Training, Subcommittee on 119
Mandates, Commission on State 121
Mandatory Vehicle Inspection Program 18
Manpower Coordinating Committee 121
Manpower Development and Training Section 77
Manpower Development Section 77
Manpower Development, Select Committee on 104
Manpower Management Information System 121
Manpower Planning Council 122
Manpower Task Force, Dept. of 122
Manpower Task Force, Governor's 62
Manpower, Automation and Technology, Commission on 121
Manufacturing, Oil and Mining Industry, Interim Committee on 104
Mapping Advisory Committee, State 169
Marijuana Planting, Campaign Against 122
Marijuana, Select Committee on Control of 104
Marine Affairs and Bay Area Development, Interim Committee on 104
Marine and Coastal Resources, Advisory Commission on 122
Marine Research Committee 122
Marine Resources Branch 51
Marine Resources Division 51
Marine Resources Operations Laboratory 51
Marine Resources Operations, Terminal Island 51
Marine Resources Region 51
Marine Studies 151
Marine Studies, Center for 151
Marine Vessel Emissions Task Force 122
Maritime Academy 122
Maritime Industry, Select Committee on 104
Market Enforcement Branch 4
Market Enforcement, Bureau of 4
Market News Branch 4
Market News, Bureau of 4
Marketing Branch 161
Marketing Services, Division of 4
Marketing, Bureau of 4
Marketing, Division of 4
Markets, Bureau of 4
Marshall Monument Commission 122
Marshall's Monument, Guardian of 122
Martin Luther King, Jr. California Holiday Commission 84

Mass Transit, Joint Committee on 104
Mass Transit, Select Committee on 104
Mass Transportation, Division of 161
Master Plan for Higher Education, Commission for the Review 25
Master Plan for Higher Education, Joint Committee for Review 99
Master Plan for Higher Education, Joint Committee on the 99
Materials and Research Dept. 139
Materials Section 163
Materials Services 53
Maternal and Child Health Branch 72, 77
Maternal and Child Health, Bureau of 136
Maternal and Infant Health Section 72
Mathematics Curriculum Framework and Criteria Committee 122
Mathematics Education Unit 32
Mathematics/Science Education Unit 32
McGee Correctional Training Center 19
Measles Immunization, Intersegmental Task Force on 25
Meat Inspection, Bureau of 4
Meatcutting Industry, Committee for the 122
Meatcutting Trade, Educational Advisory Committee for the 122
Mechanical and Electrical Design Unit 162
Medi-Cal Administration, Joint Committee on 104
Medi-Cal Eligibility Branch 72
Medi-Cal Fraud and Patient Abuse, Bureau of 83
Medi-Cal Fraud, Bureau of 83
Medi-Cal Operations Division 72
Medi-Cal Oversight, Joint Committee on 105
Medi-Cal Oversight, Special Committee on 104
Medi-Cal Policy Division 72
Medi-Cal Quality Control Branch 72
Medi-Cal Reform, Special Committee on 105
Medi-Cal, Special Committee on 104
Medical Advisory Council 122
Medical Aid and Health, Governor's Committee on 58
Medical and Hospital Advisory Council 122
Medical Assistance Commission 122
Medical Assistance, Division of 77
Medical Care Standards Division 72
Medical Care Statistics Section 73
Medical Care Statistics Unit 73
Medical Care Studies Unit 136
Medical Care, Division of 145
Medical Examiners, Board of 122
Medical Facilities, Task Force on 58
Medical Facility, Vacaville 123
Medical Malpractice, Select Committee on 105
Medical Personnel Services 131
Medical Quality Assurance, Board of 122
Medical Quality, Division of 122
Medical Statistics, Bureau of 122
Medical Subcommittee 61
Medical-Legal Expenses, Technical Advisory Committee on 79

Men, Institution for 133
Men's Colony 133
Mendocino State Hospital 67
Mental Disabilities Branch 70, 77
Mental Health and Developmental Disabilities, Subcommittee on 97
Mental Health Coordinating Committee 123
Mental Health Promotion Branch 127
Mental Health Research Center 150
Mental Health Services, Subcommittee on 117
Mental Health Social Services, Office of 126
Mental Health, Dept. of 126
Mental Health, Developmental Disabilities ... Subcommittee on 98
Mental Health, Developmental Disabilities ... , Committee on 98
Mental Health, Governor's Conference on 62
Mental Health, Governor's Continuing Committee on 58
Mental Health, Select Committee on 105
Mental Hygiene Clinic, Sacramento 123
Mental Hygiene, Dept. of 123
Mental Hygiene, Governor's Committee on 58
Mental Retardation Program and Standards Advisory Board 123
Mental Retardation Programs 123
Mental Retardation Services, Bureau of 136
Mental Retardation, Study Commission on 123
Mentally Disordered Criminal Offenders, Select Committee on 105
Mentally Exceptional Children, Bureau for 29
Mentally Gifted Minors, Office of Programs for 30
Mentally Ill and Handicapped Children, Select Committee ... 105
Merit Award Board 124
Merit Award Program Review Committee, Interdepartmental 124
Merit Oversight - Audits 131
Merit System Examining Agency 124
Merit Systems Division 131
MESA 122
Meteorology, Dept. of 152
Methanol Task Force 124
Metric Conversion Council 124
Metropolitan Area Problems, Governor's Commission on 58
Metropolitan State Hospital 68
Mexican Fact-Finding Committee 124
Mexican-American Library Training Institute 149
Middle Grade Task Force 26
Migrant Child, Subcommittee on the 57
Migrant Education Office 32
Migrant Education, State Parent Advisory Committee for 32
Migrant Education, State Parent Advisory Council for 32
Migrant Housing, Office of 41
Migrant Services Section 41
Migrant Services, Office of 41, 69
Migration and Refugee Affairs, Office of 124
Mileage Rationing Administrator, Office of 124
Military and Veteran's Affairs, Dept. of 124
Military and Veterans Affairs, Interim Committee on 105

Military Dept. 1, 124
Military Service Rights, Subcommittee on 105
Milk Control, Bureau of 4
Milk Stabilization Branch 4
Milk Stabilization, Bureau of 4
Mineral Cabinet 124
Mines and Geology, Division of 16
Mines, Division of 127
Mining and Geology Board 16
Mining and Industrial Exposition Commissioner, National 124
Mining Bureau, State 127
Mining Compensation Insurance Rates, Committee on 105
Minority Business Enterprise, Office of 54
Minority Recruitment Project 84
Mobile Source Division 7
Mobilehome Park Problems, Subcommittee on 104
Mobilehomes, Select Committee on 105
Mobilehomes, Subcommittee on 99
Mobility and Communication Barriers Section 141
Mobility Barriers Section 141
Modesto Defendants, Investigating Committee on 105
Modesto State Hospital 67
Monitoring and Laboratory Division 7
Mono Lake, Interagency Task Force on 124
Moss Landing Marine Laboratories 152
Motion Picture, Television, Commercial, and ..., Committee on 105
Motor Carrier Policy and Planning Branch 138
Motor Carrier Section 66
Motor Vehicle Board, New 124
Motor Vehicle Fuel Tax Division 47
Motor Vehicle Pollution Control Board 126
Motor Vehicle Program Planning Section 7
Motor Vehicles, Dept. of 124
Motor Vehicles, Division of 124
Motorcycle Coordination, Office of 160
Motorcyclist Safety Program 66
Motorized Equipment Training Academy 161
Mount San Jacinto Winter Park Authority 126
Muffler Problem, Subcommittee on the 115
Municipal and County Government, Interim Committee on 105
Municipal and Justice Court Committee 81
Napa State Hospital 67
Narcotic Committee, Joint 106
Narcotic Enforcement, Bureau of 83
Narcotic Enforcement, Division of 130
Narcotics and Drug Abuse, State Office of 127
Narcotics and Mentally Ill, Subcommittee on 109
Narcotics Rehabilitation Advisory Council 127
Narcotics, Attorney General's Commission on 127
Narcotics, Interdepartmental Committee on 127
Narcotics, Interim Committee on 106
Narcotics, Special Study Commission on 127

National Defense Education Act Administration, Bureau of 32
National Guard 1
Native American Heritage Commission 127
Natural Heritage Section 129
Natural Resources and Conservation, Committee on 106
Natural Resources and Transportation, Subcommittee on 117
Natural Resources and Wildlife, Committee on 106
Natural Resources Management Dept. 152
Natural Resources, Committee on 106
Natural Resources, Dept. of 127
Natural Resources, Fact Finding Committee on 106
Natural Resources, Planning, and Public Works, Committee on 106
Natural Sciences, Division of 150
Navigation and Ocean Development Commission 127
Navigation and Ocean Development, Dept. of 127
Negotiations Support 131
Negotiations Support Branch 131
Neighborhood Violence & Mediation, Select Committee on 106
Neighborhood Violence, Research Committee on 106
Nelles School for Boys 52
Nematology Laboratory 4
New Building and Appliance Efficiency Office 46
New Partnership Task force on State and Local Government 63
New Source Analysis Section 8
New Student Fee and Financial Aid Program, Task Force on a 154
New Towns, Governor's Task Force on 64
Noise Control, Office of 77
Nonprofit Corporations Code, Select Committee on Revision ... 106
Normal School Building Commissioners, Board of State 153
Normal School Trustees, Joint Board of 155
Normal School, Chico 147
Normal School, Los Angeles 148
Normal Schools, Board of Trustees of the State 155
North Central Coast Regional Commission 14
North Coast Regional Commission 14
North Coast Timber Economy, Select Committee on 107
Northern Area Labor Market Information Group 42
Northern California Employment Data and Research (Agency) 42
Northern California Employment Data and Research Section 42
Northern California Section 74
Northern District 168
Nuclear Assessments Office 44
Nuclear Emergency Response, Task Force on California 119
Nuclear Energy and Radioactive Materials, State Task Force on 142
Nuclear Facility Safety and Emergency Preparedness, Subcom ... 93
Nuclear Power Plant Planning 39
Nurse Examiners, Board of 128
Nursery and Seed Services 6
Nursery Service 6
Nursery Service, Bureau of 4
Nursing and Nurse Registration, Board of 128
Nursing Education and Nurse Registration, Board of 128

Nursing Home Administrators, Board of Examiners of 128
Nursing Home Study Advisory Committee 128
Nursing, Board of Registered 128
Nutrition and Food Service Education Section 29
Nutrition Education & Training Program 29
Nutrition Policies ... at Facilities of Mental Hygiene ... 49
Nutrition Service 136
Nutrition, Bureau of 136
O.H. Close School 171
Occupational Analysis Field Center 41
Occupational Education, Division of 15
Occupational Health and Environmental Epidemiology, Bureau of 135
Occupational Health Branch 77
Occupational Health Research and Development Section 71
Occupational Health Section 77
Occupational Information Coordinating Committee 128
Occupational Injury, Governor's Program to Reduce 63
Occupational Preparation Task Force, Joint 128
Occupational Safety and Health Appeals Board 128
Occupational Safety and Health Standards Board 128
Occupational Safety and Health, Divison of 79
Ocean Disposal of Radioactive Waste, Committee on the 73
Ocean Resources, Governor's Advisory Commission on 62
Ocean Resources, Interagency Council for 128
Ocean Studies Consortium, Southern California 128
Oceanic Fisheries Investigations, California Cooperative 122
OCS Project Task Force 133
Off-Highway Motor Vehicle Recreation Commission 124
Off-Highway Motor Vehicle Recreation, Division of 130
Off-Highway Vehicle Recreation, Office of 130
Offender Information Services 19
Offender Information Services Branch 19
Office Engineer, Office of 162
Office Evaluation Task Force 12
Offshore Oil and Gas Development, Subcommittee on 106
Oil and Gas Development on State Lands, Interim Committee on 107
Oil and Gas from the Tidelands ..., Special Committee on 107
Oil and Gas, Division of 16, 127
Old Age Security, Bureau of 145
Older Girl and the Law, Committee on the 128
Olympic Commission 128
Olympics, Subcommittee on the 1984 96
Open Space Lands, Joint Committee on 107
Open Space Lands, Select Committee on 107
Operating Reports Group 42
Operation and Maintenance, Division of 169
Operation Reports Group 42
Operational Planning Section 66
Operations and Passenger Branch 138
Operations, Division of 162
Optometry, Board of 128
Oral Board Procedures in the California State Civil Service 128

Oral History Program 149
Orange County State College 149
Order Section 120
Organization and Cost Control Division 49
Organization and Financing of Local Government, Committee on 107
Organization and Salaries of State College Library Staffs 32, 153
Organized Crime & Criminal Intelligence Branch 84
Organized Crime and Criminal Intelligence, Bureau of 83
Organized Crime Control Commission 20
Organized Health Systems Division 72
Osteopathic Examiners, Board of 128
Pacific Rim, Commission on the 154
Pacific Rim, Select Committee on the 107
Pacific State Hospital 68
Paperwork Management Conference, Interagency 128
Parent Involvement and Education Unit 32
Parenting and Community Education 32
Park and Recreation Commission, State 128
Park Commission, State 129
Parking Fee and Fiscal Issues Task Force 154
Parks and Recreation, Dept. of 128
Parole and Community Services Division 20
Parole and Institutions Branch 171
Parole Re-Entry Project, Citizen's Initiative 171
Parole Services Branch 171
Part-time Education for Minors, Committee on 32
Patient Care Facilities and Services, Division of 136
Patton State Hospital 68
Pavement Branch 162
Pay and Benefits Center 131
Pay and Benefits Sections 131
Pay Division 131
Peace Officer Standards and Training, Commission on 84
Peace Officers Committee on Civil Disturbances 57
Peace Officers, Subcommittee on 102
Peace Officers' Training Program 36
Peacetime Use of Radiological Materials, Committee on 59
Penal Affairs, Governor's Investigation Committee on 58
Penal Affairs, Governor's Investigation Comnmittee on 63
Penal Code, Joint Committee for the Revision of the 107
Penal Code, Subcommittee on Reform of the 90
Penal Institutions, Select Committee on 107
Penological Commission, State 130
Penology, Dept. of 130
Pension Fund Investments, Governor's Conference on 63
Pension Investment Unit 133
Pensions of State Employees, Commission on 130
Pensions, Governor's Committee on Old Age 59
Performing Arts, Consultative Committee on the 154
Perinatal Dispatch Center, Northern California 130
Periodicals Section 120
Permit Assistance Clearinghouse 133

Permit Assistance, Office of 133
Permits, Surveillance and Enforcement Section 74
Personal amd Career Development Services Unit 33
Personal Privacy, Commission on 134
Personnel Act Advisory Council, Intergovernmental 131
Personnel Administration, State Dept. of 130
Personnel and Training Office 32
Personnel and Training Section 125
Personnel and Training, Governor's Committee on 59
Personnel and Training, Governor's Council Committee on 59
Personnel and Veterans Affairs, Committee on State 114
Personnel Board, State 131
Personnel Development Center 131
Personnel Development Division 131
Personnel Development Unit 35
Personnel Management Services Division 132
Personnel Office 32
Personnel Officers' Council, State 132
Personnel Payroll Services Division 18
Personnel Services, Bureau of 17
Personnel, Bureau of 145
Pest Control, Bureau of 5
Pest Detection and Emergency Projects 5
Pest Exclusion 5
Pest Exclusion/Nursery and Seed Services 6
Pest Exclusion/Nursery Program 6
Pest Management Analysis and Planning Program 5
Pest Management, Environmental Protection, and Worker Safety 5
Pest Response Task Force 63
Pesticide Enforcement 5
Pesticide Licensing 5
Pesticide Registration and Agricultural Productivity 5
Pesticide Review, Governor's Advisory Committee on 59
Pesticide Use Enforcement 5
Petroleum Industry-Civil Defense Advisory Committee 59
Petroleum, Committee on 21
Pharmacy Standards in Corrections, Advisory Committee on 132
Pharmacy, Advisory Commission on 132
Pharmacy, State Board of 132
Physical Education, Dept. of 149
Physical Education, Health Education, Athletics and Recreation 30
Physical Facilities, Committee on 25
Physical Planning and Development 155
Physical Therapy Examining Committee 123
Physically Exceptional Children, Bureau for 32
Physically Handicapped, Conference on Rehabilitation of the 62
Physician's Assistant Examining Committee 122
Physicians Assistant and Nurse Practitioner ..., Committee on 132
Pilot Commissioners for the Bays of San Francisco, San ... 133
Pilot Projects Section 75
Pilotage Rate Committee 133
Planning & Policy Development Unit 39

Planning and Analysis Division 66
Planning and Construction Division 19
Planning and Design, Office of 162
Planning and Development, Division of 129
Planning and Evaluation Division 23
Planning and Evaluation Section 72
Planning and Land Use, Committee on 107
Planning and Local Assistance Division 129
Planning and Policy Development, Office of 41
Planning and Program Analysis, Division of 76
Planning and Program Analysis, Office of 72, 76
Planning and Research, Division of 168
Planning and Research, Office of 133
Planning and Research, Office of the Director of 133
Planning and Review, Office of 73
Planning Board, State 133
Planning Branch 51
Planning Division 129
Planning for Recreation, Park Areas and Facilities, Committee 140
Planning Office 41
Planning Section, State 146
Planning Services, Office of 146
Planning, Division of 169
Planning, Evaluation and Promotion, Division of 126
Planning, Evaluation, and Research, Division of 33
Planning, Office of 123
Planning, State Office of 49
Plant Industry, Division of 5
Plant Pathology 6
Plant Pathology, Bureau of 6
Plant Quarantine, Bureau of 6
Podiatric Medicine, Board of 18
Police Administration, Subcommittee on 101
Police Dept. 65
Police, State 53
Policy Analysis and Planning 155
Policy and Planning Division 138
Policy and Program Analysis, Office of 146
Policy and Program Development Section 131
Policy and Program Development Unit 131
Policy and Program Evaluation, Office of 44
Policy and Standards Division 132
Policy Development Committee 25
Policy Development, Office for 119
Policy Research Management, Committee on 107
Political Reform, Select Committee on 107
Pollution Control Financing Authority 133
Polytechnic State University Foundation, San Luis Obispo 152
Polytechnic State University, San Luis Obispo 152
Pooled Money Investment Board 133
Population Commission 133
Population Committee 136

Population Research Unit 49
Population Study Commission 133
Pornographic Plays, Special Committee on 107
Porterville State Hospital 68
Postsecondary Education Commission 25
Postsecondary Education, Joint Committee on 107
Postsecondary Education, Permanent Subcommittee on 91
Postsecondary Education, Subcommittee on 107, 117
Poultry Improvement Advisory Board 133
Poultry Improvement Commission 133
Poultry Inspection, Bureau of 6
Pre-emption, Governor's Commission on the Law of 63
Preschool Education, Bureau of 33
Preschool Eductional Programs, Governor's Committee on 63
Preschool Programs, Subcommittee on 60
Preston School of Industry 133
Preston School of Industry (Ione, Calif.) 133
Prevention and Community Corrections Branch 171
Prevention of Developmental Disabilities, Conference on 61
Prevention, Office of 126
Preventive Health Services 73
Preventive Medical Services Branch 73
Primary Care Grant Unit 70
Printer, Office of the State 133
Printing Division 49
Printing Expense, Interim Committee on Reduction of ... 107
Printing, Interim Committee on State 114
Printing, Office of State 54
Prints Room 120
Prison at San Quentin, California State 134
Prison Construction and Operations, Joint Committee on 107
Prison Directors, State Board of 134
Prison Facilities and Incarceration Alternatives, Committee on 114
Prison Industry Authority 19
Prison Industry Board 18
Prison Reform and Rehabilitation, Select Committee on 108
Prison Reform Convention in Saratoga, 1884, Commissioner to 134
Prison Reform, Special Committee on State 108
Prison Terms and Paroles, Board of 134
Prison Terms, Board of 134
Prison, Soledad 134
Prisons and Reformatories, Committee on 108
Prisons, Commission of Inquiry into General Administration of 134
Prisons, Committee on 108
Private Investigators and Adjusters, Bureau of 134
Private Postsecondary Education Division 33
Private Postsecondary Education, Office of 33
Private Postsecondary Eductional Institutions 26
Probation, Division of 145
Problem Children, Commission for the Study of 13
Processing Center 120
Procurement, Office of 53

Product Design and Marketing, Council of 134
Professional Advisory Group 44
Professional and Vocational Standards, Dept. of 134
Professional Education Employee Development Branch 126
Professions and Occupations, Subcommittee on 109
Program Administration and Analysis, Division of 125
Program and Policies, Committee on 24
Program and Policy Administration Branch 125
Program and Policy Analysis Section 125
Program and Systems Analysis Division 41
Program Audits Unit 74
Program Development and Evaluation for Special Education 35
Program Development and Evaluation, Office of 125
Program Development Division 141
Program Evaluation and Research Division 33
Program Evaluation and Research, Office of 33
Program Evaluation Section 125
Program Evaluation Unit 49
Program Evaluation, Office of 33
Program Planning and Development Section 141
Program Planning and Development, Bureau of 33
Program Planning and Development, Office of 33
Program Research and Review Division 171
Program Review Branch 40
Program Review Team 53
Program Review, Office of 123
Program Support Branch 12
Program, Curriculum and Training Unit 35
Project Control Unit 54
Project Development and Management, Office of 54
Project Development, Division of 162
Project Evaluation & Assistance Office 45
Project Geology Branch 169
Project Management, Office of 162
Project S.E.E. 35
Property Acquisition Division 49, 53
Property Acquisition Service 53
Property and Shipping Section 120
Property Management and Services 53
Property Management Demonstration Project, State 53
Property Tax Administration, Task Force on 111
Property Taxation, Subcommittee on 111
Property Taxes, Dept. of 47
Proposition 63, Task Force on 118
Psychology Examining Committee 123
Psychotherapist and Patients Sexual Relations, Task Force on 119
Public Accounting, Dept. of 18
Public Administration Program 147
Public Adviser's Office 44
Public Affairs Research Institute 151
Public and Urban Affairs, Institute of 151
Public Broadcasting Commission 134

Public Buildings, Joint Committee on 108
Public Defender, Office of the State 134
Public Domain, Joint Committee on 108
Public Economics, Center for 150
Public Education Advisory Committee 50
Public Education System, Citizens Advisory Commission 25
Public Education System, Joint Interim Committee on the 108
Public Education, Select Committee on Innovation in the ... 100
Public Education, State Committee on 25
Public Employee Relations, Advisory Council on 108
Public Employees and Retirement Committee 108
Public Employees' Reitrement System 39
Public Employer-Employee Relations, Joint Committee on 108
Public Employment and Affirmative Action Division 132
Public Employment and Retirement Committee 108
Public Employment Offices and Benefit Payments, Division of 41
Public Employment Relations Board 38
Public Health and Safety, Fact Finding Committee on 109
Public Health Contract Services, Bureau of 137
Public Health Nursing, Bureau of 137
Public Health Nutrition, Bureau of 136
Public Health Social Work, Bureau of 137
Public Health Statutes Task Force 69
Public Health, Dept. of 134
Public Health, Interim Committee on 108, 109
Public Health, State Board of 134
Public Information and Education, Office of 48
Public Information Section 41
Public Information, Advisory Committee on 57
Public Investment Task Force, Governor's 63
Public Lands, Forestry & Grazing, Subcommittee on 86
Public Lands, Interim Committee on 109
Public Libraries Division 120
Public Library Commission 119
Public Library Development Board 119
Public Medical Care for Children, Advisory Committee on 137
Public Morals, Committee on 109
Public Outdoor Recreation Plan Committee 140
Public Pension Funds Investments, Joint Committee on 109
Public Personnel Management, Advisory Coordinating Council on 63
Public Policy Regarding Agricultural Chemicals, Committee on 57
Public Procurement Advisory Committee 137
Public Relations Office 33
Public Retirement and Pension Funds, Joint Interim Committee 101
Public Safety Agency 143
Public Safety, Committee on 109
Public School Administration, Division of 33
Public School Administration, Subcommittee on 92
Public School Administrators, Task Force for the Improvement 92
Public School Teachers' Retirement Salary Commission 158
Public Service Education, Governor's Advisory Council on 63
Public Transportation Problems in Los Angeles ... , Committee 115

Public Utilities and Corporations, Committee on 110
Public Utilities and Corporations, Interim Committee on 109
Public Utilities Commission 137
Public Utilities Commission, Subcommittee on Oversight of the 116
Public Utilities, Committee on 109
Public Utilities, Special Committee on 109
Public Utilities, Transit and Energy, Committee on 110
Public Water Supply Branch 74
Public Works and Acquisition Division 49
Public Works and Natural Resources, Committee on 59
Public Works and Natural Resources, Governor's Council on 63
Public Works Board, State 138
Public Works Monitoring and Data Collection Unit, State 54
Public Works, Commissioner of 139
Public Works, Committee on 110
Public Works, Dept. of 139
Publications Office 118
Publications, Bureau of 33
PUC Safety Regulations, Subcommittee on 109
Pupil Personnel Services, Bureau of 33
Pupil Personnel Services, Office of 33
Purchases Standards Committee, State 139
Purchasing Division 49
Quality Control and Evaluation Branch 73
Quality Control Bureau 156
Quality of Teaching, Ad Hoc Committee on 152
Quality Program Unit 35
Race Track Leasing Commission, State 140
Racial, Ethnic, Religious and Minority Violence, Commission on 82
Rackets, Subcommittee on 101
Radiation Protection, Subcommittee on 109
Radio Communication, Advisory Committee on 165
Radiologic Health Branch 73
Radiologic Health Section 73, 77
Radiologic Technology Certifiction Committee 73
Radiological Defense Advisory Committee 59
Radiological Division 39
Radiological Health, Bureau of 137
Rail Freight Branch 161
Rail Planning Branch 161
Rail Projects Branch 161
Rail, Office of 161
Railroad Commission, Committee to Investigate the California 110
Railroad Museum, State 140
Railroad Operations and Safety Branch 138
Raisin Advisory Board 140
Ramie Culture, Superintendent of 140
Rapid Transit, Select Committee on 110
Rate Development and Review Section 77
Rate Regulation Division 80
Rates and Fees Section 77
Reading Framework Committee 140

Readjustment Education, Bureau of 33
Real Estate and Design Services, Office of 54
Real Estate and Land Use Institute 155
Real Estate Commissioner's Dept., State 81
Real Estate Dept., State 81
Real Estate Division, State 81
Real Estate Education and Research, Advisory Committee on 140
Real Estate Services, Division of 54
Real Estate Services, Office of 54
Real Estate, Dept. of 81
Reapportionment, Special Committee on 110
Reception Center, Northern 71
Reciprocity Commission 140
Reclamation Board 140
Reconstruction and Reemployment Commission, State 140
Records and Statistics, Bureau of 137
Records Management Division 54
Records Management, Office of 54
Records Service Division, State 54
Recovery Branch 72
Recovery Technology Branch 146
Recreation and Leisure Task Force 61
Recreation and Local Services 129
Recreation and Park Administration, Dept. of 150
Recreation Commission 140
Recreation Policy and Program, Governor's Conference on the 63
Recreation, Committee for the Study of 140
Recreation, Division of 127, 130
Recreation, State Beaches and Parks, Interim Committee on 110
Recreation/Leisure Task Force 61
Recreational Inquiry Committee 140
Recreational Planning, Regional Conference on 59
Recreational Trails Committee 140
Recruitment and Examining Division 132
Recruitment and Field Services Division 132
Recruitment Section 132
Recruitment Unit 132
Redevelopment Agency, State 140
Redevelopment of Antiquated Subdivisions, Subcommittee on the 104
Redwood Park Commission 140
Reemployment of ... Engineers and Scientists, Commission on 80
Reemployment, Governor's Commission on 59
Reference Services 121
Reference Services, Bureau of 33
Reform School, Marysville 140
Refugee Resettlement and Immigration, Joint Committee on 110
Refugee Resettlement, International Migration ... , Committee 110
Refugee Resettlement, Joint Committee on 110
Region 1, Dept. of Fish and Game 50
Regional Environmental Studies, Center for 150
Regional History, Center for 150
Regional Programs Division 7

Regional Services Division 35
Regional Services, Office of 34
Registrar, Office of the State 73
Registrar, State 140
Registration and Investigative Services, Division of 126
Registration of Nurses, Bureau of 137
Registration Services and Compliance Enforcement, Division of 126
Registration, Division of 125
Regulatory notice register 85
Regulatory Oversight, Select Committee on 110
Rehabilitation Bureau 79
Rehabilitation Center 141
Rehabilitation Engineering Section 140
Rehabilitation Planning Project Advisory Committee 141
Rehabilitation, Dept. of 140
Rehabilitation, Governor's Council Committee on 59
Relief Administration, State 141
Relief Commission, State 142
Religious Council of Southern California, Governor Brown's 63
Reorganization of School Districts, Committee on 34
Reorganization of State Government, Committee on 59
Repair Services Advisory Board, Bureau of 142
Repair Services, Bureau of 18
Republican Caucus 118, 119
Research Development Office 45
Research & Policy Division 69
Research Administration Section 159
Research Advisory Panel 142
Research and Analysis Unit 15
Research and Development 126
Research and Development Office 126
Research and Development Section 126
Research and Mangement Services, Center for 149
Research and Policy Development, Division of 69
Research and Special Projects 130
Research and Special Projects Unit 17
Research and Statistics 145
Research and Statistics Division 47
Research and Statistics Section 42, 125, 141
Research and Statistics Unit 47
Research and Statistics, Division of 47
Research and Study Committee 140
Research Committee 19
Research Coordinating Committee, State Interdepartmental 142
Research Development and Consultation Section 126
Research Division 7, 19
Research Section 141
Research Services Section 10
Research Statistics and Program Evaluation Section 141
Research Unit 19
Research, Bureau of 123
Research, Development and Demonstration Committee 44

Research, Division of 137, 171
Research, Office of 118, 119
Resident Projects, Bureau of 142
Residential Building Energy Efficiency Standards ... Group 44
Residential Programs and Standards Office 46
Resource Conservation & Recovery Division 146
Resource Conservation Commission, State 142
Resource Conservation, Division of 16
Resource Preservation and Interpretation Division 129
Resource Protection Division 129
Resources Agency 142
Resources and Land Use, Committee on 110
Resources Development Agency, Task Force Committee on ... 63
Resources Development, Division of 169
Resources Information and Education Officers Council 142
Resources Management and Protection, Division of 129
Resources Planning, Division of 169
Resources, Land Use, and Energy, Committee on 111
Restaurant Sanitation, Subcommittee on 109
Retirement Committee 111
Retirement Committee, Joint Legislative 111
Retirement Systems Committee 111
Retirement, Subcommittee on 108
Revenue Act of 1978 and the Energy Act, Task Force on ... 111
Revenue and Management Agency 142
Revenue and Taxation, Commission on 142
Revenue and Taxation, Committee on 111
Revenue and Taxation, Interim Committee on 111
Revenue Requirements Division 138
Revenue Sharing Task Force, Joint 85
Review Committee 82
Revision and Reform of the Law, Commissioners for the 85
Revision of the Laws, Commission for the 84
Rice Handlers' Advisory Board 143
Rice Research Board 142
Ridesharing, Office of 161
Riding and Hiking Advisory Committee 143
Riding and Hiking Trails Advisory Committee 130
Right of Way Dept. 139
Right of Way, Division of 162
Right to Read Office 34
River Forecast Center, Federal-State 169
River Management Plans, Subcommittee on 106
Rivers and Harbors, Examining Commission on 143
Roads, Joint Advisory Committee on 111
Rodent and Weed Control and Seed Inspection, Bureau of 6
Rules Committee 111
Rules, Committee on 112
Rules, Joint Committee on 112
Rumford Act, Governor's Commission on the 63
Rural Crime Prevention Task Force 143
Rural Health Division 73

Rural Health Section 77
Rural Issues, Select Committee on 112
Rural Manpower Services Division 41
S.B. 154, Conference Committee on 89
Sacramento Pesticide Laboratory 3
Sacramento Regional Office 2
Sacramento Rideshare 163
Sacramento Ridesharing Project 163
Sacramento River Drainage District, Board of Commissioners of 143
Sacramento Valley Floods, Select Committee on the 112
SAFE-BIDCO 43
Safety Advisory Committee, Governor's Inter-departmental 59
Safety and Rehabilitation Program, Governor's 63
Safety Committee, Governor's 59
Safety Devices and Regulations, Subcommittee on 115
Salaries in Teachers Colleges, Committee for the Study of 34
Sales and Use Tax Division 47
Salinity Intrusion in Agricultural Soils, Select Committee on 112
Salmon and Steelhead Trout, Advisory Committee on 143
Salmon Fishing Review Board 50
Salvage Committee 22
Salvage, Advisory Committee on 165
Sampling Technique Subcommittee 6
San Diego Coast Regional Commission 14
San Diego County Delegation 112
San Diego Foster Care Programs, Select Committee on 112
San Diego History Research Center 150, 151
San Diego State University 150
San Diego-Coronado Bridge Task Force 143
San Fernando Valley State College 151
San Francisco Bay Area Rapid Transit Commission 143
San Francisco Bay Area Transportation Terminal Authority 143
San Francisco Bay Conservation and Development Commission 143
San Francisco Bay Conservation Study Commission 143
San Francisco Bay Ports Commission 143
San Francisco Harbor Bond Finance Board 65
San Francisco Port Authority 65
San Francisco State University 151
San Francisco-Oakland Bay Bridge Division 139
San Joaquin District 168
San Joaquin River Basin Technical Committee 167
San Joaquin Valley Agricultural Drainage Office 169
San Joaquin Valley Interagency Drainage Program 168
San Jose State University 152
Sanitary Engineering Branch 73
Sanitary Engineering Section 73, 77
Sanitary Engineering, Bureau of 137
Santa Monica Mountains Comprehensive Planning Commission 143
Santa Monica Mountains Conservancy 143
Savings and Loan, Dept. of 81
Savings and Loan, Division of 81
SB 1195 Task Force 88

SB 626, Interagency Council on 80
Scenic Highway Advisory Committee 66
Scenic Highways, Advisory Committee on a Master Plan for 66
Scenic Highways, Citizen's Advisory Committee on 66
Scenic Highways, Interdepartmental Committee on 66
Scenic Highways, Interdepartmental Coordinating Committee on 66
Scenic Preservation of State Highways, Joint Committee on 112
Scholarship and Loan Commission, State 143
Scholarship Commission 143
School Accounts and Records, Bureau of 34
School and Government Employees Bureau 43
School Apportionments and Reports, Bureau of 34
School Approval, Bureau of 34
School Attendance and Environmental Improvement Unit 34
School Budgeting and Accounting, Advisory Committee on 144
School Building Finance Committee 143
School Building Shelter Facilities, Joint Committee on New 106
School Bus/Farm Labor Bus Driver Instructor Unit 32
School Climate and Student Support Services Unit 31
School Climate Unit 31
School Climate, Office of 30
School Code Commission 144
School Counseling, Statewide Task Force on 92
School Curriculum and Pupil Achievement, Subcommittee on 92
School District Budgeting and Accounting, Commission for 144
School District Finance, Select Committee on 112
School District Management Assistance Team 27
School District Management Services Bureau 27
School District Organization, Bureau of 34
School Districts, State Commission on 144
School Employees Fund Section 43
School Facilities and Transportation Division 34
School Facilities Planning Unit 34
School Facilities Planning, Bureau of 34
School Facilities, Joint Committee on 112
School Facilities, Organization and Transportation Division 34
School Finance and Character Education, Committee on ... 100
School Finance Planning, Statewide Council on Long-Range 144
School Finance, Subcommittee on 92
School for the Blind 11
School Governance and Management, Commission on 144
School Health Program 30
School Health, Joint Committee on 144
School Improvement, Office of 28
School Lunch Program 34
School Planning Office 35
School Readiness Task Force 26
School Safety Center 83
School/College Relations, Office of 149
Science and Industry, California Museum of 126
Science and Technology Advisory Council 113
Science and Technology Coordinator 121

Science and Technology, Joint Committee on 112
Science and Technology, Office of 144
Science Curriculum Framework and Criteria Committee 21
Science Division 151
Science Education, Advisory Committee on 35
Science Education, Committee on 35
Science Guide for Elementary Schools, Committee on 35
Sciences and Engineering Library 151
Scientific Advisory Committee on Acid Deposition 7
Scientific Research, Committee on 21
Sea Grant Advisory Panel 142
Seacoast, Joint Committee on the 112
Secondary Education Consolidated Field Services 35
Secondary Education, Bureau of 35
Secondhand Dealers and Auctioneers, Interim Committee on 112
Secretary of State 144
Seismic Safety Commission 144
Seismic Safety, Joint Committee on 112
Selection Consulting Center 132
Selection Programs and Services Division 132
Self-Esteem, and Personal and Social Responsibility, Task ... 144
Self-Help Cooperatives, Bureau of 142
Self-Help, Bureau of 142
Senate 119
Senate Apportionment, Study Commission on 144
Senate Concurrent Resolution 59 Study Team 130
Senile Patients, Conference on the Care and Treatment of 63
Serials Dept. 149
Service and Coordination, Division of 164
Service and Cost Branch 138
Service Station Franchising and Petroleum Products, Committee 113
Services Division, Office of 53
Sex Crimes Against Children, Conference on 63
Sex Offender Treatment and Evaluation Project 127
Sex Offenders, Task Force on 171
Sexual Assault Victims Assistance, Select Committee on 113
Sexual Harassment in Employment Project 170
Sexually Transmitted Diseases Section 74
Shelter Study, Governor's State 59
Ship Construction and Repair, Governor's Committee for 59
Shipping Point Inspection, Bureau of 6
Sierra Conservation Center 19, 133
Sierra/Cascade/Klamath Watershed, Select Committee on the 113
Silk Culture, State Board of 144
Site Cleanup and Emergency Response Section 71
Site Mitigation Section 74
Siting and Environemtnal Division 44
Small and Hazardous Waste, Special Committee on 113
Small and Minority Business Procurement Assistance Division 54
Small and Minority Business, Office of 54
Small Business Development Center 24
Small Business Development, Office of 24

Small Business Enterprises, Select Committee on 113
Small Business Office 53
Small Business, Governor's Commission on 63
Small Business, Office of 24
Small Business, Select Committee on 113
Small Craft Harbors Commission 144
Small Craft Harbors, Division of 127, 130
Small Farm Viability Project 48
Small Hydroelectric Development, Governor's Task Force on 62
Small Loans, Interim Committee on 113
Small Power Producers, Office of 45
Snow Surveys, California Cooperative 168
Social Hygiene, Bureau of 137
Social Insurance Commission 144
Social Sciences, Division of 150
Social Security Amendments of 1972, Joint Committee on ... 94
Social Security, Division of 146
Social Services Advisory Board, State 144
Social Services and Welfare, Subcommittee on 98
Social Services Division 77
Social Services Evaluation Branch 77
Social Services Planning Act, Interim Planning Task Force 157
Social Services Program 77
Social Services, Dept. of 156
Social Welfare Board 145
Social Welfare, Committee on 113
Social Welfare, Dept. of 145
Social Welfare, Interim Committee on 113
Social Work Examiners, Board of 146
Social Work, Bureau of 123
Social Work, School of 148, 149, 151
Social Worker and Marriage Counselor Qualificaiton Board 146
Sociology, Dept. of 146
Soil Conservation Advisory Committee 17
Soil Conservation Commission, State 146
Soil Conservation, Division of 16, 127
Soil Conservation, Joint Interim Committee on 113
Soil Resources Protection Unit 17
Soil-Vegetation Survey 52
Solar Business Office 146
Solar Energy Office 45
SolarCal Council 146
SolarCal Local Government Commission 146
SolarCal Office 146
Solarwork Institute 9
Soldiers' Employment and Readjustment, State Committee on 146
Soledad Correctional Training Facility 134
Solid Waste Mangement Board 146
Sonoma County Records Inventory Project 153
Sonoma State Hospital 68
Sonoma State University 153
Sonrisseau Academy for California State and Local History 152

South Central Coast Regional Coastal Commission 14
South Central Coast Regional Commission 14
South Coast Regional Commission 14
Southern Area Labor Market Information Group 42
Southern California Employment Data and Research (Agency) 43
Southern California Employment Data and Research Section 42
Southern California Hazardous Waste Management Project 74
Southern California Labor Market Information Group 43
Southern California Rapid Transit Subcommittee 110
Southern California, Subcommittee on 115
Southern District 168
Southern Reception Center and Clinic 171
Southwest Border Regional Commission 146
Southwestern Regional Deaf-Blind Center 32
Space Shuttle Task Force 146
Speakers and Artists, Bureau of 149
Special Committee 26
Special Committee on Educational Equity 25
Special Districts, Subcommittee on 106
Special Education Committee, Joint 113
Special Education Division 35
Special Education Fiscal Task Force 35
Special Education, Advisory Commission on 26
Special Education, Commission for 35
Special Education, Commission on 26
Special Education, Division of 35
Special Education, Interim Committee on 92
Special Education, Office of 35
Special Education, Special Legislative Advisory Committee on 113
Special Education, Subcommittee on 92
Special Needs, Division of 35
Special Program Unit 15
Special Projects 168
Special Projects Task Force 138
Special Schools and Services, Division of 35
Special Services Unit 6
Special Studies and Evaluation Reports Unit 33
Special Studies Unit 33
Specialized Programs Branch 37
Specialized Training Institute 124
Speech Pathology and Audiology Examining Committee 123
Speed Zones and Speed Limit Signs, Joint Interim Committee on 113
Sports and Entertainment Subcommittee 91
Sports, Select Committee on Licensed and Designated 113
St. Francis Dam Commission 143
Staff Development, Office of 35
Stallion Registration Board 146
Standardbred Sires Stakes Committee 67
Standardization 3
Standards and Surveys Division 132
Standards and Training for Corrections Programs 19
Standards of Certification, Committee on 27

Standing committees 91
State and Consumer Services Agency 146
State and Local Taxation, Committee on 114
State Bar, Legislative Investigating Committee on the 113
State Capitol Commissioners 12
State Capitol Planning Commission 12
State College at Palos Verdes 149
State College Council 153
State College, Bakersfield 146
State College, Dominguez Hills 147
State College, Long Beach 148
State College, San Bernardino 150
State College, Stanislaus 153
State Colleges 153
State Colleges and Teacher Education, Division of 36
State Employees Accident Prevention Committee 39
State Employees Traffic Safety Committee 158
State Employees' Retirement System 39
State Employees' Retirement System, Board of Administration 39
State Polytechnic College, Kellogg-Voorhis 152
State Polytechnic University, Pomona 153
State University 153
State University and Colleges 153
State University, Chico 147
State University, Dominguez Hills 147
State University, Fresno 147
State University, Fullerton 149
State University, Hayward 146
State University, Humboldt 148
State University, Long Beach 148
State University, Los Angeles 148
State University, Northridge 151
State University, Sacramento 149
State University, San Bernardino 150
State University, Stanislaus 153
State's Economy, Joint Committee on the 91
State-Federal Interagency Group 143
Statewide Economic Analysis Group 42
Statewide Planning 126
Statewide Planning Unit 129
Statewide Studies Unit 77
Stationary Source Control Division 8
Stationary Source Division 8
Statistical Research and Consulting Division 47
Statistical Services Branch 157
Statistical Services Section 157
Statistics and Analytical Studies Unit 10
Statistics and Data Analysis Section 127
Statistics and Data Retrieval Section 127
Statistics Program Evaluation and Research Section 141
Statistics, Bureau of 125
Status and Trends, Subcommittee on 111

Statutory Advisory Committee 25
Stock Market Commission 122
Stockton Developmental Center 68
Stockton State Hospital 68
Strategic Management and Policy Analysis, Office of 162
Street Improvement Laws, Joint Committee on 114
Stringfellow Project Management Team 74
Striped Bass Working Group 167
Strong Motion Instrumentation Program 16
Strong-Motion Studies, Office of 16
Structural Analysis Unit 162
Structural Materials Branch 160
Structural Pest Control Board 155
Structures and Engineering Services, Division of 162
Structures Construction, Office of 162
Structures Design, Division of 162
Structures Design, Office of 162
Structures, Division of 162
Student Admission, Retention and Transfer, Technical Committee 25
Student Affairs, Division of 155
Student Aid Commission 143
Student Financial Aid Policy Study Group 143
Student Loan Authority 143
Student Services Fee, Task Force on the 154
Subdivision Development and Planning, Interim Committee on 114
Substance Abuse Program 75
Substance Abuse, Division of 75
Substance Abuse, Select Committee on 91
Summer Job Campaign for Youth, Governor's 1980 62
Summer School for the Arts 35
Sunset Review Advisory Committee I 36
Sunset Review Advisory Committee II 36
Sunset Review Advisory Committee III 36
Sunset Review Advisory Committee IV 36
Super-Agencies, Subcommittee on the 119
Supervisors' Forum 155
Supplementary Student Program Services Unit 26
Supply Assessment Office 45
Supply Services 6
Supreme Court 155
Surface Mining, Committee on 155
Surface Passenger Engineering Section 138
Surplus Commodities, Bureau of 142
Surplus Land Program 68
Surplus Property Section 36
Surplus Property, Office of 36
Surveillance and Monitoring Section 168
Surveillance and Monitoring Unit 168
Surveillance and Utilization Review Section 77
Survey of Higher Education, Liaison Committee of the ... 66
Survey Research Center 147
Surveyor General's Office 156

Surveys Section 129
Sutro Library 121
Sutter's Fort Historical Museum 156
Swamp Land Commissioners, Board of 156
Synthetic Fuels Office 46
Systems Analysis 53
Systems and Data Processing, Bureau of 36
Systems and Research Section 42
Systems and Research, Statewide Reports 42
Systems Assessment Office 45
Systems Development Section 73
Systems Integration and Evaluation Office 45
Tahoe Area Land Acquisition Commission 157
Tahoe Conservancy 157
Tahoe Wagon Road Commission, Lake 84
Tax Administration, Subcommittee on 111
Tax Branch 43
Tax Collections and Insurance Payments, Division of 43
Tax Commission 157
Tax Commission, State 157
Tax Credit Committee 44
Tax Information Office 47
Tax Reform Advisory Commission 157
Tax Reform, Advisory Commission on 157
Tax Research Bureau 47
Tax Spending Initiatives, Select Committee on Local ... 104
Taxation and Cost of Government, Governor's Conference on 64
Taxation, Interim Committee on State and Local 114
Taxation, Joint Committee on 114
Teacher Credentialing Practices, Joint Committee on 114
Teacher Credentialing, Commission on 158
Teacher Education and Certification, Bureau of 36
Teacher Education, Council on 36
Teacher Preparation and Licensing, Commission for 158
Teachers' Retirement Board 158
Teachers' Retirement System, State 158
Teaching Hospitals, Joint Committee on the Siting of 113
Teaching Profession, Commission on the 158
Teale Data Center 21
Technical Advisory Committee 139
Technical Analysis Section 8
Technical Assistance and Analysis Division 48
Technical Assistance Program 69
Technical Assistance Project 141
Technical Services Division 7
Technical Services, Division of 7, 168
Technical Services, Office of State 158
Technical Support Division 7
Technical Support Section 167
Technology Assessment Project Office 45
Technology Assessment Section 8
Technology Evaluation Office 46

Tehachapi Branch 80
Telecommunications Division 55
Telecommunications Task Force, Statewide 158
Telecommunications, Joint Committee on 114
Telecommunications, Office of 55
Television Advisory Committee, Governor's 64
Temporary Child Care, Committee on 57
Tenure and Evaluation for the California Community Colleges 158
Testing, Technical Advisory Committee on 78
Textbook Distribution Unit 28
Textbooks and Curriculum, Jont Committee on 114
Textbooks, Bureau of 36
Textbooks, Joint Committee on 114
Tide Land Commissioners, Board of 158
Tidelands and Related Traffic Problems, Interim Committee on 114
Tidelands Committee, Joint 114
Tidelands Oil and Gas Abstraction, Special Committee on 114
Tijuana River Problems, Governor's Advisory Committee on ... 64
Tilesetting Industry, State Educational Advisory Committee for 158
Timber and Related Industries, Select Committee on ... 114
Timber and Timberland, Select Committee on the Taxation of 114
Timber, Subcommittee on 106
Toll Bridge Administration 162
Toll Bridge Administration Branch 163
Toll Bridge Authority 158, 162
Torrens Land Transfer Act, Joint Commission on 115
Tort Liability, Joint Committee on 115
Tourism and Aviation, Select Committee on 115
Tourism and Visitor Services 158
Tourism and Visitor Services Commission 158
Tourism, Division of 14
Tourism, Office of 24
Toxic Air Contaminant Control Branch 8
Toxic Air Monitoring Technical Advisory Committee 6
Toxic Disaster Preparedness, Subcommittee on 94
Toxic Pollutants Branch 8
Toxic Substances Control Division 74
Toxic Substances Control Program 167
Toxic Substances Monitoring Unit 51
Toxic Substances, Subcommittee on 103
Toxic Waste Assessment Group 9
Toxics and Public Safety Management Committee 115
Toxics, Waste, and Technology, Governor's Task Force on 64
Traffic Adjudication Board 158
Traffic Branch 160, 163
Traffic Dept. 139
Traffic Engineering 160
Traffic Engineering, Office of 160
Traffic Hazards and Problems and ... , Joint Committee on 115
Traffic Operation East 163
Traffic Safety Advisory Committee, State 158
Traffic Safety Committee, Governor's 59

Traffic Safety Conference, Governor's 64
Traffic Safety Coordinating Committee 64
Traffic Safety Education Task Force 158
Traffic Safety Education, Bureau of 125
Traffic Safety, Bureau of 125
Traffic Safety, Coordinating Committee of State Officials and 59
Traffic Safety, Office of 158
Traffic, Office of 160
Training & Management Analysis, Office of 161
Training Center, State 131
Training Division 50, 132
Training Program Services Bureau 84
Training Section 39
Training, Governor's Advisory Committee on 59
Training, State Advisory Committee on 158
Transient Youth, Committee for the Study of 158
Transportation Agency 158
Transportation and Commerce, Interim Committee on 115
Transportation and Highway Safety, Governor's Committee on 64
Transportation and Public Utilities, Fact Finding Committee on 115
Transportation and State Implementation Plan Group 7
Transportation Board 159
Transportation Commission 159
Transportation Commissioners, Board of 159
Transportation Division 138
Transportation Facilities Design, Division of 162
Transportation Laboratory, Office of 160
Transportation Operations, Division of 162
Transportation Planning 163
Transportation Planning Branch 163
Transportation Planning, Division of 162
Transportation Problems, Joint Interim Committee on 115
Transportation Studies Branch 163
Transportation Systems Modeling Branch 162
Transportation, Committee on 115
Transportation, Dept. of 159
Transportation, Dept. of, District [no.] 163
Transportation, Governor's Task Force on 64
Traveling Libraries Division 120
Treasurer, Office of the State 159
Treasury Dept. 159
Treatment Services Division 77
Tree Fruit Agreement 159
Treganza Anthropology Museum 151
Trial Court Delay 159
Trustees, Board of 153
Tuberculosis Commission 137, 159
Tuberculosis, Bureau of 137
Tumor Registry 137
U.S. Forest Service Management Practices in ... , Committee on 142
Un-American Activities, Fact-Finding Subcommittee on 115
Underachieving Students, Task Force on Schools with 92

Underground Economy, Governor's Multi-Agency Task Force on the 64
Unemployment and Disability Insurance, Subcommittee on 95
Unemployment Areas, Governor's Conference on Critical 64
Unemployment Commission, State 164
Unemployment Committee, State 164
Unemployment Compensation Disability Insurance, Committee on 115
Unemployment Insurance Appeals Board 164
Unemployment Insurance Division 43
Unemployment Insurance, Joint Committee on 116
Unemployment Relief, Interim Committee on 116
Uniform Crime Statistics, Subcommittee on 20
Uniform State Laws, Commission on 164
University and College Opportunities Program 37
University Foundation 147
University Library 151
University Relations, Office of 147
Urban Affairs and Housing, Committee on 116
Urban and Regional Planning, Dept. of 148
Urban and Regional Studies, Center for 148
Urban Areas and the State Highway System, Conference on 64
Urban Growth, Intergovernmental Council on 164
Urban Planning Dept. 139
Urban Policy, Coordinating Council on 164
Urban Small Business Employment Project 164
Urban Stream Restoration Program 168
Urban Studies, Center for 151
Urban Water Conservation Branch 168
Urban Waterfronts Restoration Program 14
Utilities Advisory Committee, Governor's 63
Utilities and Commerce, Committee on 116
Utilities and Energy, Committee on 116
Utilities Division 138
Utility Advisory Committee, Governor's 64
Utility Programs Office 46
Valuation Division 47
Value Engineering, Office of 163
Vector and Waste Management Section 77
Vector Control & Solid Waste Mangement, Bureau of 137
Vector Control Section 77
Vector Control, Bureau of 137
Vehicle Inspection and Maintenance for Emissions Control 63
Vehicle License Fee Bureau 126
Vehicle Lift Safety Standards Committee 140
Vehicles and Aircraft, Interim Committee on 116
Venereal Disease Control Unit 74, 76
Venereal Diseases, Bureau of 137
Ventura Los Angeles Mountain and Coastal Commission 164
Veteran's Drug Abuse Problems, Governor's Task Force on 64
Veterans Affairs, Dept. of 164
Veterans Affairs, Select Committee on 116
Veterans Affairs, Subcommittee on 97
Veterans Home of California 164

380

Veterans Home, Special Committee to Investigate the 116
Veterans Homes, Division of 164
Veterans Placement Service 41
Veterans Services, Division of 164
Veterans' Commission 164
Veterans' Finance Committee 164
Veterans' Home Association 164
Veterans' Welfare Board 164
Veterinarian, State 164
Veterinary Medical Board, State 164
Veterinary Medicine, Board of Examiners in 165
Veterinary Public Health Unit 72
Victim's Rights, Subcommittee on 102
Victims' Rights, State Task Force on 82
Video Display Terminal Committee, Joint Labor/Management 165
Vietnam Veterans Memorial Commission 164
Violent Crime, Subcommittee on 102
Viral and Rickettsial Disease Laboratory 74, 137
Visual and Performing Arts Curriculum Framework ... Committee 165
Vital Statistics Registration, Bureau of 137
Vital Statistics, Bureau of 137
Vital Statistics, Office of State Registrar 77
Viticultural Commissioners, Board of State 165
Viticultural Commissioners, State Board of 165
Vocational Agricultural Education 37
Vocational and Career Education Services Section 37
Vocational Education and Technical Training, Advisory Council 165
Vocational Education Division 37
Vocational Education Field Operations 37
Vocational Education Funds Allotment System Task Force 37
Vocational Education Section 15, 37
Vocational Education Support Services Section 37
Vocational Education Unit 37
Vocational Education, Advisory Council on 165
Vocational Education, Commission for 37
Vocational Education, Commission on 37
Vocational Education, Division of 15, 37
Vocational Education, Office of 37
Vocational Education, State Board for 37
Vocational Education, State Council on 165
Vocational Nurse and Psychiatric Technician Examiners, Board 165
Vocational Nurse and the Psychiatric Technician, Task Force on 165
Vocational Nurse Examiners, Board of 165
Vocational Rehabilitation Service 37
Vocational Rehabilitation, Bureau of 37
Vocational Rehabilitation, Division of 141
Vocational Training Program for War Production Workers 37
Vocational-Technical Education, Bureau of 15
Volunteer Coordinator's Council, State 165
Volunteer Services 157
Volunteer Services, Office of 157
Volunteer Tax Assistance Program 52

Volunteerism, Governor's Office for 57
Voting Machines and Vote Tabulating Devices, Commission on 165
Voting Machines, Commission ... for Examining, Testing ... 165
Voting Machines, State Commission on 165
Wage Board for Agricultural Occupations 79
Wage Board in the Fruit and Vegetable Canning Industry 79
Wage Board on Agricultural Occupations 79
War Council, State 165
War History Committee 21
War History Dept. 67
War Minerals Production, Bureau of 127
War Problems Board 165
Washington Office 55
Waste Exchange 71
Waste Mangement Board 146
Water and Air Pollution, Committee on 107
Water Commission 167
Water Commission, State 166
Water Committee, Joint 116
Water Conference 166
Water Conservation Committee 166
Water Conservation, Office of 168
Water Contamination, Ad Hoc Committee on 116
Water Future, Task Force on California's 166
Water Lawyers' Committee, Governor's 59
Water Pollution Control Board, Central Coastal Regional 166
Water Pollution Control Board, Central Valley Regional 166
Water Pollution Control Board, Colorado River Basin Regional 166
Water Pollution Control Board, Lahontan Regional 166
Water Pollution Control Board, North Coastal Regional 166
Water Pollution Control Board, San Diego Regional 166
Water Pollution Control Board, San Francisco Bay Regional 166
Water Pollution Control Board, Santa Ana Regional 167
Water Pollution Control Board, State 166
Water Problems Conference 167
Water Problems, Governor's Conference on 64
Water Problems, Joint Committee on 116
Water Problems, Joint Interim Committee on 116
Water Project Analysis Office, State 169
Water Project Authority 167
Water Projects Branch 51
Water Projects, Interim Committee on Proposed 116
Water Quality and Operations Planning Section 168
Water Quality Control Board, Central Coast Regional 166
Water Quality Control Board, Central Valley Regional 166
Water Quality Control Board, Colorado River Basin Region 166
Water Quality Control Board, Lahontan Region 166
Water Quality Control Board, Los Angeles Regional 166
Water Quality Control Board, North Coast Region 166
Water Quality Control Board, San Diego Regional 166
Water Quality Control Board, San Francisco Bay Region 166
Water Quality Control Board, Santa Ana Region 167

Water Quality Control Board, State 166
Water Quality Control Institute 167
Water Quality, Division of 168
Water Recycling, Office of 167
Water Resource Board, State 167
Water Resources Commission 167
Water Resources Commission, Joint Federal-State 167
Water Resources Control Board 167
Water Resources Development Finance Committee 169
Water Resources Development Problems, Joint Interim Committee 117
Water Resources Task Force, Governor's 64
Water Resources, Dept. of 168
Water Resources, Division of 139
Water Resources, Joint Committee on 117
Water Rights Board, State 169
Water Rights Law, Governor's Commission to Review California 59
Water Rights, Division of 139, 167
Water Rights, Governor's Special Committee of Lawyers on 64
Water Sanitation Section 77
Water Situation in Inyo and Mono Counties, Committee on 117
Water Transfers Committee 169
Water, Committee on 116
Water, Fact Finding Committee on 117
Water, Fact-Finding Committee on 116
Water, Parks, and Wildlife, Committee on 116
Water, Subcommittee on Water 89
Ways and Means, Committee on 117
Ways and Means, Interim Committee on 117
Weed and Vertebrate Pest Control, Bureau of 6
Weights and Measures, Bureau of 6
Weights and Measures, Dept. of 169
Welfare and Institutions, Interim Committee on 118
Welfare and Relief, Voluntary Committee on 142
Welfare and Social Services, Committee on 145
Welfare Costs, Subcommittee on 117, 118
Welfare Fraud, Governor's Fact-Finding Committee on 64
Welfare Study Commission 169
Welfare, Committee on 57
Wellness and Physical Fitness, Council on 170
West Side Freeway and Aqueduct Recreation Development ... 170
Western States Water Planning, Advisory Committee on 170
WIC Supplemental Food Section 72
WIC 77
Wildlife Conservation Board 170
Wildlife Management Branch 51
Wildlife Management Division 51
Wildlife Protection Branch 51
Williamson Act Task Force 16
Wine Advisory Board 170
Wine Industry, Select Committee on California's 118
Women in the Workforce, Subcommitte on 88
Women, Advisory Commission on the Status of 170

Women, Commission on the Status of 170
Women's Advisory Committee on Physical Education 32
Women's Board of Terms and Paroles 170
Women's Committee 21
Women's Organizations in Civil Defense, Conference on 64
Women's Relief Corps Home 170
Word Processing Center 83
Work Projects Administration Education Programs 37
Worker Health and Safety Branch 5
Worker Health and Safety Unit 5
Workers' Compensation Advisory Committee, State 170
Workers' Compensation and Safety Program 54
Workers' Compensation Appeals Board 78
Workmen's Compensation Appeals Board 78
Workmen's Compensation Study Commission 170
Worksite Education and Training Act (Organization) 43
World Affairs, Institute on 151
World Business, School of 152
World Ocean, Governor's Conference on California and the 62
World Trade Authorities Coordinating Council 170
World Trade Authority 170
World Trade Center Authority, San Francisco 170
World Trade Center Authority, Southern California 170
World Trade Commission, State 170
World's Fair Commission, Chicago, 1893 170
Yacht and Ship Brokers Commission 170
Yosemite Valley and the Mariposa Big Tree Grove, Commissioners 170
Youth and Adult Correctional Agency 20
Youth and Drug Abuse Prevention, Select Committee on 118
Youth Authority 171
Youth Center, Northern California 171
Youth Gang Task Force, Attorney General's 171
Youth Gang Violence, State Task Force on 82
Youth in Wartime, Citizens' Advisory Committee on 166
Youth Leadership Training Project 152
Youth Training School 171
Youth Welfare, Governor's Conference on 64
Youth, Adult, and Alternative Educational ... Division 38
Youth, Advisory Commission on 171
Youth, Governor's Conference on 64
Youth, Select Committee on California 118
Youthful Offender Parole Board 171
Zoning and Assessment of Agricultural Land, Interim Committee 118

CA89:I01

The Business of Acquisitions

April 20, 1989

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Thomas Andersen

and

Carla Mazzini

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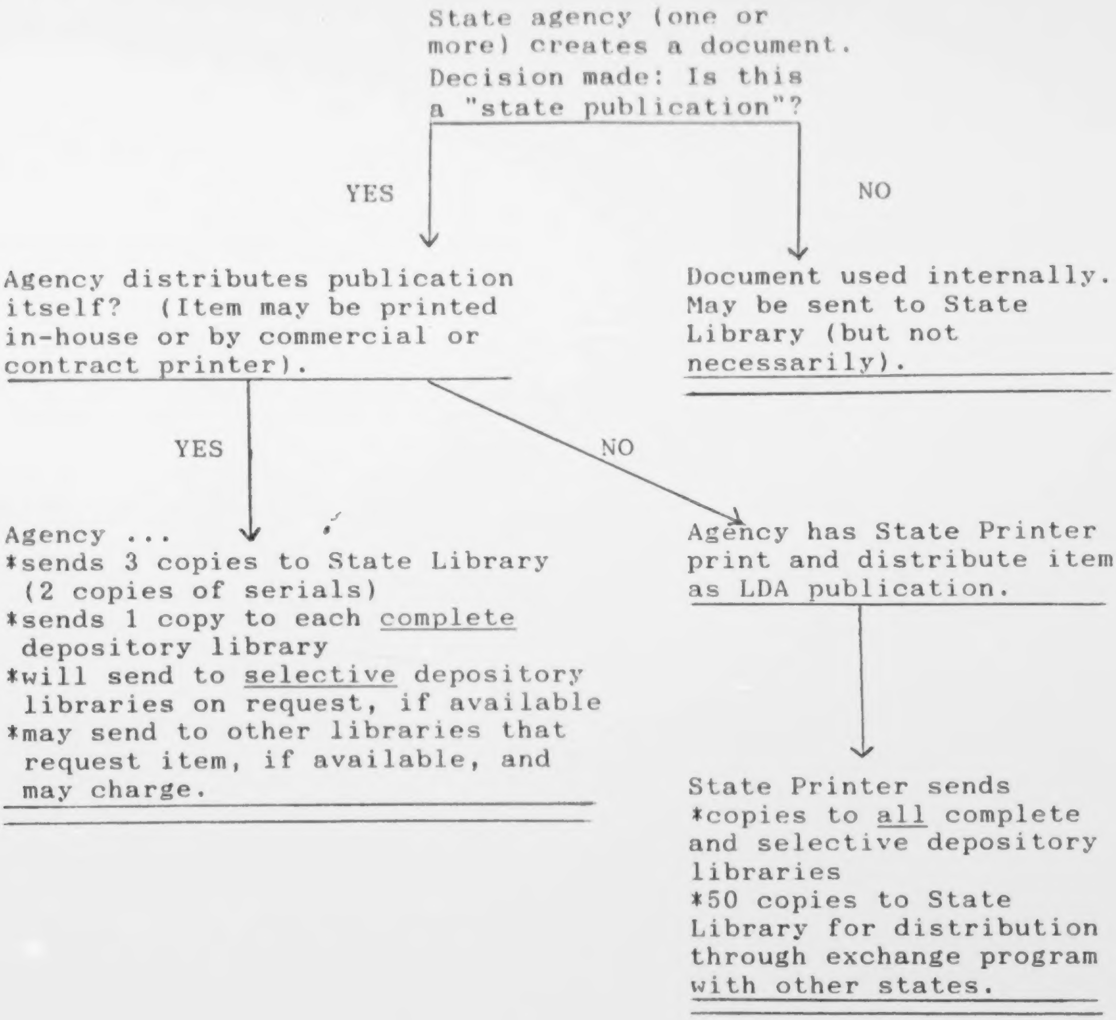

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California State Library
Library Development Services Bureau
1001 Sixth Street, Suite 300
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CA92:J01

HOW TO USE OUR SERVICES

By Mail:

- Government Publications Section
  California State Library
  P.O. Box 2037
  Sacramento, CA 95809

By State Interagency mail code:

- E-29

By Electronic Mail (ONTYME):

- CSLILL

In Person:

- California State Library
  914 Capitol Mall (across from the Capitol)
  Government Publications Section
  Room 400, Fourth Floor

By Phone:

- (916) 322-4572
  ATSS 492-4572

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- State government employees
- All residents of the state through local libraries- public, high school, special, or academic libraries

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ATSS 485-4149

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Room 307 445-8833
ATSS 485-8833

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Room 309 322-4570
ATSS 492-4570

Braille and Talking Book Library
600 Broadway
Sacramento, CA 95818
322-4090
ATSS 492-4090

Sutro Library
480 Winston Drive
San Francisco, CA 94132
(415) 731-4477
ATSS 597-0463

GOVERNMENT PUBLICATIONS SECTION

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Fourth Floor

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Sacramento, CA 95814

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CO

CO93:B01

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LOS ANGELES, CALIFORNIA 90024-1575

February 4, 1993

Mr. Jim Shubert
State Publications Depository & Distribution Center
Colorado State Library and Adult Education Office
201 E. Colfax Avenue, Room 314
Denver, CO 80203-1704

Dear Mr. Shubert:

The Committee of Eight, State & Local Documents Task Force, Government Documents Round Table, ALA is happy to send you an explanation of the Serial Item & Contribution Identifier (SICI). The Task Force encourages publishers of state and local serials to include this identifier (the unique barcode) on the outside of their serial publications and asks that you share this information with the appropriate agencies in your state.

The Committee also asks that you send me the name of the agency (and that of the person in charge) responsible for cataloging your state documents, e.g., your state library, or state university.

The deadline for response to the query on cataloging agencies is March 15.

Very truly yours,

Lauri Kram

Lauri Kram
Member, Committee of Eight
State & Local Documents Task Force
Government Documents Round Table, ALA

We contract with:
Auraria Library
Lawrence and 11th Sts.,
Denver, Co 80204-2805
Florence Jones, Cataloger

Enc.

P.S. If you have any questions, please feel free to contact me by phone at (310) 825-2146 or be E-Mail at ECZ5PAS@MVS.OAC.UCLA.EDU.

Return to:
Depository Center
Colorado State Library
1362 Lincoln Street
Denver, CO 80203

STATE PUBLICATIONS DEPOSITORY LAW - CONTACTS

DEC. 19 1985

CO85:D01

Date:

Department

Division

Address

Telephone No.

Name of Contact Person

Scope of Responsibility

We have added the Depository Center to our mailing list to receive four copies of the following publications:

We issue the following publications; however, the Depository Center will need to contact this office because we do not maintain a mailing list:

Other people in our agency who have responsibility for distributing publications are: (give name and title)

CO85:D02

DEPOSITORY MONITORING VISIT QUESTIONNAIRE

According to the Rules adopted to administer the state publications program, the monitoring visit will check for the following:

1. That all publications have been processed within 30 days of receipt. Comments: ______________________________

2. That publications are being arranged in call number order. Comments: ______________________________

3. That they physical resources necessary to utilize the publications (microfiche cabinets and readers) are available to users. Comments: ______________________________

4. That a professionally trained librarian is rendering satisfactory service to the collection. Comments: ______________________________

5. That no publications are being disposed of without the consent of the Depository Center. Comments: ______________________________

6. That the library provides free use of state documents and is keeping the collection open for public service the same hours as other parts of the library. Comments: ______________________________

7. That claims for missing items are being made to the Center within three weeks of the receipt of each shipment. Comments: ______________________________

8. That the library is notifying the Depository Center of state publications which to its knowledge have not appeared in the depository program.

   Comments: ______________________________

9. That the library has made an effort to improve public awareness within its region or library service system area about its status as a depository for Colorado State publications. Comments: ______________________________

What special programs has your library instituted to highlight Colorado state publications i.e., outreach programs, exceptional public relations efforts, inclusion in library bibliographic instruction programs, etc.

____

Additional comments on anything the library feels are special problems: ______________________________

CO93:D01

PLEASE SEND COPIES OF YOUR PUBLICATIONS TO THE COLORADO STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION CENTER

The Colorado State Library is charged by statute with providing public access to state publications. Sending a few copies of your agency's publications to us results in their being listed on a powerful database that's available in most libraries statewide.

Types of publications you should send include: **Reports, Pamphlets, Newsletters, Directories, Guidelines, and Manuals.**

One permanent and one circulating copy are retained at the State Library, and single copies are sent to the Library of Congress, and selected libraries in Colorado. This results in convenient and permanent access to your publications.

To provide this service, we need **at least 4 copies** of your publications. Usually, most of the 18 state publications depository libraries located around the state want copies for their collections too, if that's possible.

Refer to the agency list on the reverse side for the total number of copies we would like from your agency.

Send publications to:

State Publications Library
201 E. Colfax Ave, R. 314
Denver, CO 80203
Phone: (303) 866-6725

(over)

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CCHE - 19
Corrections - 19
Education - 20
Governor's Office - 19
Health - 20
Institutions - 17
Labor and Employment - 18
Law - 16
Local Affairs - 18
Military Affairs - 12
Natural Resources - 20
Personnel - 13
Public Safety - 16
Regulatory Agencies - 18
Revenue - 19
Social Services - 17
State Board of Equalization - 15
State Department - 18
Supreme Court - 16
Tax Commission - 18
Transportation - 17
Treasury - 16
Water Resources & Power Devel. Authority - 17

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Front Range CC - 11
Lamar CC - 11
Morgan CC - 12
Northeastern CC - 12
Otero JC - 11
Pikes Peak CC - 12
Pueblo CC - 13
Red Rocks CC - 11
Trinidad State JC - 12

Adams State College - 9
CMC - 13
Colo. School of Mines - 14
CSU - 16
Fort Lewis College - 12
Mesa College - 14
Metropolitan State Coll. - 12
UC, Boulder - 14
UC, Colorado Springs - 14
UC, Denver - 13
UC Health Sciences Ctr. - 13
UNC - 12
USC - 13
Western State College - 13

(over)

CO93:D02

PUBLIC INFORMATION DATABASE SURVEY
(complete one form for each database)

1 Database Name:

2 Contact Person: Title:

Department:

Division/Unit:

Address:

Phone:

3 Purpose of Database:

4 Brief Description of Database Contents:

5 How often is it updated?

☐ When new information is received ☐ Annually

☐ Quarterly ☐ Other, please specify:

6 How does the public gain access to the information?

☐ Direct computer dial-up; please include protocol information:

☐ Staff interface by ☐ phone or ☐ in-person

Please include name of the lead person and phone number:

☐ Information provided by ☐ print out or ☐ verbally or ☐ other, please specify:

☐ Other, please specify:

7 Is there a charge to the public for information?

☐ No, it's a free service

☐ Yes, there are fees; please explain:

8 Approximately how many requests per day are received?

☐ 1-9 ☐ 25-49 ☐ 75+

☐ 10-24 ☐ 50-74

9 What computer software ____________________

and computer hardware ____________________

are used to operate the database?

10	Would you be willing to discuss providing public access to this database through Access Colorado? ☐ Yes ☐ No
11	Are you planning any additional public access databases in the future? ☐ No ☐ Yes; please describe briefly:
12	Please add any additional comments here:

Please attach a print-out of a typical entry from the database.

THANK YOU FOR YOUR ASSISTANCE WITH THIS SURVEY!
PLEASE RETURN THIS FORM BY MAY 29TH TO:

James Schubert
Director of Library Service
Colorado State Library
201 E. Colfax Avenue, #309
Denver, CO 80203

Phone: (303) 866-6904

CO85:F01

COLORADO STATE DEPOSITORY LAW

Colorado Revised Statutes

Effective July 1, 1981

24-90-201. Establishment of a state publications depository and distribution center. There is hereby established a state publications depository and distribution center. Such center shall be a section of the state library. Its operation is declared to be an essential administrative function of the state government.

24-90-202. Definitions. As used in this part 2, unless the context otherwise requires:

(1) "Center" means the state publications depository and distribution center.

(2) "Depository library" means a library designated to collect, maintain, and make available to the general public state agency publications.

(3) "State agency" means every state office, whether legislative, executive, or judicial, and all of its respective officers, departments, divisions, bureaus, boards, commissions, and committees, all state-supported colleges and universities which are defined as state institutions of higher education, and other agencies which expend state-appropriated funds.

(4) "State publication" means any printed or duplicated material, regardless of format or purpose, which is produced, purchased for distribution, or authorized by any state agency, including any document, compilation, journal, law, resolution, bluebook, statute, code, register, contract and grant report, pamphlet, list, microphotographic form, audiovisual material, book, proceedings, report, public memorandum, hearing, legislative bill, leaflet, order, rule, regulation, directory, periodical, magazine, or newsletter, with the exception of correspondence, interoffice memoranda, or those items detailed by section 24-72-204.

24-90-203. Purposes - direction - rules and regulations.

(1) The purposes of the center are to collect, distribute, and make available to the public state publications. Public access to such publications may be accomplished by use of depository library facilities throughout the state.

(2) The center shall be under the direction of the state librarian.

(3) Adoption of such rules and regulations as are necessary or appropriate to accomplish the provisions of this part 2 shall be the responsibility of the state board of education after such rules are submitted to and approved by the committee on legal services. No rule or regulation shall deny public access during normal working hours to the state publications enumerated in this part 2.

(continued on reverse)

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continued from front page

24-90-204. Deposits of state publications. Every state agency shall, upon publication, deposit at least four copies of each of its state publications (with the exception of audiovisual materials) with the center. One copy of each such audiovisual material shall be deposited with the center. The center may require additional copies of certain state publications to be deposited when designated by the state librarian as being required to fulfill the purposes of this part 2.

24-90-205. Publication lists to be furnished by state agencies. Upon request by the state librarian, each state agency shall furnish the center with a complete list of its current state publcations.

24-90-206. Depository library agreements - requirements. The center may enter into depository agreements with any state agency or public library or with out-of-state research libraries and other state libraries. The number of depository libraries shall not exceed thirty. The requirements for eligibility to become and continue as a depository shall be established by the state library. The standards shall include and take into consideration population, the type of library or agency, ability to preserve such publications and to make them available for public use, and such geographic locations as will make the publications conveniently accessible to residents in all areas of the state.

24-90-207. Index of state publications. The center shall quarterly publish and index to state publications and distribute it to depository libraries an certain other libraries and state agencies as designated by the state librarian.

24-90-208. State publications distribution. The center shall distribute state publications, in microfiche, paper copy, or other format where appropriate, to depository libraries. The state librarian may make additional distributions in accordance with agreements with appropriate state agencies.

For more information on the Colorado State Publications Depository and Distribution Center, contact:

Ms. Barbara L. Wagner
Program Manager
Colorado State Publications
Depository and Distribution Center
Room 314, State Office Building
201 East Colfax Avenue
Denver, Colorado 80203-1704

DEC. 1 9 1985

CO85:H01

COLORADO STATE DOCUMENTS DEPOSITORY PROGRAM

MANUAL OF GUIDELINES FOR COLORADO STATE AGENCIES

Colorado State Publications Depository and Distribution Center

Colorado State Library

421

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COLORADO STATE PUBLICATIONS DEPOSITORY PROGRAM

MANUAL OF GUIDELINES FOR COLORADO STATE AGENCIES

Compiled by
David Myers

State Publications Depository and Distribution Center

COLORADO STATE LIBRARY

August, 1981

INTRODUCTION

By law, 24-90-204, C.R.S. 1973, Colorado state agencies and state supported colleges and universities are required to deposit copies of their publications with the State Publications Depository and Distribution Center of the Colorado State Library.

This Manual of Guidelines is designed to assist agencies in complying with the depository law. It describes the Colorado Depository Program and provides guidelines for the deposit of publications.

The State Library has asked each section of the state government to designate a contact person to serve as a liaison concerning documents deposit. This Manual is intended for use by these contact persons, and they are urged to review it carefully. They are also asked, should they resign from their position as the contact person, to pass it along to their successor.

Questions or suggestions concerning the Manual or the documents depository program should be directed to:

Consultant
State Publications Depository
Center
1362 Lincoln
Denver, Colorado 80203
(303) 866-5458

TABLE OF CONTENTS

I. Depositing State Publications. 1

- A. Who Shall Deposit 1
- B. What Shall Be Deposited 1

II. Depositing State Publications. 3

- A. Publications Liaison Officer. 3
- B. Shipment of Documents 4
- C. Contacts Sheet. 6

III. The Colorado State Publications Program. 7

APPENDICES

Appendix A--House Bill 1199. 11

Appendix B--Senate Bill 7. 14

Appendix C--Rules. 16

Appendix D--List of Depository Libraries 22

I. DEPOSITING STATE PUBLICATIONS

A. WHO SHALL DEPOSIT

State agencies supported wholly or in part by state funds are required by 24-90-204, C.R.S. 1973, to deposit, upon publication, four copies of their publications with the Depository Center.

According to the law (see Appendix A), "state agency" means every state office, whether legislative, executive, or judicial, and all of its respective offices, departments, divisions, bureaus, boards, commissions, advisory councils and committees, all state supported colleges and universities and other agencies which expend state appropriated funds. All of these entities are required to deposit their publications.

B. WHAT SHALL BE DEPOSITED

"State publication" includes any material published by authority of a state agency, regardless of the source of funds, which is intended for distribution outside the agency and which is not compiled or reproduced solely to meet its internal needs.

The law also requires that "whenever any report is required or allowed to be made to the General Assembly, the filing of one copy of such report in each house of the General Assembly and four copies with the State Librarian for the State Publications Depository and Distribution Center, plus copies to those legislators requesting such shall be deemed to be sufficient compliance..." (24-30-208, C.R.S. 1973). This aspect of the law was modified slightly by Senate Bill 7 during the 1981 session of the General Assembly (see Appendix B) which requires that six copies of those reports be filed with the Legislative Council Library.

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When preparing the Rules for the Colorado State Publications Depository Program, a committee of representatives from state agencies and libraries, as well as the staff of the Depository Center, deliberately chose to define state publications very broadly. It was believed that the most efficient manner of collecting state governmental publications in a comprehensive manner was to begin with a broad definition of what was to be acquired.

Most items published by state agencies are obvious candidates for deposit with the Center. Such items as annual reports, handbooks, manuals, minutes, and guides are extremely important.

The law also requires that reports conducted for an agency of state government by an outside firm be deposited.

Agencies produce some materials which are not to be Deposited. Agencies should consult with the staff of the Depository Center for assistance in interpretation. Examples of items which are not required to be deposited include: correspondence, inter-office memoranda, and internal operating materials.

State agencies may also petition the Depository to have materials excluded from deposit. A formal agreement can be arranged between the state agency and the Depository Center.

II. DEPOSITING STATE AGENCY PUBLICATIONS

A. PUBLICATIONS LIAISON OFFICER

"Every state agency shall designate one of its staff members or employees as the publications liaison officer for the agency, shall notify the Depository Center of the identity of such officer (see exhibit, page 6), and shall immediately notify the Depository Center should a change occur" (1-CCR-301-28).

The contributions of state agencies in depositing their publications are the key to the program's success. Frequent and good communication between the Depository Center staff and the contact people is, therefore, essential to progress of the program.

Communications between the Depository Center and each state agency concerning the deposit of publications are frequent. They include questions on which documents to deposit, where to send documents, how many copies of a publication need to be deposited, or if a specific publication has already been supplied.

To expedite these communications, and for the convenience of both the agency and the Depository Center, agencies are asked to designate a publications contact person(s). In general, the contact person serves as the primary liaison for an agency with the Depository Center. Specifically, the contact person(s) is responsible for the following types of relations with the Depository Center:

1) Depositing four copies of all agency publications on a regular basis.
2) Contacting the Depository Center with questions about whether certain publications should be deposited.
3) Assisting the Depository Center in resolving any problems concerning the deposit of publications.

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Agencies should notify the Depository Center at the time of the initial appointment of a contact person(s), as well as any new appointment (see exhibit, page 6). In the event that a contact person should leave his/her position, this manual should be returned to the division director. The division director should then designate a new contact person and notify the Depository Center of the change.

Who serves as the contact person is solely the choice of the agency and should be based on convenience to the agency. More than one person may be designated by an agency, division or subdivision. The form on page 6 should be completed by the designated contact person and returned to the Depository Center. Additional forms may be requested from the Center.

B. SHIPMENTS OF DOCMENTS

Agencies should send publications to the Depository Center before or at the time of release.

The manner in which an agency sends its publications--in one shipment each month, in several shipments, in boxes or in envelopes--should be based on convenience to the agency. All agencies are urged to use the cheapest mode of transportation possible. Inter-office mail and courier service should be used whenever possible.

All publications should be sent to: State Publications Depository
Colorado State Library
1362 Lincoln Street
Denver, Colorado 80203

Shipping labels produced by the Depository Center are available on request.

The staff of the Depository Center realizes that in some cases the deposit of four copies places financial hardship on an agency. If that is the case, please contact the Center so that different arrangements can be made.

By having copies of its publications placed in twenty depository libraries which are strategically located throughout the state (see Appendix D), an agency ensures citizens will have access to state produced information in their local area. Agencies receiving inquiries on their publications can refer citizens to a local depository library. One copy of each publication is also filed with the Library of Congress in Washington, D.C., so federal officials will have access to information about Colorado and its government.

STATE PUBLICATIONS DEPOSITORY CENTER

DESIGNATION OF CONTACT PERSON

Date____________________

Department____________________________________

Division____________________________________

Address____________________________________

Telephone No.________________

Name of Contact Person____________________________

Scope of Responsibility within Department________________

We have added the Depository Center to our mailing list to receive four copies of the following publications________________

We issue the following publications for which we do not maintain a mailing list but will deposit four copies with the Center________________

Please return completed form to:

State Publications Depository Center
Colorado State Library
1362 Lincoln Street
Denver, Colorado 80203

430

III. THE COLORADO STATE PUBLICATIONS PROGRAM

The Colorado State Publications program of the Colorado State Library is designed to systematically collect and distribute Colorado state governmental publications and to promote their use. This program has three major goals:

1) To provide a mechanism by which state agencies can make their publications available to the public at minimum cost and effort.

2) To provide citizens with ready access to state publications through a system of depository libraries strategically located throughout the state.

3) To help reduce the cost of government by keeping state agencies informed of all state governmental activities through an index to all state publications.

When a state agency or state supported institution of higher education deposits copies of its publications with the Depository Center, it is complying with the law. The publications themselves make up the heart of the program and, therefore, the contribution of state agencies in depositing their publications is essential to the program's success.

The major components of the Depository Program are the acquisition of documents from state agencies, the processing of documents, the preparation of finding aids to make publications accessible, the distribution of publications to designated libraries around the state, and the retention of publications in a permanent, central collection for use by users.

Each publication goes through a series of steps designed to increase access both to the document itself and to the information contained in the document. These steps include the following:

1) Identification and classification:

A record is kept of each document which is deposited with the Center. This record includes the document title, issuing agency, personal author, publication date, pagination, classification number, and the number of copies received by the Depository Center.

The document's classification number is drawn from a classification scheme based on the structure of Colorado state government. This classification number permits easy retrieval of the document from the permanent collection in which it is stored.

2) Cataloging:

Publications received are cataloged into OCLC, an automated, cooperative cataloging network which permits title and author searching by over 2,000 members nationwide.

Inclusion in the data base means that Colorado state documents receive national exposure and that bibliographic and holding institutions information for them is available throughout the country.

3) Announcement:

As a current awareness service, the Depository issues "Colorado State Documents" a monthly checklist of Colorado state publications received. This checklist is the most comprehensive listing available of Colorado state publications.

4) Indexing:

To improve access to specific state documents or to state publications which deal with a certain topic, the Depository prepares and issues periodic indexes to documents received.

5) Microduplications:

A copy of each publication deposited with the Center is microfiched and twenty copies are produced, one for each depository library.

6) Distribution:

One copy of each microfiched document is sent to each of the twenty Colorado depository libraries. The purpose of this distribution is to provide citizens with access to state documents in their local areas. (See Appendix D for a list of Colorado depository libraries.)

7) Permanent retention:

Copies of all publications deposited are stored in the central, permanent, Colorado State Documents Collection at the Colorado State Library.

8) Reference and loan service:

All publications in the Colorado State Documents Collection are available for use in the library and for interlibrary loans. The reference staff of the library offers expert state documents reference service. The staff welcomes reference questions from state agency personnel and referrals from agencies of citizen requests for information and documents.

The Colorado State Publications Depository Center wishes to express its appreciation to all agencies that have contributed to the accomplishment of the Program's goals, and to solicit the support of all agencies in the State Publications Program. By working together, Colorado state agencies and the Depository Center can ensure that all citizens of Colorado will have available to them the wealth of information published by their state's government.

APPENDICES

APPENDIX A

1980

An Act

HOUSE BILL NO. 1199.

BY REPRESENTATIVES Herzberger, Becker, Boley, Burford, Burns, Callihan, Castro, Chavez, Davoren, DeFilippo, DeHerrera, DeNier, Durham, Edmonds, Ezzard, Faatz, Fine, Gorsuch, Gustafson, Hamlin, Hastings, Hayes, Hilsmeier, Hinman, Howe, Hudson, Hume, Johnson, Jones, Kirscht, Knox, Kopel, Larson, Lillpop, Lucero, Marks, Massari, McCroskey, McElderry, Neale, Orten, Reeves, Schauer, Scherling, Shepard, Shoemaker, Showalter, Spano, Spelts, Strahle, Taylor, Theos, Traylor, Trimble, Winkler, Witherspoon, Younglund, and Powers;
also SENATORS Strickland, Anderson, Baca-Barragan, Beno, Bishop, Cole, H. Fowler, L. Fowler, Groff, Harding, Hatcher, Hefley, Holme, Hughes, Kadlecek, McCormick, MacManus, Meiklejohn, Phelps, Powers, D. Sandoval, P. Sandoval, Schaefer, Soash, Stewart, Wham, Yost, and Zakhem.

CONCERNING A STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION CENTER, AND MAKING AN APPROPRIATION THEREFOR.

Be it enacted by the General Assembly of the State of Colorado:

SECTION 1. Article 90 of title 24, Colorado Revised Statutes 1973, as amended, is amended BY THE ADDITION OF A NEW PART to read:

PART 2
STATE PUBLICATIONS DEPOSITORY
AND DISTRIBUTION CENTER

24-90-201. Establishment of a state publications depository and distribution center. There is hereby established a state publications depository and distribution center. Such center shall be a section of the state library. Its operation is declared to be an essential administrative function of the state government.

24-90-202. Definitions. As used in this part 2, unless the

Capital letters indicate new material added to existing statutes; dashes through words indicate deletions from existing statutes and such material not part of act.

context otherwise requires:

(1) "Center" means the state publications depository and distribution center.

(2) "Depository library" means a library designated to collect, maintain, and make available to the general public state agency publications.

(3) "State agency" means every state office, whether legislative, executive, or judicial, and all of its respective officers, departments, divisions, bureaus, boards, commissions, and committees, all state-supported colleges and universities which are defined as state institutions of higher education, and other agencies which expend state-appropriated funds.

(4) "State publication" means any printed or duplicated material, regardless of format or purpose, which is produced, purchased for distribution, or authorized by any state agency, including any document, compilation, journal, law, resolution, bluebook, statute, code, register, contract and grant report, pamphlet, list, microphotographic form, audiovisual material, book, proceedings, report, public memorandum, hearing, legislative bill, leaflet, order, rule, regulation, directory, periodical, magazine, or newsletter, with the exception of correspondence, interoffice memoranda, or those items detailed by section 24-72-204, C.R.S. 1973.

24-90-203. Purposes - direction - rules and regulations. (1) The purposes of the center are to collect, distribute, and make available to the public state publications. Public access to such publications may be accomplished by use of depository library facilities throughout the state.

(2) The center shall be under the direction of the state librarian.

(3) Adoption of such rules and regulations as are necessary or appropriate to accomplish the provisions of this part 2 shall be the responsibility of the state board of education after such rules are submitted to and approved by the committee on legal services. No rule or regulation shall deny public access during normal working hours to the state publications enumerated in this part 2.

24-90-204. Deposits of state publications. Every state agency shall, upon publication, deposit at least four copies of each of its state publications (with the exception of audiovisual materials) with the center. One copy of each such audiovisual material shall be deposited with the center. The center may require additional copies of certain state publications to be deposited when designated by the state librarian as being required to fulfill the purposes of this part 2.

24-90-205. Publication lists to be furnished by state agencies. Upon request by the state librarian, each state agency shall furnish the center with a complete list of its current state publications.

24-90-206. Depository library agreements - requirements. The center may enter into depository agreements with any state agency or public library or with out-of-state research libraries and other state libraries. The number of depository libraries shall not exceed thirty. The requirements for eligibility to become and continue as a depository shall be established by the state library. The standards shall include and take into consideration population, the type of library or agency, ability to preserve such publications and to make them available for public use, and such geographic locations as will make the publications conveniently accessible to residents in all areas of the state.

24-90-207. Index of state publications. The center shall quarterly publish an index to state publications and distribute it to depository libraries and certain other libraries and state agencies as designated by the state librarian.

24-90-208. State publications distribution. The center shall distribute state publications, in microfiche, paper copy, or other format where appropriate, to depository libraries. The state librarian may make additional distributions in accordance with agreements with appropriate state agencies.

SECTION 2. 24-30-208 (9), Colorado Revised Statutes 1973, as amended, is amended to read:

24-30-208. Information coordination act - policy - functions of the division of accounts and control. (9) Whenever any report is required or allowed to be made to the general assembly, the filing of ~~ten copies~~ ONE COPY of such report in each house of the general assembly AND FOUR COPIES WITH THE STATE LIBRARIAN FOR THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION CENTER, plus copies to those legislators requesting such, shall be deemed to be sufficient compliance with the direction or authority to make such report.

SECTION 3. 24-90-101, Colorado Revised Statutes 1973, as amended, is amended to read:

24-90-101. Short title. This ~~article~~ PART 1 shall be known and may be cited as the "Colorado Library Law".

SECTION 4. 24-90-105 (1) (a), Colorado Revised Statutes 1973, as amended, is amended to read:

24-90-105. Powers and duties of state librarian. (1) The state librarian has the following powers and duties with respect

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APPENDIX B

An Act

SENATE BILL NO. 7.

BY SENATORS Anderson, Noble, Groff, and Strickland;
also REPRESENTATIVES Hamlin, Becker, Larson, Lillpop, Paulson, Spelts, Traylor, and Webb.

CONCERNING THE FILING OF REPORTS REQUIRED OR ALLOWED TO BE MADE TO THE GENERAL ASSEMBLY.

Be it enacted by the General Assembly of the State of Colorado:

SECTION 1. 24-30-208 (9), Colorado Revised Statutes 1973, as amended, is amended to read:

24-30-208. Information coordination act - policy - functions of the division of accounts and control. (9) Whenever any report is required or allowed to be made to the general assembly, the filing of one copy of such report in each house of the general assembly, SIX COPIES IN THE JOINT LEGISLATIVE LIBRARY, and four copies with the state librarian for the state publications depository and distribution center, plus copies to those legislators requesting such, shall be deemed to be sufficient compliance with the direction or authority to make such report.

SECTION 2. Safety clause. The general assembly hereby

Capital letters indicate new material added to existing statutes; dashes through words indicate deletions from existing statutes and such material not part of act.

finds, determines, and declares that this act is necessary for the immediate preservation of the public peace, health, and safety.

Fred E Anderson
Fred E. Anderson
PRESIDENT OF
THE SENATE

C B Bledsoe
Carl B. Bledsoe
SPEAKER OF THE HOUSE
OF REPRESENTATIVES

Marjorie L. Rutenbeck
Marjorie L. Rutenbeck
SECRETARY OF
THE SENATE

Lorraine F. Lombardi
Lorraine F. Lombardi
CHIEF CLERK OF THE HOUSE
OF REPRESENTATIVES

APPROVED MArch 25, 1981 3.05 pm

Richard D. Lamm
GOVERNOR OF THE STATE OF COLORADO

APPENDIX C

Colorado State Board of Education
Department of Education

1 Colorado Code of Regulations 301-28

Adopted: 1-15-81

Attorney General Opinion: 1-26-81

Statutory Authority: 24-90-201, 24-90-203(3), C.R.S. 1973, as amended

ADMINISTRATION OF THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION CENTER

24-90-201, C.R.S. 1973, as amended, establishes a State Publications Depository and Distribution Center as a section of the State Library, and 24-90-203(3) provides that adoption of the rules and regulations shall be the responsibility of the State Board of Education. The Rules consider state agencies' deposit of publications, and depository libraries' designation and responsibilities.

2490-R-200.00 State Agencies' Deposit of Publications

200.01 Who Shall Deposit

200.01 (1) State agencies supported wholly or in part by state funds are required by Section 24-90-204, C.R.S. 1973, to deposit immediately upon publication four copies of their state publications with the State Publications Depository and Distribution Center, Colorado State Library (Depository Center).

200.01 (2) "State publications" includes any material published by authority of a state agency, regardless of the source of funds, which is intended for distribution outside the agency and which is not compiled and reproduced solely to meet the internal operating needs of the agency.

200.02 Publications Required to be Deposited

200.02 (1) Publications required to be deposited are those informational materials defined in Section 24-90-202(4), C.R.S. 1973, published by the authority of a state agency and released for distribution to the public which are not compiled and produced solely to meet the internal operating needs of the agency, or its divisions. Materials may be in any physical format, reproduced by any method, and may deal with any subject matter.

200.02 (2) Informational materials specifically required by Federal or State law to be disseminated to the public fall under this definition and are required to be deposited with the Center. Materials offered to the public for sale or by paid subscription are published for public distribution and are required to be deposited.

200.02 (3) Most items published by state agencies are obvious candidates for deposit with the Center. Such items as annual reports, budgets, maps, magazines, directories, special reports, studies, handbooks, manuals and guides are important items for deposit.

200.02 (4) An agency may produce some items which are not appropriate for deposit. Agencies should consult with the Depository Center staff for assistance in interpretation. An appeals procedure is available to resolve differences. Agencies wishing to have a comprehensive, documented agreement for excluding certain items have the option of requesting a memorandum of understanding with the Depository Center.

200.03 Materials Not Required to be Deposited

200.03 (1) The following materials are not required to be deposited:

200.03 (1) (a) Materials which are not "state publications" as defined above.

200.03 (1) (b) Correspondence and inter-office memoranda compiled and reproduced solely to meet the internal operating needs of the agency and its divisions.

200.03 (1) (c) Materials which are not released for public distribution.

200.03 (1) (d) Materials specifically excluded by negotiation between the Depository Center and the agency. These decisions may be formalized in a memorandum of understanding.

200.04 Guidelines for Determination of Deposit Titles

200.04 (1) To assist agencies in complying with the requirements to deposit state publications, the Depository Center will offer guidance with general problems and requirements for depositing specific items.

200.05 Number of Copies to be Deposited

200.05 (1) Every state agency shall, upon publication, deposit at least four copies of each of its state publications (with the exception of audiovisual materials) with the Center. One copy of each such audiovisual material shall be deposited with the Center. The State Librarian or his designee may require additional copies of certain state publications to be deposited when he deems more than four copies are required to fulfill the purposes of this part 2, (Section 24-90-204, C.R.S. 1973).

200.05 (2) Whenever any report is required or allowed to be made to the General Assembly, the filing of such report in each House of the General Assembly plus copies to those legislators requesting such, shall be deemed to be sufficient compliance with the direction or authority to make such report.

200.06 Publications Liaison Officer

200.06 (1) Every state agency shall designate one of its staff members or employees as the publications liaison officer for the agency, shall notify the Depository Center of the identity of such officer, and shall immediately notify the Center should a change occur.

200.06 (2) The publications liaison officer of each state agency shall have the duty to provide the Depository Center with

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copies of all state publications of the agency, to compile and forward to the Center required lists of the agency's publications, and to provide other related information as may be requested by the Center.

200.07 Determination Whether Rules Apply

200.07 (1) If a state agency is in doubt whether a specific publication is required to be deposited as set forth in the above rules, or if the number of copies to be deposited is questioned, the publications liaison officer of the agency shall consult with the division head of the Depository Center for assistance in interpreting the rules. If the state agency is not satisfied with the determination of the head of the Center, a written request should be submitted to the State Librarian or his designee who will make the final ruling.

200.08 Agency List of Publications

200.08 (1) Upon written request from the State Librarian or his designee, every state agency, including all institutions of higher education, shall provide to the Depository Center a complete list of its state publications, including all audiovisual publications (Section 24-90-205, C.R.S. 1973).

200.09 Standard Format for State Publications

200.09 (1) To assure that the identity of a publication can be ascertained in terms of the issuing authority, author, and subject matter, the following information should be included on the title page or other suitable place near the beginning of each state publication which is required to be deposited with the Depository Center:

200.09 (1) (a) Full name of the issuing agency, including the division or subdivision responsible for publication, and the parent body.

200.09 (1) (b) Name of any personal author to whom credit is intended to be given.

200.09 (1) (c) Title of the publication.

200.09 (1) (d) Date and place of publication.

200.09 (1) (e) Frequency of issue if a periodical, that is, weekly, monthly, etc.

200.09 (1) (f) Volume and number of issue, if appropriate.

200.09 (1) (g) Date, or month and year of issue, if appropriate (periodicals).

200.10 Index of State Publications

200.10 (1) The Depository Center shall provide the quarterly index of state publications to state agencies. State agencies which desire more than one copy of the index should contact the Depository Center.

2490-R-201.00 Depository Libraries' Designation and Responsibilities

201.00 (1) The Colorado State Library will designate depository libraries. The Colorado State Board of Education shall have final approval of all designations of depository libraries be they the original designations provided for in these Rules, subsequent additional designations made as provided

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in the Law, or replacement designations made for libraries whose depository status has been terminated. Each designated depository library will enter into a formal agreement with the State Publications Depository and Distribution Center, Colorado State Library.

201.00 (2) Depository libraries shall be open to the general public for the free use of depository publications.

201.00 (3) Depository libraries shall have the interest, the resources (including staff, equipment and space), and the ability to provide public service and custody of state publications.

201.00 (4) Depository libraries shall keep the documents collection open for public service the same hours as other major parts of the library.

201.00 (5) Depository libraries must be members of a regional library service system.

201.00 (6) Depository libraries must provide loan service of documents to any library in the State that is unable to obtain the material within its own regional library service system.

201.00 (7) Each depository library, in conjunction with the publications liaison officer, shall notify the Depository Center of state publications not appearing in the distribution program and, upon the request of the Depository Center, shall provide the Center with copy(ies) of said publications.

201.01 Designation Procedures

201.01 (1) Each interested library shall notify the regional library service system of its application for consideration as a designated depository; the system board should make a recommendation to the Colorado State Library regarding the suitability and capability of each applicant to serve as a depository library.

201.01 (2) Depository designations shall be based on a combination of a geographical location, size of collection, designation as a federal depository library, population and demographic factors. Academic and public libraries will be given equal consideration.

201.01 (3) One depository designation will be reserved for each regional library service system area. Additional depository designations shall be made as funding permits and shall be based on geographical locations, size of collection, designation as a federal depository library, population and demographic factors.

201.01 (4) Each designated depository library will agree to participate in a program of monitoring by the Depository Center staff designed to ensure compliance with rules and agreement provisions.

201.01 (5) The Depository Center will monitor the service programs of the depository libraries to determine compliance with agreement provisions. Depositories will be notified before monitoring visits occur. If a violation is found, the depository library will be granted six months to comply and a follow-up monitoring visit will be conducted to verify compliance.

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201.02 General Provisions

201.02 (1) Depository libraries will abide by the retention of materials guidelines provided by the Depository Center.

201.02 (2) Depository libraries will file reports required by the Colorado State Library with the Depository Center on forms provided by the State Library.

201.02 (3) Each depository library will appoint a staff member who will be responsible for the state publications collection and service to serve as the contact person with the Depository Center and will immediately notify the Center should a change occur. Each depository library will be expected to send this representative or his designee to attend Depository Center meetings.

201.03 Termination of Depository Designations

201.03 (1) If a designated depository library wishes to terminate its depository agreement, a written notice must be given to the Colorado State Library thirty (30) days prior to the intended date of termination. The regional library service system board shall be informed of the intent to terminate the depository agreement by the depository library.

201.03 (2) Depository libraries found to be in violation of the depository agreement shall be subject to termination of their depository status by the Colorado State Library. The Depository Center staff will make a recommendation to terminate depository status to the State Librarian or his designee and will give written notice of the intent to terminate depository status to the director of the library in question.

201.03 (3) A depository library that receives notice of intent to terminate depository status may appeal that action to the State Board of Education. It is the responsibility of the depository library to show cause why the termination should not occur and that it is in compliance with the depository agreement provisions. The final decision will be made by the State Board of Education.

201.03 (4) All materials deposited with the depository libraries remain the property of the Colorado State Library.

201.03 (5) Upon termination of a depository agreement, disposition of the materials deposited with the library will be determined by the Colorado State Library.

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GUIDELINES FOR DEPOSITORY LIBRARIES

1. The Depository Center will notify depository libraries of forthcoming monitoring visits.

2. Depository libraries which notify the Depository Center of documents not distributed through the program will provide the Center a copy of the cover, the title page and other information needed to identify the issuing agency. A complete copy of the document will be provided upon request of the Depository Center.

3. The Depository Center recommends that depository libraries organize the state documents collection according to the classification numbers assigned to each publication by the Center in order to facilitate use of the index to state publications provided by the Center.

4. Depository libraries shall provide for the orderly processing and custody of state publications provided by the Depository Center.

5. Claims for missing items should be made to the Center within three weeks of receipt of each shipment.

6. Depository libraries will assume the responsibility for the replacement of lost or damaged depository documents except for those items missing from the original shipments made by the Depository Center.

7. Depository libraries will retain state documents provided by the Depository Center indefinitely, or until permission to discard or distribute to other libraries is received from the Center.

8. Superseded items will be identified by the Center and those items shall be discarded unless needed for the collection of the depository library for historic purposes. Such items shall be marked as superseded.

9. Depository libraries shall send status reports of activities on forms supplied by the Colorado State Library to the Depository Center at least once each year.

APPENDIX D

DEPOSITORY LIBRARIES

Adams State College Library
Adams State College
Alamosa, Colorado 81102
(303) 589-7781

Aurora Public Library
1298 Peoria Street
Aurora, Colorado 80011
(303) 364-9358

Norlin Library
Campus Box 184
University of Colorado
Boulder, Colorado 80209
(303) 492-7511

Pikes Peak Library District
P. O. Box 1579
20 North Cascade Avenue
Colorado Springs, Colorado 80901
(303) 473-2080

Library, University of Colorado
at Colorado Springs
Austin Bluffs Parkway
Colorado Springs, Colorado 80907
(303) 593-3296

Craig-Moffat County Library
651 Yampa Avenue
Craig, Colorado 81625
(303) 824-5116

Auraria Libraries
11th at Lawrence
Denver, Colorado 80203
(303) 629-2639

Denver Public Library
1357 Broadway
Denver, Colorado 80203
(303) 573-5152

Durango Public Library
1188 2nd Avenue
Durango, Colorado 81301
(303) 247-2492

Colorado State University Libraries
Fort Collins, Colorado 80523
(303) 491-5911

Arthur Lakes Library
14th and Illinois
Colorado School of Mines
Golden, Colorado 80410
(303) 279-0300

Mesa County Public Library
530 Grand Avenue
Grand Junction, Colorado 81501
(303) 243-4442

James A. Michener Library
University of Northern Colorado
Greeley, Colorado 80639
(303) 351-2601

Leslie J. Savage Library
Western State College
Gunnison, Colorado 801230
(303) 943-2053

Woodruff Memorial Library
522 Colorado Avenue
P. O. Box 479
La Junta, Colorado 81050
(303) 384-4612

Jefferson County Public Library
Lakewood Regional Library
10200 West 20th Avenue
Lakewood, Colorado 80215
(303) 238-8411

Arapahoe Regional Library
Christensen Library
2305 East Arapahoe Road
Littleton, Colorado 80122
(303) 798-5422

Garfield County Library
402 West Main
Box 328
New Castle, Colorado 81647
(303) 984-2346

Pueblo Library District
100 East Abriendo Avenue
Pueblo, Colorado 81004
(303) 544-1940

Sterling Public Library
5th and Walnut
Sterling, Colorado 80751
(303) 522-2023

Colorado Department of
Education
Calvin M. Frazier
Commissioner of Education

1980-1982 EDUCATIONAL PRIORITIES

OF THE

COLORADO STATE BOARD OF EDUCATION

Colorado State Library
Anne Marie Falsone
Assistant Commissioner
Deputy State Librarian

ACCOUNTABILITY AND ACCREDITATION

Assist local school districts with the implementation of accountability and accreditation programs emphasizing educational excellence and high standards for all students.

EQUAL EDUCATIONAL OPPORTUNITY

Assist and support unique efforts of each school district to provide an equal and relevant educational opportunity for all students including the skills which lead to self-esteem and self-realization. Furthermore, to encourage districts to develop student policies and programs which emphasize respect for one's self and others.

EFFICIENCY AND EFFECTIVENESS

Assist school districts in their efforts to operate efficiently and effectively and, in particular, to find solutions to the problems presented by inflationary increases, rising fuel costs, declining enrollments, and increasing paperwork and data demands.

EDUCATIONAL LEADERSHIP

Support interagency agreements, legislation, and policies beneficial to K-12 education in Colorado. To be aware of developments in the new U.S. Department of Education to ensure respect for state and local control with accountability. To provide opportunities for all citizens to address educational problems and contribute to their solutions.

TEACHER EDUCATION

Assist the 15 teacher education programs in their responsibility of providing high quality personnel for Colorado schools and encourage responsible teacher education programs leading to the professional growth of the teaching profession.

PARENT INVOLVEMENT

Assist school districts in increasing the involvement of parents by apprising them of their rights and responsibilities and ways in which they can support the education of their own children.

STATE LIBRARY DEVELOPMENT

Develop specific regional and statewide plans for implementation of recommendations coming from the recent Governor's Conference and White House Meeting on Libraries.

SCHOOL FOR THE DEAF AND THE BLIND

Follow through on the studies begun in 1980 to set the role and mission of the School for the Deaf and the Blind for the next five years. Continued emphasis should be given to programs for parents of deaf and or blind children in Colorado.

COLORADO STATE BOARD OF EDUCATION

Dorothy Gotlieb, Chairman (First Congressional District)	Denver
Jacquie Haughton Bergan, Vice-Chairman (Second Congressional District)	Lakewood
J. David Huskin (Fifth Congressional District)	Englewood
Allen B. Lamb (Fourth Congressional District)	Windsor
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STATE
PUBLICATIONS
LIBRARY

AGENCY MANUAL

COLORADO DEPARTMENT OF EDUCATION
State Library and Adult Education Office
State Office Building
201 East Colfax, Rm. 314
Denver, Colorado 80203

cde
William T. Randall
Commissioner of Education

Agency Manual

Colorado State Publications Library

Nancy M. Bolt
Deputy State Librarian
and
Assistant Commissioner of Education
for the
State Library and Adult Education Office

Dr. William T. Randall
Commissioner
Colorado Department of Education
201 East Colfax Avenue
Denver, Colorado
June 1992

443

FORWARD

The purpose of the State Publications Library is to help Colorado residents conveniently obtain information from state agencies that will assist them in their work and daily lives.

This manual explains more about the State Publications Library and outlines the assistance needed from state agency staff in order to accomplish this purpose. The Agency Manual is primarily intended for use by the Agency Contact: the person in the agency who coordinates the deposit of publications with the library.

If an Agency Contact changes, please notify the State Publications Library of the new designated Agency Contact.

Questions not answered in the Agency Manual may be directed to:

Colorado State Publications Library
Room 314, State Office Building
201 East Colfax Avenue
Denver, Colorado 80203-1704
303/866-6725

INTRODUCTION TO THE
COLORADO STATE PUBLICATIONS LIBRARY

The Colorado State Publications Library was established in 1980 to provide Colorado residents more consistent access to information from their state government, including the General Assembly, the Governor's Office, the Supreme Court, the 20 Departments, and the 30 State Colleges and Universities. The General Assembly mandated this program as an essential part of state government (CRS 24-90-201/208).

The State Publications Library has three major functions:

- **Obtaining publications from state agencies**
- **Providing information to the public**
- **Distributing publications to 18 state publications depository libraries**

The Library's goal is to acquire all titles of enduring value published by state agencies. By law, units of Colorado's government are to deposit at least 4 copies of each publication and one copy of each audio-visual production. A monthly list of new titles alerts librarians and others who would like to know what the state is publishing.

State publications ordinarily deposited include: **pamphlets, rules, directories, newsletters, reports, guidelines, standards, resolutions, manuals, budget requests, handbooks, studies and audio-visual materials.**

The State Publications Library organizes and makes publications available to requestors. Library public services include: reference, referrals, assisting researchers in the use of the collection, circulation, inter-library loan, and training sessions for librarians and others. Selected titles are featured in the Colorado State Library newsletter.

The Colorado State Publications database of over 10,000 titles is on the Colorado Alliance of Research Libraries (CARL) public access catalog. CARL is accessible throughout the state.

The State Publications Library disseminates paper copies of the publications to the 18 state publications depository libraries in Colorado (see listing in Appendix C) and to the Library of Congress. When sufficient paper copies are not available, selected titles are distributed in microfiche format.

Colorado State Publications Library
Room 314, State Office Building
201 East Colfax Avenue
Denver, CO 80203-1740
Telephone: 303-866-6725 Fax 303-830-0793

I. SERVICES FOR YOUR AGENCY

The publications your agency produces are the essential ingredients needed for the Library to accomplish its goal. By collecting the publications from your agency, the State Publications Library:

* **Provides library services** to organize, preserve, and make your publications available to anyone who wants to use them;

* **Publicizes** your agency's publications world-wide through our on-line catalog and bibliographies, generating sales for you and increasing appreciation of your agency's work on behalf of Colorado's citizens;

* **Centralizes the distribution** of your publications to save your staff time and effort;

* **Loans publications to your staff** from other state government units, to help them in their work for your agency;

* **Answers questions,** furnishes data, and makes appropriate referrals --thus delivering your staff's expertise to citizens;

* **Loans your publications to the public** when your own supply is exhausted, i.e. when they are out-of-stock or out-of-print;

* **Loans publications to those who cannot afford to purchase** the ones you sell-- enabling your agency to be responsive to all requestors by referring them to us, and accomplishing your goal of informing citizens of essential information.

In order to provide these services, the Library needs to receive your publications. Depositing four (4) copies is basic, but many publications are so important to the depository libraries that copies are sent to them also. They have selected carefully those publications particularly needed in their communities. See Part II.C for the total number of publications we would like to receive from your agency.

II. AGENCY CONTACT PROCEDURES

A. Who Deposits Publications?

State agencies supported wholly, or in part, by state funds are required to deposit their publication (defined below) with the Library. This includes any unit of state government, defined as such by statute, which expends **state appropriated funds.** Boards, advisory councils and committees of these government units are included.

State-supported institutions of higher education are included, but not the public schools serving students in kindergarten through 12th grade.

The General Assembly and State Supreme Court are included in the definition, and also the Office of the Governor, including task forces and commissions.

B.What Materials are Deposited?

The term "state publications" is defined as any material published by authority of a state agency, regardless of the source of funds, which is intended for **distribution outside the issuing agency,** and which is not compiled or reproduced solely to meet internal needs.

The State Publications Law (CRS 24-90-202) provides a lengthy list of types of publications which are required to be deposited. As a practical matter, most publications would fall into one of the following categories:

1) Pamphlet
2) Rule
3) Directory
4) Newsletter
5) Report
6) Guidelines/standards
7) Resolution
8) Manual
9) Resource Guide
10) Budget Request
11) A-V material
12) Periodical
13) Journal
14) Proceedings

Any of the above publications that are intended for distribution outside your agency should be sent to the State Publications Library.

C. Number of Copies to Deposit

The number of copies of specific publications will vary, according to the requirements of the depository libraries.

The basic number to deposit is 4 copies. These copies are used as follows: State Library permanent reference copy, State Library circulating copy, Norlin Library at CU - Boulder, and the Library of Congress.

For audio tapes, films, videotapes, and other audio-visual media productions, the basic number to deposit is 1 copy. However, we appreciate a second copy to allow circulation.

The depository libraries have determined which agencies' publications they require on a selective basis, according to their users' information needs. For example, the depository at the Colorado School of Mines Library needs Department of Health and Department of Natural Resource publications.

Where publications are printed in substantial quantities, we prefer to receive enough print copies for all of the depository libraries requesting them. The quantity needed from your agency is listed below. All copies should be sent to the State Publications Library for distribution.

Agency	Copies
Administration	14
Agriculture	17
CCHE	19
Corrections	19
Education	20
General Assembly	17
Governor	19
Health	20
Institutions	17
Labor/Employment	18
Law	16
Local Affairs	18
Military Affairs	12
Natural Resources	20
Personnel	13
Public Safety	16
Regulatory Agencies	18
Revenue	19
Social Services	17
State	18
Supreme Court	16
Transportation	17
Treasury	16
Water Resources & Power Develop. Authority	17

Agency	Copies
Aims CC	11
Arapahoe CC	11
CC of Denver	12
CO Northwest CC	11
Front Range CC	11
Lamar CC	12
Morgan CC	12
Northeastern CC	12
Otero JC	11
Pikes Peak CC	12
Pueblo CC	13
Red Rocks CC	11
Trinidad State JC	12

Agency	Copies
Adams State College	9
CMC	13
CO School of Mines	14
CSU	16
Fort Lewis College	12
Mesa College	14
Metropolitan State	12
UC - Boulder	14
UC - Health Services Center	13
UC - Colorado Springs	14
UC - Denver	13
UNC	12
USC	13
Western State College	13

D. Materials Not Required to be Deposited

Internal publications including correspondence, inter-office memoranda, forms, working papers and internal operating materials need not be deposited in the State Publications Library.

Items with a very short active-use life, such as workshop announcements, meeting agendas and minutes of meetings should not be deposited. "Short" is defined as 6 months, or less.

E. Agency Contact Designation

The Director of your agency should designate an "Agency Contact" as the primary contact between the State Publications Library and the agency (the regulations call this the "publications liaison officer") to coordinate the deposit of your agency's publications.

Whenever a change in Agency Contact occurs, the Library should be notified immediately and this manual given to the new person. Training at the Library for the new Contact will be arranged shortly after that person contacts the Library.

Within an agency, the Agency Contact may establish a network of others in major divisions to assist with identifying and sending publications to the Library.

F. Responsibilities of the Agency Contact

1. **Deposit** copies of all agency publications with the Library on a frequent basis, in the quantities required;

2. Contact the State Publications Library when **questions** arise about whether certain publications should be deposited;

3. Resolve any problems concerning the deposit of publications, including **follow-up on claims** for missing copies or missing titles (see page 6);

4. **Disseminate information about State Publications to** agency employees especially about what is needed to fulfill deposit requirements, and to achieve a standard format for state publication title-page information (see appendix B, p.9);

5. Assist the Library with **referrals** when requestors need to ask questions of state experts in the Contact's agency.

G. Shipments of Publications

Agencies should send publications to the Library **before, or at the time of release from, the first printing.** This is particularly important for controversial issues and items in the news.

Timely deposit provides for immediate service to the public in the interim between the time that a first printing is completely distributed and a second printing is available.

Rush cataloging and processing is available on request for items anticipated to be in demand right away.

Shipments may be made in whatever manner is convenient to the agency: by courier, inter-office mail, or U.S. mail. Inter-office mail is preferred when available.

Record-keeping by Agency Contacts is at their discretion, to keep track of what has been published and which titles have been sent.

Send all shipments to this address, to avoid missing or misdirected shipments:

Colorado State Publications Library
Room 314 State Office Building
201 East Colfax Avenue
Denver, CO 80203-1704

H. Responding to Claim Notices

When the State Publications Library does not receive the appropriate number of copies of a title, a staff member prepares a "Request for Deposit of Publications," form (informally called a "claim" form).

If you receive a "Request for Deposit of Publications," follow this procedure:

1. Check the information provided to see if you can identify the specific title needed; if not, call for more details;

2. If insufficient copies were sent originally, send the remaining copies WITH THE FORM marked with "number of copies attached," or "sent on loan."

Note: When publications are received at the Library, it is assumed that they are new unless the claim form is attached. To simplify everyone's work, always attach the form to the shipment sent in response to the request. Otherwise you could receive another request.

3. If you want to keep track of these transactions, photocopy the form or log your actions for your office records.

4. If you are unable to send the requested publications, indicate the reason on the form and return it. Do send the form, otherwise you may receive further claim requests for that title.

5. Call if you have questions or want to explain a problem; you can write a memo or letter if you prefer, but that is not required.

6. In the event that a missing title is being requested by a Library user, a staff person will call you rather than send a form, in order to expedite helping the person.

APPENDIX A

Excerpts from the Colorado Revised Statutes

PART 2
STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION CENTER

24-90-202. Establishment of a state publications depository and distribution center. There is hereby established a state publications depository and distribution center. Such center shall be a section of the state library. Its operation is declared to be an essential administrative function of the state government.

24-90-202. Definitions. As used in this part 2, unless the context otherwise requires:

3. "State agency" means every state office, whether legislative, executive, or judicial, and all of its respective officers, departments, divisions, bureaus, boards, commissions, and committees, all state-supported colleges and universities which are defined as state institutions of higher education, and other agencies which expend state-appropriated funds.

4. "State publication" means any printed or duplicated material, regardless of format or purpose, which is produced, purchased for distribution, or authorized by any state agency, including any document, compilation, journal, law, resolution, bluebook, statute, code, register, contract and grant report, pamphlet, list, microphotographic form, audiovisual material, book, proceedings, report, public memorandum, hearing, legislative bill, leaflet, order, rule, regulation, directory, periodical, magazine, or newsletter, with the exception of correspondence, interoffice memoranda, or those items detailed by section 24-72-204.

24-90-204. Deposits of state publications. Every state agency shall, upon publication, deposit at least four copies of each of its state publications (with the exception of audiovisual materials) with the center. One copy of each such audiovisual material shall be deposited when designated by the state librarian as being required to fulfill the purpose of the part 2.

24-90-208. State publications distribution. The center shall distribute state publications, in microfiche, paper copy, or other format where appropriate, to depository libraries. The state librarian may make additional distributions in accordance with agreements with appropriate state agencies.

APPENDIX B

Excerpts from the Colorado Code of Regulations

Colorado State Board of Education
Department of Education

1 Colorado Code of Regulations 301-08

Adopted: 1-15-81

Statutory Authority: 24-90-201, 24-90-303(3), C.R.S. 1973, as amended

ADMINISTRATION OF THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION CENTER

24-90-201, C.R.S. 1973, as amended, establishes a state Publications Depository and Distribution Center as a section of the State Library, and 24-90-303(3) provides that adoption of the rules and regulations shall be the responsibility of the State Board of Education. The Rules consider state agencies' deposit of publications, and depository libraries' designation and responsibilities.

2490-R-200.00 State Agencies' Deposit of Publications

200.06 Publications Liaison Officer

200.06 (1) Every state agency shall designate one of it members or employees as the publications liaison officer for the for the agency, shall notify the Depository Center of the identity of such officer, and shall immediately notify the Depository Center should a change occur.

200.06 (2) The publications liaison officer of each state agency shall have the duty to provide the Depository Center with copies of all state publications of the agency, to compile and forward to the Center required lists of the agency's publications, and to provide other related information as may be requested by the Center.

200.09 Standard Format for State Publications

200.09 (1) To assure that the identity of a publication can be ascertained in terms of the issuing authority, author, and subject matter, the following information should be included on the title page or other suitable place near the beginning of each state publication which is required to be deposited with the Depository Center:

200.09 (1) (a) Full name of the issuing agency, including the division or subdivision responsible for publication, and the parent body.

200.09 (1) (b) Name of any personal author to whom credit is intended to be given.

200.09 (1) (c) Title of the publication.

200.09 (1) (d) Date and Place of publication.

200.09 (1) (e) Frequency of issue if a periodical, that is, weekly, monthly, etc.

200.09 (1) (f) Volume and number of issue, if appropriate.

200.09 (1) (g) Date, or month and year of issue, if appropriate (periodicals);

APPENDIX C

COLORADO STATE PUBLICATIONS DEPOSITORY LIBRARIES

Alamosa:	Adams State College Library
Aurora:	Aurora Public Library
Boulder:	University of Colorado, Norlin Library
Colorado Springs:	Pikes Peak Library District, Penrose Public Library
Denver:	Denver Public Library, Main Library
	Auraria Library, Auraria Higher Education Center
Durango:	Fort Lewis College, John F. Reed Library
Fort Collins:	Colorado State University, Morgan Library
Golden:	Colorado School of Mines, Arthur Lakes Library
Grand Junction:	Mesa County Public Library, Main Library
Greeley:	University of Northern Colorado, Michener Library
Gunnison:	Western State College, Leslie J. Savage Library
Lakewood:	Jefferson County Public Library, Lakewood Branch
Littleton:	Arapahoe Library District, John V. Christensen Branch
New Castle:	Garfield County Public Library, Main Library
Pueblo:	Pueblo Library District, Main Library
Sterling:	Sterling Public Library

Nancy M. Bolt
Assistant Commissioner
State Library and Adult Education Office

you have
questions about
COLORADO STATE LIBRARY'S
STATE PUBLICATIONS
DEPOSITORY AND DISTRIBUTION
CENTER program
contact:

BARBARA WAGNER
[redacted] Consultant

State Publications
Depository and
Distribution Center

Colorado State Library
1362 Lincoln Street
Denver, CO 80203

(303) 866-5438

COL
C

Doroth
(First Congress

Richard J. Kr
(Second Congressional

Frank Ricotta
(Third Congressional District)

Donald D. Ament
(Fourth Congressional District)

Tom Howerton
(Fifth Congressional District)

J. David Huskin
(Sixth Congressional District)

Jeanne Werschke Howes
(At Large)

COLORADO DEPARTMENT OF EDUCATION

Calvin M. Frazier, Commissioner
State Librarian

Anne Marie Falsone, Assistant
Commissioner, Deputy State
Librarian

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COLORADO

STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION CENTER

Colorado State Library
1362 Lincoln Street
Denver, CO 80203

(303) 866-5438

BEST COPY AVAILABLE

In 1980 the General Assembly established the State Publications Depository and Distribution Center. CRS 24-90-201 declares the operation of the Center to be an essential administrative function of state government.

THE CENTER has two major goals. The first is to reduce the cost of government to Colorado taxpayers by:

Reducing the number of documents printed by state agencies;

Eliminating costly duplication of publications by state agencies;

Centralizing all requests for state publications.

The second major goal of THE CENTER is to enable Colorado residents to be better informed about their government and to profit from the up-to-date information in state publications by:

Establishing a system of regional depository libraries strategically located throughout the state;

Placing microfiche copies of all state publications in the regional depository libraries;

Providing an index and a cataloging system for depository libraries to guarantee easy access to the contents of state publications.

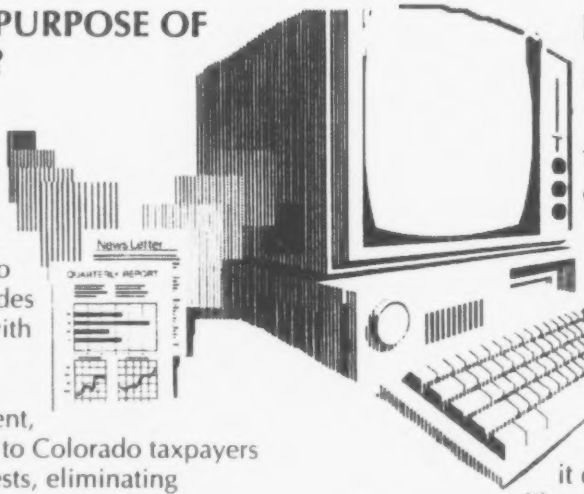
Providing public information on Colorado State Publications and the depository library program.

Public access to Colorado state publications is through the system of twenty depository libraries listed below:

Adams State College Library
Arapahoe Regional Library District
Auraria Library
Aurora Public Library
Colorado School of Mines/Lakes Library
Colorado State University Libraries
Craig-Moffat County Library
Denver Public Library
Durango Public Library
Garfield County Library
JEFFCO/Lakewood Regional Library
Mesa County Public Library
Pikes Peak Library District
Pueblo Library District
Sterling Public Library
University of Colorado/Norlin Library/Boulder
Univ. of Colorado at Colorado Springs Library
Univ. of Northern Colorado/Michener Library
Western State College/Savage Library
Woodruff Memorial Library/La Junta

WHAT IS THE PURPOSE OF THIS LIBRARY?

The State Publications Library was established by the General Assembly in 1980 as a part of the Colorado State Library. It provides Colorado residents with convenient access to information by and about their government, and reduces the cost to Colorado taxpayers by centralizing requests, eliminating duplication by agencies, and reducing the need to print large quantities of publications.



WHAT ARE STATE PUBLICATIONS?

State publications are frequently overlooked sources of information that cover a wide variety of topics from state agency annual reports and legislative bills to reports on health, business, education, crime, agriculture, mining, employment, water quality, wildlife, and the environment.

The State Publications Library obtains publications from:

- State Agencies
- The General Assembly
- The Governor's Office
- The Supreme Court
- Boards and Commissions
- State Colleges and Universities

HOW CAN I ACCESS THIS LIBRARY?

The State Library's collection of over 10,000 state publications is listed as a separate database on the CARL (Colorado Alliance of Research Libraries) Public Access Catalog. You can search it directly from many libraries in the state or through a dial-up service via computer and modem.

Whom do I contact if I need to borrow a state publication or have a question?

Two contacts are: (1) your nearest state publications depository library (listed in this brochure) will answer questions, loan publications, provide microfiche access or borrow publications for you as needed and; (2) the State Publications Library in Denver (address and phone in this brochure) also answers reference questions and offers referral services as well as loans publications to individuals for up to one month.

What if I don't have a way to use the CARL Public Access Catalog?

You can go to your local public library and they will contact one of 18 state publications depository libraries located statewide or the State Publications Library in Denver to obtain the information that you need.

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Commissioner of Education
and State Librarian
State of Colorado

NANCY M. BOLT
Assistant Commissioner and
Deputy State Librarian
State Library and Adult Education Office

cde

COLORADO LIBRARY

463

STATE PUBLICATIONS LIBRARY

ADDRESS:
State Publications Library
State Office Building, Rm 314
201 East Colfax Avenue
Denver, CO 80203-1704

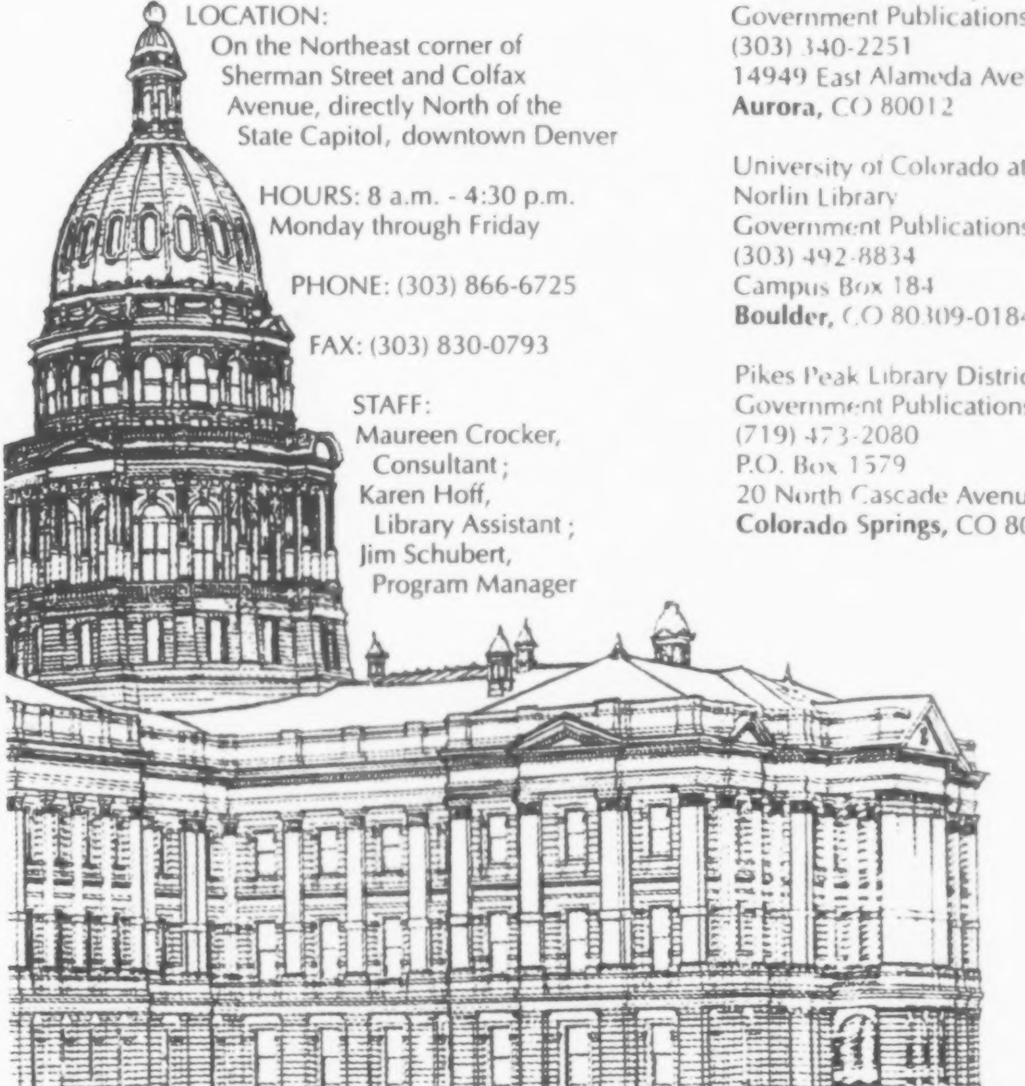
LOCATION:
On the Northeast corner of Sherman Street and Colfax Avenue, directly North of the State Capitol, downtown Denver

HOURS: 8 a.m. - 4:30 p.m.
Monday through Friday

PHONE: (303) 866-6725

FAX: (303) 830-0793

STAFF:
Maureen Crocker, Consultant;
Karen Hoff, Library Assistant;
Jim Schubert, Program Manager



STATE PUBLICATIONS DEPOSITORY LIBRARIES

Adams State College Library
Serials/Documents Department
(719) 589-7781
Alamosa, CO 81102

Aurora Public Library
Government Publications Division
(303) 340-2251
14949 East Alameda Avenue
Aurora, CO 80012

University of Colorado at Boulder
Norlin Library
Government Publications Division
(303) 492-8834
Campus Box 184
Boulder, CO 80309-0184

Pikes Peak Library District
Government Publications & Local History
(719) 473-2080
P.O. Box 1579
20 North Cascade Avenue
Colorado Springs, CO 80901

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University of Colorado at Colorado Springs
Government Publications Division
(719) 593-3175
Austin Bluffs Parkway
P.O. Box 7150
Colorado Springs, CO 80933-7150

Auraria Library
Government Publications Department
(303) 556-3532
11th at Lawrence Street
Denver, CO 80204

Denver Public Library
Government Publications Division
(303) 640-8875
1357 Broadway
Denver, CO 80203

Fort Lewis College
John F. Reed Library
Government Publications Department
(303) 247-7252
College Heights
Durango, CO 81301

Colorado State University
Morgan Libraries
Government Publications Department
(303) 491-1880
Fort Collins, CO 80523

Colorado School of Mines
Arthur Lakes Library
Reference Department
(303) 273-3680
14th and Illinois
Golden, CO 80401

Mesa County Public Library
Government Publications Division
(303) 243-5251
530 Grand Avenue
P.O. Box 20000-5019
Grand Junction, CO 81501

University of Northern Colorado
James A. Michener Library
Government Publications Dept.
(303) 351-2987
Greeley, CO 80639

Western State College
Leslie J. Savage Library
Government Publications Dept.
(303) 943-7012
Gunnison, CO 81230

Jefferson County Library
Lakewood Regional Library
Government Publications Division
(303) 232-7833
10200 West 20th Avenue
Lakewood, CO 80215

Arapahoe Library District
Christensen Public Library
(303) 798-2444
2305 East Arapahoe Road
Littleton, CO 80122

Garfield County Public Library
492 West Main Street
P.O. Box 320
(303) 984-2346
New Castle, CO 81647

Pueblo Library District
Government Publications Department
(719) 543-9601
100 East Abriendo Avenue
Pueblo, CO 81004-1997

Sterling Public Library
5th and Walnut Streets
Centennial Square
(303) 522-2023
Sterling, CO 80751

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STATE PUBLICATIONS LIBRARY

PUBLIC ACCESS DATABASES AVAILABLE THROUGH STATE AGENCIES: A SELECTED LIST

COLORADO DEPARTMENT OF EDUCATION
State Library and Adult Education Office
State Office Building
201 East Colfax, Rm. 314
Denver, Colorado 80203

cde
William T. Randall
Commissioner of Education

OCTOBER 1992

Public Access Databases Available Through State Agencies: A Selected List

Maureen K. Crocker
Consultant
Colorado State Publications Library

James M. Schubert
Program Manager
Colorado State Publications Library

Nancy M. Bolt
Deputy State Librarian
and
Assistant Commissioner of Education
for the
State Library and Adult Education Office

Dr. William T. Randall
Commissioner
Colorado Department of Education
201 E. Colfax Avenue
Denver, CO 80203

Introduction

This is a list of some of the information which is available on public databases from state government agencies. These databases are used to maintain current information in a convenient format. The information can be provided in various forms including a print-out, verbally, or on disk. A few databases are available on a dial-up fee basis. This publication was distributed to public and academic libraries in Colorado as well as to selected state agencies.

The list is organized alphabetically by state agency and then alphabetically by the name of the database within the agency. Probably the easiest way to use the list would be to select the most likely agency to have the information and then to browse the databases for those that are relevant.

This is a selected list of databases for several reasons. First, each agency decided which databases to include in this list and, secondly, some agencies did not respond to the survey. The survey was conducted during the summer of 1992 and reflects the information available as of that time. Contact the person listed on each database entry for the most up-to-date information. In some cases, data are released only on an aggregate level due to confidentiality of individual records.

The State Publications Library plans to expand this list as additional information becomes available. For a copy of the survey form to submit additions or corrections, please call Maureen Crocker, 303/866-6728 at the State Publications Library.

Table of Contents

COLORADO COMMISSION ON HIGHER EDUCATION page 1
  Administrative Salary
  Degrees Granted
  Full-Time Equivalent (FTE) Student Enrollment
  Full-Time Faculty/Staff
  Headcount Enrollment

COLORADO COMMUNITY COLLEGE AND OCCUPATIONAL EDUCATION SYSTEM page 5
  Vocational Program Listings

COLORADO HISTORICAL SOCIETY page 6
  Site Files

DEPARTMENT OF ADMINISTRATION page 7
  Administrative Law Legal Research Program
  Advanced Procurement Systems (APS)

DEPARTMENT OF EDUCATION page 8
  Directory of Environmental Education Resources (DEER)
  School Model Programs

DEPARTMENT OF HEALTH page 9
  Alcohol/Drug Driving Safety Coordinated Data System (ADDSLODS)
  Birth and Death Records
  CAR Program (Cardiovascular)
  Certified Blood, Delayed Breath & Drug Facilities
  Central Colorado Cancer Registry
  Discharge/Referral Summary (Drug/Alcohol)
  Drinking Water Inventory & Quality Data
  Drug/Alcohol Coordinated Data System (DACODS)
  Focus File/Intoxilyzer Facilities (Drug/Alcohol)
  Follow-Up (Tied to DACODS) (Drug/Alchol)
  Grants Information Control System (GICS) (Water Quality)
  Health Provider Information System
  Marriage and Divorce Indexes
  Permit Compliance System (PCS) (Water Quality)
  Prevention Intervention Coordination Data System (PICODS) (Drug/Alcohol)

Table of Contents

DEPARTMENT OF HEALTH (Continued)

- RAM 1 (Radiation Control)
- STORET (Water Quality)
- Waiting List Information System (WCIS)(Tied to DACODS) (Drug/Alcohol)
- X-Ray Registration and Compliance

DEPARTMENT OF LAW page 24

- Attorney General Formal Opinions

DEPARTMENT OF LOCAL AFFAIRS page 25

- Colorado Economic and Demographic Information System (CEDIS)

DEPARTMENT OF PERSONNEL page 26

- EMPL
- Applicant Data System Database

DEPARTMENT OF PUBLIC SAFETY page 27

- CBI Arrest History File

DEPARTMENT OF REGULATORY AGENCIES page 28

- Assessment Systems Inc. - Real System
- Centralized Licensing System
- Colorado Insurance Licensing Master File
- Colorado SSA (Banking)
- Colorado UBPS (Banking)
- Public Utilities Commission Database
- Securities - CRD
- Securities - Law Base
- Securities - Registrations

DEPARTMENT OF REVENUE page 34

- Motor Vehicle Title and Registration Master File

DEPARTMENT OF SOCIAL SERVICES page 35

- Child Care Automated Tracking System (CHATS)
- Child Welfare Eligibility and Services Tracking (CWEST)

DISABILITY INFORMATION AND REFERRAL SERVICE DIRS page 37

GENERAL ASSEMBLY page 38

- Calendar and Legislative Status Sheet
- Colorado Revised Statutes
- Introduced Bills

COLORADO COMMISSION ON HIGHER EDUCATION

Administrative Salary

Purpose:	To track year to year changes in administrative salaries.
Description:	Annual salary of a limited number (20) of administrative positions at each public college, summarized by institutional type.
Update:	Annually
Access:	Staff interface by phone or in-person. Information provided by print-out or verbally and annual reports.
Fees:	Free Service
Contact:	J. Worsham, IR Analyst Office of Information and Research 1300 Broadway, 2nd Floor Denver, CO 80203 303/866-2723

Degrees Granted

Purpose:	To track degrees granted by Colorado public institutions.
Description:	Degrees granted by level, subject, ethnicity, sex, tuition status and institutions.
Update:	Annually
Access:	Staff interface by phone or in-person. Information provided by print-out and verbally and annual reports.
Fees:	Free Service
Contact:	J. Worsham, IR Analyst Office of Information and Research 1300 Broadway, 2nd Floor Denver, CO 80203 303/866-2723

Full-time Equivalent (FTE) Student Enrollment

Purpose:	To give input into the distribution of the state general fund to institutions.
Description:	Student credit hours by term, tuition status, undergraduate, graduate and institutions.
Update:	Annually
Access:	Staff interface by phone or in-person. Information provided by print-out, verbally and annual reports.
Fees:	Free Service
Contact:	J. Worsham, IR Analyst Office of Information and Research 1300 Broadway, 2nd Floor Denver, CO 80203 303/866-2723

Full-time Faculty/Staff

Purpose:	To track changes in full-time employment by ethnicity
Description:	Full-time employment by job type, sex, ethnicity and institution.
Update:	Annually
Access:	Staff interface by phone or in-person. Information provided by print-out, verbally and annual reports.
Fees:	Free Service
Contact:	J. Worsham, IR Analyst Office of Information and Research 1300 Broadway, 2nd Floor Denver, CO 80203 303/866-2723

Headcount Enrollment

Purpose: To track enrollment changes

Description: Headcount enrollment by student type, full-time/part-time, ethnicity, sex, tuition status, age and institution.

Update: Annually

Access: Staff interface by phone or in-person. Information provided by print-out, verbally and annual reports.

Fees: Free Service

Contact: J. Worsham, IR Analyst
Office of Information and Research
1300 Broadway, 2nd Floor
Denver, CO 80203
303/866-2723

COLORADO COMMUNITY COLLEGE AND OCCUPATIONAL EDUCATION SYSTEM

Vocational Program Listings

Purpose:	To provide users with current listing of available vocational programs in Colorado.
Description:	Lists vocational programs by six-digit CIP (Classification of Instructional Programs) Code and by school.
Update:	Monthly
Access:	Staff interface by phone, in-person or in writing. Information provided by print-out or verbally depending upon the nature of the request. Also available on CEDIS, Department of Local Affairs.
Fees:	Free Service
Contact:	Gregory P. Smith, Coordinator Division of Research and Planning 1391 North Speer Boulevard, Suite 600 Denver, CO 80204-2554 303/620-4034

COLORADO HISTORICAL SOCIETY

Site Files

Purpose:	To maintain the cultural resources of Colorado
Description:	Lists the historical buildings and archeological sites found within the state.
Update:	When new information is received.
Access:	Staff interface by phone or in-person.
Fees:	$6.50 for the first township & range, $3.00 for the second-fifth township and range, $1.50 for the sixth etc. and $.05 a page per print-out.
Contact:	Mary Sullivan, Database Administrator Office of Archeology and Historic Preservation 1300 Broadway Denver, CO 80203 303/866-4673

DEPARTMENT OF ADMINISTRATION

Administrative Law Legal Research Program

Purpose: To provide easy reference for the Division's Administrative Law Judges to previously issued decisions on legal topics that they may be currently deciding.

Description: Legal words/topics that reference decisions

Update: When new information is received

Access: In-person. Must use reference materials (decisions) maintained in the Division.

Fees: Fee is for time to generate computer print-out for use in referencing decisions.

Contact: Janet Heitzmann, Administrative Officer
Administrative Hearings
1120 Lincoln Street, #900
Denver, CO 80203
303/894-2500

Advanced Procurement Systems (APS)

Purpose: To provide a full functioning procurement support system that includes several data bases.

Description: Bidder registration, current requisitions, bids and purchase orders (current fiscal year).

Update: Daily

Access: Membership to BASnet includes bid information

Fees: Annual dues to BASnet about $150, hard copy from Division of Purchasing is $.25 per page.

Contact: Norma Husky, Clerical Supervisor
Division of Purchasing
303 W. Colfax, Suite 600
Denver, CO 80204 303/866-6104

DEPARTMENT OF EDUCATION

Directory of Environmental Education Resources (DEER)

Purpose: To bring together in one place educational resources on the environment provided by Colorado organizations, agencies, companies, and individuals.

Description: Activities/services, published resources, program of Colorado organizations, companies, agencies and individuals related to the environment.

Update: When new information is received and annually

Access: Direct computer dial-up: CARL or Internet. Housed by Pikes Peak Library Districts MAGGIE system.

Fees: Free Service

Contact:
Christine Hamilton-Pennell, Director
Colorado State Library and Adult Education Office
Resource Center
201 East Colfax Avenue, Room 106
Denver, CO 80203 303/866-6617

School Model Programs

Purpose: To provide a clearinghouse of exemplary programs and effective practices in schools and other agencies, primarily in Colorado.

Description: 350+ entries on various programs in areas such as at-risk students, restructuring, teen pregnancy, business-education partnerships, instructional strategies, equity, technology and parental involvement.

Update: When new information is received

Access: Direct computer dial-up: CARL, Internet, Marmot and PPLD libraries

Fees: Free Service

Contact:
Christine Hamilton-Pennell, Director
Colorado State Library and Adult Education Office
Resource Center
201 East Colfax Avenue, Room 106
Denver, CO 80203 303/866-6617

DEPARTMENT OF HEALTH

Alcohol/Drug Driving Safety Coordinated Data System (ADDSLODS)

Purpose:	To report on persons who are convicted of drinking and driving and subsequently evaluated. Used in evaluation of treatment effectiveness.
Description:	Includes demographics, arrest data (e.g. charge, accident involvement), severity data (e.g. frequency of drug use). Evaluator recommendations (e.g. treatment, public service) and sentencing information.
Updated:	Monthly
Access:	Staff interface by phone or in-person. Information provided by print-out verbally or by report.
Fees:	Free Service
Contact:	Bruce Mendelson 303/692-2941, Linda Harrison 303/692-2940, or Randy Deyle 303/692-2939 Alcohol and Drug Abuse Program 4300 Cherry Creek Drive South Denver, CO 80222-1530

Birth and Death Records

Purpose: To maintain record of births/deaths occurring in Colorado

Description: Birth/Death Records for Colorado from 1910 to present

Updated: Daily

Access: Staff interface by phone, in-person or mail. Information provided by print-out copy.

Fees: $12 per search with copy provided if found. Records restricted to those with tangible interest.

Contact:
Joseph D. Carney, State Registrar
Health Statistics & Vital Records/Certification
4300 Cherry Creek Drive South
Denver, CO 80222-1530
303/692-2200

CAR Program (Cardiovascular)

Purpose: To keep track of cardiovascular disease risk factors in Colorado.

Description: Database contains data on over 12,000 individuals in Colorado. Such data includes blood pressure, cholesterol, smoking, weight and other related data.

Updated: When new information is received

Access: Information provided by print out and graphic reports.

Fees: Free service

Contact:
Michael Afshor, Information Specialist
CUD Prevention
4300 Cherry Creek Drive South
Denver, CO 80222-1530
303/692-2557

Certified Blood, Delayed Breath & Drug Facilities

Purpose: To comply with CRS 42-4-1202 "driving under the influence" statute and certification facilities to perform chemical analyses.

Description: Includes: Information on facilities personnel, S.O.P. certified status, inspecting results, and analytical/certification information.

Update: Free Service

Access: Staff interface by phone or in-person. Information provided by print-out and verbally.

Fees: Free Service

Contact: Robert Zettl, Program Adm. II
Lab - Toxicology - Alcohol Unit
4200 East 11th Avenue
Denver, CO 80220
303/691-4738

Colorado Central Cancer Registry

Purpose:	To monitor cancer in Colorado; to determine statistical facts about diagnosis, treatment and survival; to provide feedback to health professionals and the public regarding cancer in their communities, hospitals and the state; to help evaluate and formulate prevention, early detection and treatment efforts.
Description:	Contains detailed information regarding cancer site and histology (cell-type); stage of disease at diagnosis; initial and follow-up treatment methods; demographic descriptions, e.g. age, race sex, county, etc; and information on cancer reoccurrences. The database covers all diagnoses of cancer statewide (over 200,000 records).
Updated:	When new information is received.
Access:	Staff interface by phone or in-person. Information provided by print-out, verbally and through publications.
Fees:	Free service
Contact:	Jack Finch, Researcher Preventions Programs 4300 Cherry Creek Drive South Denver, CO 80222-1530 303/692-2500

Discharge/Referral Summary (DRS) (Drug/Alcohol)

Purpose: To report on clients statewide who have received court ordered education and/or treatment due to drinking/drugging and driving.

Description: Data include: Client participation in treatment/education, discharge status, information on frequency of use, employment status, income, knowledge and attitudes on alcohol and drugs.

Updated: Monthly

Access: Staff interface by phone or in-person. Information provided by print out, report or verbally.

Fees: Free Service

Contact: Bruce Mendelson 303/692-2941, Linda Harrison 303/692-2940, or Randy Deyle 303/692-2939.
Alcohol and Drug Abuse Program
4300 Cherry Creek Drive South
Denver, CO 80222-1530

Drinking Water Inventory & Quality Data

Purpose: To list all regulated public water supplies and track water quality and violations/enforcement.

Description: Inventory of water supplies bacteriological, chemical quality violations and enforcement.

Updated: When new information is received

Access: By phone or in person. Information is provided by print-out and on floppy disk.

Fees: $25 setup + $5/1000 lines generally = about $35

Contact: Dave Rogers, Unit Leader, Monitoring and Enforcement
Water Quality Control
4300 Cherry Creek Drive South
Denver, CO 80222-1530 303/692-3520

Drug/Alcohol Coordinated Data System (DACODS)

Purpose:	To routinely collect, collate and report demographic, alcohol/drug use and severity information on clients in state-funded treatment programs. Used to measure treatment effectiveness.
Description:	Includes: Admission type, transfer referral sources, prior alcohol/drug treatment, demographics, prior arrests, primary/secondary/tertiary drug use, years of drug use, route of administration, treatment modality/environment, discharge status, etc.
Update:	Monthly
Access:	Staff interface by phone. Information provided by print-out, verbally and by report.
Fees:	Free Service
Contact:	Bruce Mendelson 303/692-2941, Linda Harrison 303/692-2940 or Randy Deyle 303/692-2939. Alcohol and Drug Abuse Program 4300 Cherry Creek Drive South Denver, CO 80222-1530

Focus File/ Intoxilyzer Facilities (Drug/Alcohol)

Purpose:	To acquire information concerning intoxilyzer instrument facility inspection, instrument repair histories, instrument repair type and instrument locations and O.I.C. with dates.
Description:	Includes: Type of repairs, officer in charge of facility, date of repair, date of inspection, compliance with DUI/DUID Statute CRS 42-4-1202/1211.
Updated:	When new information is received
Access:	Staff interface by phone or in-person. Information provided by print-out or verbally and for certified court documents/records.
Fees:	Free Service
Contact:	Michael T. Davia at 303/691-4707 or Fred Maxwell at 303/691-4742 Lab - Toxicology - Alcohol Unit 4210 East 11th Avenue Denver, CO 80220

Follow-Up Study (Tied to DACODS) **(Drug/Alcohol)**

Purpose: To measure treatment effectiveness post-discharge of a random sample of clients discharged from alcohol/drug treatment.

Description: Includes: Employment status, financial status (income, etc.), criminal justice activity (arrest, etc.), substance use pattern, subjective client information (client perceptions of him/herself & treatment experience).

Updated: Annually

Access: Staff interface by phone or in-person. Information provided by print-out or verbally or by reports.

Fees: Free Service

Contact: Bruce Mendelson 303/692-2941, Linda Harrison 303/692-2940 or Randy Deyle 303/692-2939.
Alcohol and Drug Abuse Program
4300 Cherry Creek Drive South
Denver, CO 80222-1530

Grants Information Control System (GICS) **(Water Quality)**

Purpose: To track grants and loans via EPA national computer database to communities for water waste treatment plants.

Description: Contains project detail descriptions for each grant or loan (i.e. grant/loan amounts, construction start date, pay requests, inspections, date complete, etc.).

Updated: When new information is received

Access: Information provided by print-out or verbally

Fees: Free Service

Contact: Debbie English, Program Administrator
Water Quality/Financial Assistance Program
4300 Cherry Creek Drive South
Denver, CO 80222-1530 303/692-3520

Health Provider Information System

Purpose: To monitor and report on hospitals, nursing homes, personal care boarding homes and numerous other categories of Colorado providers of health care.

Description: Includes: Provider demographics, ownership, administrations, results of regulatory surveys, complaints investigations and licensure and certifications status.

Updated: Daily

Access: Staff interface, information is provided by print-out, verbally and on diskette.

Fees: Free Service

Contact:
Jeff Amirani, Systems Analyst
Health Facilities
4300 Cherry Creek Drive South
Denver, CO 80222-1530
303/692-2800

Marriage and Divorce Indexes

Purpose:	To maintain records of marriages and divorces that occur in Colorado.
Description:	Available: 1900-1939 on microfilm, divorces on fiche/tape 1968 to present and marriages on fiche/tape 1975 to present.
Updated:	Quarterly
Access:	Staff interface by phone, in-person and by mail. Information is provided on a certified copy. The 1975 to current records (fiche) are supplied to selected public libraries at no charge. The general public is encouraged to view the microfiche at these libraries. The libraries do not charge for access.
Fees:	If people do not wish to use the library, Department of Health charges a $12 search fee.
Contact:	Tracey Petramala Health Statistics and Vital Records 4300 Cherry Creek Drive South Denver, CO 80222-1530 303/692-2200

Permit Compliance System (PCS) (Water Quality)

Purpose: To monitor point source (NPDES) dischargers to public waters.

Description: Provides information related to all NPDES permits issued nationally, including: facility data, permit requirements, results of required self-monitoring analyses, compliance and enforcement history, and inspection data.

Updated: Twice a week (Monday & Thursday) with additional update processing runs monthly.

Access: Staff interface by phone or in-person. Information is provided by print-out and ASCII after download from mainframe.

Fees: $25 set-up/programming charge, plus $5/1000 lines for printed output or $5/100 KB for ASCII files.

Contact:

Leslie Simpson
Water Quality Control Division
4300 Cherry Creek Drive South
Denver, CO 80222-1530
303/692-3520

Prevention Intervention Coordination Data System (PICODS) (Drug/Alcohol)

Purpose:	To collect information on alcohol/drug abuse prevention activities in Colorado including events and people served by strategy & demographics.
Description:	Contains: Program name, contractor number, reporting period, events, number served. by strategy and demographics.
Updated:	Quarterly
Access:	Staff interface by phone or in-person. Information is provided by print-out and verbally.
Fees:	Free Service
Contact:	Bruce Mendelson 303/692-2941, Linda Harrison 303/692-2940 or Randy Deyle 303/692-2939. Alcohol and Drug Abuse Program 4300 Cherry Creek Drive South Denver, CO 80222-1530

RAM 1 (Radiation Control)

Purpose: To maintain data on persons and facilities that are licensed to use radioactive materials.

Description: Contains data on the name, address, license number, radiation safety officer, etc.

Update: When new information is received

Access: Staff interface by phone or in-person. Information provided by print-out or floppy disk.

Fees: The fee is charged based upon the extent of information requested and the time required to provide the information.

Contact: Martin L. Hanrahan, Principal Health Physicist
Radiation Control Division
4300 Cherry Creek Drive South
Denver, CO 80222-1530
303/692-3030

STORET (Water Quality)

Purpose: To store and retrieve water quality data.

Description: Contains physical and chemical quality parameters of stream water.

Updated: When new information is received

Access: Direct computer dial-up and staff interface. Information provided by print out, verbally and on diskette.

Fees: Free service for dial-up. Otherwise $25 set-up fee and $10/1000 lines.

Contact: John Farrow, Professional Engineer
Water Quality Control and G W & S
4300 Cherry Creek Drive South
Denver, CO 80222-1530
303/692-3520

Waiting List Information System (WCIS) (Tied to DACODS) (Drug/Alcohol)

Purpose:	To ascertain waiting lists for all treatment modalities except detox.
Description:	Includes client ID# (Same as DACODS), Clinic I.D. (Also DACODS), gender, pregnancy status, I.V. use, waiting list status (i.e. placed in treatment or removed from list).
Updated:	Monthly
Access:	Staff interface by phone or in-person. Information is provided by print-out, verbally and reports.
Fees:	Free Service
Contact:	Bruce Mendelson 303/692-2941, Linda Harrison 303/692-2940 or Randy Deyle 303/692-2938. Alcohol and Drug Abuse Program 4300 Cherry Creek Drive South Denver, CO 80222-1530

X-Ray Registration and Compliance

Purpose:	To track X-ray facility registrants' number and machine compliance status.
Description:	Contains: name and address of registrants, number and type of X-ray machine at each facility, and compliance status of X-ray machines.
Update:	When new information is received
Access:	Staff interface by phone or in-person. Information is provided by print-out.
Fees:	Reproduction costs and staff time.
Contact:	Lashanda Hollis, Senior Administrative Clerk Radiation Control Division - X-Ray Section 4300 Cherry Creek Drive South Denver, CO 80222-1530 303/692-3030

DEPARTMENT OF LAW

Attorney General Formal Opinions

Purpose: To present full text searching of Formal Attorney General Opinions issued by the Colorado Attorney General.

Description: Has formal Attorney General Opinions.

Update: When new information is received

Access: Information provided by print-out

Fees: Free Service

Contact:
Lee Boughman, Senior Systems Analyst
Information Systems
110 - 16th Street
Denver, CO 80202
303/866-5308

DEPARTMENT OF LOCAL AFFAIRS

Colorado Economic and Demographic Information System (CEDIS)

Purpose:	To provide current economic and demographic information in a timely manner.
Description:	Contains demographic, financial, and occupational information about Colorado local governments and other states.
Update:	When new information is received; usually annual updates.
Access:	Direct computer dial-up (call for details)
Fees:	Varying fees: $40/hour, no annual subscription fee. $24/hour, $40 annual subscription fee. $12/hour, $100 annual subscription fee.
Contact:	Mark Kruowie, Systems Analyst Division of Local Government 1313 Sherman, Suite #521 Denver, CO 80203 303/866-2156

DEPARTMENT OF PERSONNEL

EMPL

Purpose: Tracks classified employee actions from the date of hire to termination. Contains human resource information on about half of all state employees.

Description: Has class file, position file, employee file, demographics file, job file, payment, retirement, miscellaneous file. The first files contain current information and history. The last two files contain current pay and retirement information.

Update: When new information is received

Access: Staff interface by phone or in-person. Information provided by print-out or verbally.

Fees: If programming is required to get requested information, there is a fee. Not all data information is open to the public.

Contact: Phil Smith, Principle Systems Analyst
1313 Sherman, Room 119
Denver, CO 80203
303/866-4220

Applicant Data System Database

Purpose: To track job applications and match applicants with vacancies.

Description: Contains: Job applications, applicant test results (not public information), job vacancy information, and job profiles.

Update: When new information is received

Access: Staff interface by phone or in-person.

Fees: Free Service

Contact: Janett Rafferty, Clerical Supervisor
1313 Sherman Street
Denver, CO 80203
303/866-4228

DEPARTMENT OF PUBLIC SAFETY

CBI Arrest History File

Purpose:	To aid in identification of persons arrested, based on positive fingerprint matching.
Description:	Shows a description of arrestee including names used, list of arrests, charges, dates, and dispositions.
Update:	When new information is received
Access:	Information provided by print-out.
Fees:	Based on cost, fees are recalculated annually.
Contact:	W. Gray Buckley Colorado Bureau of Investigation 690 Kipling Street, #3000 Denver, CO 80227 303/239-4222

DEPARTMENT OF REGULATORY AGENCIES

Assessment Systems Inc. - Real System

Purpose: To enter the real estate license information of applicants and maintain the licensing history of licensees.

Description: Name, address (home), business name, business address, broker or record, expiration date, first issue date, and history of license activity.

Update: When new information is received

Access: Staff interface by phone or in-person.

Fees: Free Service. There is a charge for printed information

Contact: Judy Pillow, Staff Assistant II
Division of Real Estate
1776 Logan, 4th Floor
Denver, CO 80203
303/894-2166, x309

Centralized Licensing System

Purpose: To regulate and license professionals in state of Colorado including medical, podiatry, acupuncture; optometric, pharmacy, veterinary; nursing; engineers; plumbing/electrical, mobile homes, accountancy, architects; barber/cosmetology, outfitters; dental, chiropractors, nursing home administrators; and therapy.

Description: Provides name, address, education/background, history and other miscellaneous data necessary to license individuals and businesses and to process complaints against licensees; provides statistical information.

Update: When new information is received

Access: Direct computer dial-up; dds (touchtone); and staff interface by phone or in person.

Fees: Free Service for information given by phone or in person. Fee for magnetic tape or labels with address information, charge is $1/21 licensees

Contact: Regulatory Agencies
1560 Broadway, Room 1550
Denver, CO 80203
303/894-7855 (for referral to appropriate person)

Colorado Insurance Licensing Master File

Purpose: To license individuals and agencies to sell various types of insurance in the state of Colorado. Provides statistical reports as well as audit trails and various management reports.

Description: Contains address information pertaining to licensee, various licenses held, and appointments required for a license, if applicable.

Update: Twice a week

Access: Staff interface by phone or in-person, information provided by print-out and magnetic tape.

Fees: $100 per class/line requested is accessed.

Contact: Farrell Carroll, Licensing Supervisor
Division of Insurance
1560 Broadway
Denver, CO 80203
303/894-7499

Colorado SSA (Banking)

Purpose: To accommodate offsite bank supervision.

Description: Collects name and address of banks, officers, bank ratings, comments on financial condition, actions taken, notes related to action progress.

Update: When new information is received and bi-weekly updates by Federal Reserve Board.

Access: Staff interface by phone or in-person.

Fees: Free Service

Contact: Louise Fish, Supervision Examiner
Banking
1560 Broadway
Denver, CO 80203
303/894-7593

Colorado UBPS (Banking)

Purpose: To accommodate off-site monitoring for bank conditions.

Description: Name, address, telephone number and five year quarterly financial ratios of all Colorado state regulated banks.

Update: Quarterly

Access: Staff interface by phone or in-person

Fees: Free Service

Contact: Louise Fish, Supervision Examiner
Banking
1560 Broadway
Denver, CO 80203
303/894-7593

Public Utilities Commission Database

Purpose: To license, regulate, track motor carriers and their insurance.

Description: Has information concerning operating authorities, insurance, investigations/suspensions, and cases pertaining to regulated motor carriers.

Update: When new information is received

Access: Staff interface by phone or in-person.

Fees: Free service if verbal and $.20/page for print-out

Contact: Michelle Groneuold, 303/894-2000 x328 or Joyce Reed, x319
Information Service Section
1560 Broadway
Denver, CO 80203

Securities - CRD

Purpose:	To records current status of broker/dealers and sales representation in the securities business.
Description:	Contains information on securities brokers, dealers, agents; includes text, if any action or pending action, history information, etc. Test and license information.
Update:	When new information is received
Access:	Staff interface by phone or in-person and information provided by print-out or verbally.
Fees:	Free Service
Contact:	Sheryl Lemon, Chief Examiner Regulatory Agencies - Securities 1580 Lincoln Street Denver, CO 80203 303/894-2320

Securities - Law Base

Purpose: To provide a history of legal investigations related to securities broker/dealers.

Description: Contains name/address of individuals or companies investigated for potential wrong doing, contains narrative of investigations, actions, notes correspondence and closing.

Update: When new information is received

Access: Staff interface by phone or in-person. Information provided verbally.

Fees: Free Service

Contact: Jamie Sharp, Supervisor Investigator
Regulatory Agencies - Securities
1580 Lincoln Street
Denver, CO 80203
303/894-2320

Securities - Registrations

Purpose: To record new securities filings in the state of Colorado and track their status.

Description: Contains securities offerings, name and address of offering company or issue company, dollar amount of offering, text field pertaining to offering. Contacts and contact companies and fees.

Update: When new information is received

Access: Staff interface by phone or in-person. Information provided by print-out or verbally.

Fees: Free Service

Contact: Sheryl Lemon, Chief Examiner
Regulatory Agencies - Securities
1580 Lincoln Street
Denver, CO 80203 303/894-2320

DEPARTMENT OF REVENUE

Motor Vehicle Title and Registration Master File

Purpose: To collect motor vehicle title and registration information.

Description: Has vehicle description, owner, year, make, model, and title information.

Updated: When new information is received

Access: Staff interface by phone with a print-out or magnetic tape.

Fees:
1) $2.20 per individual record request by a person, or
2) $1,000 minimum and variable rate based on input parameters and number of records extracted.

Contact:
William Welch
Motor Vehicle/Data Services
140 W. 6th Ave.
Denver, CO 80204
(303) 572-5713

DEPARTMENT OF SOCIAL SERVICES

Child Care Automated Tracking System (CHATS)

Purpose:	To track child care and billing management; to give public access to provider information.
Description:	Summarizes complaints on child care providers; lists provider attributes for purpose of child care selections.
Updated:	When new information is received and annually
Access:	Not implemented until Spring 1993. Staff interface by phone or in-person: County departments of Social Services, information provided by print-out or verbally.
Fees:	Free Service
Contact:	Oxana Golden, Program Administrator Office of Child Care Services 1575 Sherman, First Floor Denver, CO 80203-1714 303/866-5958

Child Welfare Eligibility and Services Tracking (CWEST)

Purpose:	To track provider subsystem licensing process and licensed providers (day care/child care) for the Office of Child Care.
Description:	Lists licensed child care providers statewide, i.e., dates of license, location, capacity of license.
Updated:	When new information is received
Access:	Staff interface by phone. Information provided verbally
Fees:	List of child care providers; fee ranges $13 to $60.
Contact:	Sandra Carter-Duff or Dennis Draper, Child Welfare Information Systems Administration Office of Child Care 1575 Sherman Denver, CO 80203-1714 303/866-3013

DISABILITY INFORMATION AND REFERRAL SERVICES (DIRS)

Purpose: To provide a broad range of available services in a computerized database of information for people with disabilities.

Description: Includes information on personal care transportation, day care, and public and private resources.

Update: Annually

Access: Staff interface by phone or in-person. Information provided by print-out or verbally.

Fees: Free Service

Contact: Ariane Kirby, Information Specialist
6355 Ward Road, #310
Arvada, CO 80004
303/420-2942 or 800/255-3477

GENERAL ASSEMBLY

Calendar and Legislative Status Sheet

Purpose: To provide a daily legislative calendar and the status of bills.

Description: Contains the proposed laws for the state of Colorado.

Update: When new information is received

Access: Information provided by print-out.

Fees: Free Service

Contact:
Ron Piccone, Manager
Legislative Information Systems
200 East 14th Avenue
Denver, CO 80203
303/866-5845

(General Assembly continued)

Colorado Revised Statutes

Purpose: To provide the research and publication of the Colorado Revised Statutes.

Description: Contains the laws for the state of Colorado.

Update: When new information is received

Access: Public can purchase this database in WordPerfect format or on nine track tape.

Fees: Yes, call for details

Contact: Ron Piccone, Manager
Legislative Information Systems
200 East 14th Avenue
Denver, CO 80203
303/866-5845

Introduced Bills

Purpose: To show the research on bills introduced into the current legislative session.

Description: Contains current introduced bills.

Update: When new information is received

Access: Staff interface by telephone.

Fees: Free Service

Contact: Ron Piccone, Manager
Legislative Information Systems
200 East 14th Avenue
Denver, CO 80203
303/866-5845

COLORADO STATE BOARD OF EDUCATION
SEATED JANUARY 8, 1991

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September 1989

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STATE PUBLICATIONS LIBRARY

1876

OPERATIONS STUDY OF THE COLORADO STATE PUBLICATIONS PROGRAM

COLORADO DEPARTMENT OF EDUCATION
State Library and Adult Education Office
State Office Building
201 East Colfax, Rm. 314
Denver, Colorado 80203

cde
William T. Randall
Commissioner of Education

COLORADO STATE PUBLICATIONS PROGRAM

So that more Colorado residents can benefit from information from their State government, the Colorado State Publications Depository and Distribution Center Program was established in 1980. The Colorado General Assembly mandated this program as an essential part of state government (CRS 24-90-201/208) . This Program was preceded by the COIN Project (COlorado INdex) funded by LSCA from 1977-79.

The mission of the Program is to provide Coloradoans access to information published by their State government, including the General Assembly, Governor's Office, Supreme Court, the 20 Departments, and the 30 State Colleges and Universities.

The Program has three major functions:

- **Depository** for all Colorado government publications, including audio-visual materials
- **Full-service Library** for Coloradoans and anyone else interested in Colorado's government
- **Distribution Center** to send publications to the Colorado State Publications Depositories

The Depository's goal is to acquire all titles published by the state agencies. It includes identification of new titles, acquisitions and claiming. By law, units of Colorado's government are to deposit at least four copies of each publication, and one copy of each audio-visual production. A monthly accessions list alerts libraries and others who would like to know what the state is publishing.

Internal publications including correspondence, inter-office memoranda, forms, working papers and internal operating materials need not be deposited. The Program has designated the State Historical Society as its Depository for ephemeral materials: those items with a very short active-use life.

The Colorado State Publications Library part of the Program organizes and makes publications available to requestors. It is a full-service specialized library, serving not only Coloradoans but also any other person who needs access to Colorado publications or needs information from Colorado's government.

Library technical services: classifying according to a unique scheme based on state government structure, original cataloging in full-MARC format on OCLC, physical processing, collection maintenance, online computer database development, and publications including the classification scheme and serials list.

Library public services: reference, referrals, assisting researchers in the use of the collection; circulation (four-week basic loan), inter-library loan via OCLC or ALA printed forms, courier delivery of publications; training sessions for librarians and other groups; and developing informative materials for users (selective bibliographies, fliers, manuals, and other reference publications). Selected titles are listed in the Colorado State Library newsletter.

The Library offers an online computer catalog (Colorado Cat) of all the publications in the collection: users can dial in to the Colorado State Publications Public Access Catalog, using the CARL-PAC computer service. The Colorado Alliance of Research Libraries (CARL) computers are accessible throughout the state, and from any location in the world where users have telephone service and computer modem equipment.

The Distribution Center disseminates paper copies of publications to the Colorado State Publications Depositories on request (according to their selection criteria). Several are comprehensive Depositories, including the national ones: Library of Congress and Center for Research Libraries. A small number of selected titles are distributed in a microfiche edition and listed in a periodic checklist, but this is severely limited by funds available. Shipping lists are sent to the Depositories with each fiche shipment. Other libraries can request publications directly from the various state agencies.

Colorado State Publications Program Offices:
Room 314, State Office Building, 201 East Colfax Avenue, Denver, Colorado 80302-1740.
Telephone: 303/866-6728.

ED3/60.2/OP2/1989 September 1989

OPERATIONS STUDY OF THE COLORADO STATE PUBLICATIONS PROGRAM

Colorado State Publications
Depository and Distribution Center Program

James A. Schubert
Deputy Assistant Commissioner
State Library and Adult Education Office

Nancy M. Bolt
Deputy State Librarian
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Assistant Commissioner of Education
State of Colorado
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TABLE OF CONTENTS

Study Report..1

Summary of Study..................................Appendix A

Survey of State Publications Depositories...........Appendix B

Excerpts from Reports..............................Appendix C

    Productivity Report.........................Appendix C-1
    Vision 2000 Report..........................Appendix C-2

revised 12-18-89

OPERATIONS STUDY OF THE COLORADO STATE PUBLICATIONS PROGRAM

Background

The Colorado State Publications Program is a state-funded service for the residents of Colorado, provided by the Colorado State Library and Adult Education Office, Colorado Department of Education.

Mission

The mission of the Program is to provide Coloradans access to information published by their State government, including the General Assembly, Governor's Office, Supreme Court, the 20 Departments, and the 30 State Colleges and Universities.

The Program has three major functions:

- Depository for all Colorado government publications, including audio-visual materials
- Full-service Library for Coloradoans and others around the world interested in Colorado's government

- Distribution Center to make selected publications available at cooperating Colorado State Publication Depository Libraries throughout the State

Establishment

So that more Coloradoans can benefit from information from their State government, the Colorado State Publications Depository and Distribution Center Program was established in 1980. In the enabling legislation (CRS 24-90-201/208) the Colorado General Assembly mandated this Program as an essential part of state government.

This Program was preceded by the COIN Project (COlorado INdex) funded by Library Services Construction Act (LSCA) from 1977-79. The products of the COIN Project were three annual index cumulations, a computer-produced magnetic tape and printout of those entries, and master microfiche of the publications listed. Entries on the tape were not in standard MARC format, but rather a short form in EBSIDIC code (rather than the standard ASCII code), readable on a Burroughs computer.

The foundation for the current Program was developed during the COIN Project, culminating in the passage in 1980 of the Depository Law (Part Two of the Colorado Library Law). At that time the Program was envisioned as acquiring all state government publications, broadly-defined, organizing them and making them available to Coloradoans.

Organizing included classifying and cataloging, processing and stack maintenance, so that the publications could be readily retrieved. Making them available included producing an index, checklists, filming the publications, and shipping microfiche copies to a system of State Depository Libraries around Colorado, plus the Library of Congress and the Center for Research Libraries.

The Situation

Efforts in the early years to aggressively identify and acquire publications, coupled with a budget and staffing which were very limited from the start, led by 1986 to a backlog of around 10,000 titles which had not been microfilmed, and a cataloging backlog of around 5,500 titles.

Since the backog limited physical access, during 1986 the emphasis shifted to improving bibliographic access in lieu of physical access. An inter-agency agreement with the Auraria Library for classifying and cataloging was established in 1987. The State Publications Cataloger at Auraria keeps current on new titles, and is working on the backlog. The backlog has been reduced by over 200 titles, and is being decreased at the rate of approximately 75 per year.

High-level cataloging provided by Auraria Libraries under the Inter-Agency Agreement has enabled the Program to create two databases: the Online Computer Library Center (OCLC) and the Colorado Alliance of Research Libraries (CARL) system (using the OCLC computer records) which supercede the printed and computer output mirofiche (COM) indexes. Both of these efforts have received positive feedback from Colorado librarians and citizen users.

Since 1984 a lack of funds has prevented providing microfiche copies of publications to Depository Libraries. A smaller percentage in microfiche was distributed to the Depositories, until during 1987-1989 just a few titles have been filmed and distributed (34 titles in 1987-88 fiscal year; 21 in FY '88-89).

In order to still provide publications around the State, Depositories were asked if they would accept paper copies of publications instead of microfiche copies. All Depositories agreed and selected the State (specific Colorado agencies) agencies whose publications would be most useful.

Reference librarians at Depository Libraries have given the staff positive responses to the selection of titles distributed in paper. Exampeles are reference directories such as the State

BEST COPY AVAILABLE

telephone book, directory of legislators, new legislation, bill indexes and bill subject indexes. [A large percentage of titles in paper copy are available in the Colorado State Publications Library stacks in Denver, and a smaller selection in Depositories.]

In the forseeable future, adequate funds will probably not be made available for full implementation of the Depository Law. Rather than continue to accumulate backlogs of publications to be filmed for distribution, a realistic plan of positive action needs to be developed that will take into account alternatives to filming, print format indexes, and the broad definition of State agency contained in the law.

Purposes of the Study

1. Define realistic objectives for the Program, set in accordance with the level of funding the State is willing and able to invest.

2. Set priorities that will enable the Program to fulfill its primary purposes: to collect, organize, and make available State Publications in an orderly fashion.

3. Inform users of state publications, of the scope and limitations of the Depository's collection and

services.

4. Enable Program staff to function more effectively, with a clearer understanding of their work objectives, and without the impairment of efficiency which results from chronic work overload and frustrations of not meeting service goals.

Approach to Study

Analyze the existing Program to evaluate present operations, then identify, evaluate, and recommend positive and realistic alternatives in order to operate the Program with optimum efficiency and effectiveness at current funding levels.

Task Force

Colorado librarians Tim Byrne, University of Colorado - Boulder; Trish Culkin, CARL staff; Barbara Hanzas, Woodruff Memorial Library; Nate Lund, Western State College; Darlene Marriett, Garfield County Public Library; Margaret Ryan, Aurora Public Library; and Louise Stwalley, Auraria Library, assisted Program staff and Keith Lance, Colorado Department of Education's Library Research Director, in conducting the study. State Publications Program Manager, Barbara Wagner, coordinated the study. Input was also sought from all 22 State Publications Depository Librarians and their directors. Lynette Schick, Department of Health, served as the State agency representative.

Comments of Depository Librarians and task force members are summarized in Appendix A. Also a survey conducted in the Spring of 1988 of the Colorado Depositories (Appendix B) provided valuable input from all of the depositories. Recommendations from this survey are reflected in the overall study recommendations.

Major Recommendations

The recommendations which can be implemented with present staffing and funding are written using "will," and the others are written using "should."

1. A comprehensive research collection should be located at the Colorado State Library, for use by all Colorado residents, as a valuable service for libraries in the State.

2. High priority will be given to identifying and acquiring publications, in order to achieve a comprehensive collection.

3. High quality classifying and cataloging will continue as a high priority, as it is the basis for all access to the collection.

4. A checklist of newly accessioned and cataloged titles will be published frequently for the use of Colorado librarians and others.

5. The Colorado State Publications database on the CARL system will serve as the basic public access catalog of the collection, in lieu of a card catalog or printed indexes.

6. Reference and circulating copies of publications will be maintained in a central, comprehensive collection at the Colorado State Library. In addition, off-site security storage will be utilized to maintain the integrity of the collection while still permitting retrieval and use of publications.

7. The Program will continue to deliver Colorado's government information to citizens by maintaining a system of Depository Libraries.

8. Publications should be distributed by the Program Office to the Depositories as widely as possible,

through the Selective Paper Deposit Concept (SPDC).

9. Depositories will ensure bibliographic access to publications distributed to them, for the benefit of their users.

10. All state publications will be available for loan, through circulation or inter-library loan, provided that the issuing agency has deposited a sufficient quantity so that a reference copy can be retained in the collection.

11. Depository Librarians and Agency Contacts will be trained by the Program staff so that they can assist in implementing the intent of the Depository Law.

12. Efforts should be made by Program staff, the State Library, and Depository Librarians to increase use and public awareness of state publications on deposit.

13. Selective deposit of publications in Depositories should be implemented with an increased commitment of staff, space, and time by Depository Librarians and Program Staff. This would ensure the public has access to State publications. The publication, Criteria for Depository Libraries, (currently being revised) details

explicitly what commitment is expected of the Depositories.

14. Recommendations for adequate space and funding for the Program in Colorado Vision 2000 and Improving Productivity in Colorado State Government should be implemented by the State Library. See Appendix C.

Program Operations: Complete Study Results, Report and Recommendations

A summary of all Program functions is included in this report, though the study focused on acquisitions and distribution. Thus, the overall picture of the Program operations can be seen.

I. TECHNICAL SERVICES

A. Acquisitions

A comprehensive research collection of state publications should be available in Colorado, and the most logical location is at the Colorado State Library. This was the underlying rationale for setting up the Program, and the reason why Colorado librarians--especially government publications specialists--supported passage of the Depository Law. These librarians positively expressed their desire for one library which places a high priority on identifying and acquiring all state government publications, and they re-affirmed that need during the study: a central staff should relieve each library of the necessity of doing this individually.

Program staff, in order to acquire all the publications, will train and work with Agency Contacts to provide positive library-agency relations, improve the percentage of publications deposited, reduce claims that are made for missing copies and titles, and make referrals to agency experts when users have technical questions not answerable in publications in the Library. An Agency Contacts Manual will be maintained for their use, explaining how they can assist in implementing the Law.

The Colorado State Publications Library in Denver serves as a central back-up location for the Depository Libraries around the State. It can also supply publications not on hand in the Depositories on microfiche or in paper copy.

The number of copies of each title to be deposited should be based on selection by Depository Librarians and on the volume printed. Additional information on quantities and format can be found later in this report, under section C.2. "Depository Library Distribution." Automatic deposit by state print shops should be encouraged, to reduce staff time spent by agencies and Program staff.

The Colorado Historical Society will be designated as the Depository Library for ephemeral materials. Publications which have been superceded by more recent editions should be discarded or sent to the Colorado State Archives or the Historical Society. Also a list of these should be sent to

Depositories so that they can discard their copies of the old editions. Inactive, older publications may be sent to the State Archives for off-site storage.

B. Bibliographic Access

1. Cataloging:

Classifying and cataloging will continue at a high level to ensure that current publications are made available quickly, and with high quality standards to serve other catalogers. Cataloging is the most central function of the Program because it is 1) the basis for all access to the collection, 2) the means for maintaining the databases, and 3) the way the checklist and related publications are created.

The Program will continue to use the specialized scheme in the Colorado State Publications Classification Schedule for the benefit of Depository Libraries who use it for shelving their state publications, as well as for the Program Office collection at the State Library. Ideally, all state publications should be "mainstreamed" into the classification used by Depositories for the rest of their collection (Library of Congress or Dewey Decimal systems).

A checklist of newly received/accessioned and cataloged publications will be published frequently for the use of Depositories, other libraries, and individuals, for current awareness and to facilitate local library acquisition. Computerized cataloging records will be used to create the checklist.

2. Databases:

The CARL "Colorado State Publications" Database (created using new records received weekly from the Online Cataloging Library Center in Columbus, Ohio) will serve as the basic public access catalog of the collection, particularly in lieu of a card catalog or printed indexes.

Since the Colorado Alliance of Research Libraries Public Access Catalog (CARL-PAC) database will replace the Index to Colorado State Publications as the primary bibliographic tool, the quality and timeliness of inputting cataloging to OCLC (and thence to CARL) will continue to be a high priority for the Program. This will allow the Depository Libraries to have up-to-date information for their users.

The OCLC system will provide access to the state publication titles for inter-library loan, cataloging, and the creation of other bibliographic access tools.

The National Technical Information Service (NTIS) database of the federal government's Department of Commerce will provide worldwide access to the text of Colorado State Publications submitted to them for microfilming.

C. Physical Access

1. Program Office Collection at the State Library:

   Reference and circulating copies of publications will be maintained in a central comprehensive collection. All feasible measures should be taken to positively safeguard and preserve the physical collection, including a disaster recovery plan, physical protection (plastic covering, etc.) and adequate stack space.

   Off-site security storage will be utilized as required, to maintain the integrity of the collection while permitting retrieval and use of publications. Thus, any publications placed in storage must be arranged for use.

2. Depository Library Distribution:

   A basic principle of the Program will be to deliver Colorado's government information to residents, by maintaining a system of Depository Libraries strategically located around the State.

To deliver state publications to other libraries and individuals outside the State, the Program will maintain comprehensive Depository collections at the Center for Research Libraries, Chicago, and at the Library of Congress, Washington, D.C.

Publications should be distributed centrally by the Program Office as widely as possible to the Depositories by implementing the Selective Paper Deposit Concept (SPDC).

The SPDC includes sending as many microfiche copies as funds permit, and in lieu of microfiche, sending paper copies in response to selections made by Depositories--to the extent copies are made available by agencies.

Ideally, selection of publications by Depositories should be made by title, or at least by major agency subdivisions when sufficient staff are added to the Program. Thus, if a secretary position is added to the

Program staff, selection could be implemented at the level of categories of "technical" or "general" within agency (department) level choices. This would mean that the School of Mines, for example, could select "technical" publications only, from the Department of Natural Resources, and would not receive consumer or non-technical ("general") publications from that agency.

When small quantities of publications are printed, the number of copies to be deposited by agencies should be based on number printed. If only a few are printed, four copies will be sent to the Program Office Collection; if a limited quantity is printed, the Program Office should receive enough copies for Comprehensive Depositories (those libraries selecting all agencies, and both general and technical publications from those agencies).

Hopefully State agencies will send, on a voluntary basis, enough paper copies to respond to the Depository selections (given the wording in the present Depository Law, the State Librarian requires the deposit of more than four copies of each publication). If not, the law and regulations should be amended to ensure that sufficient quantities of publications are deposited to serve the needs of the Program.

Depositories should ensure bibliographic access to publications distributed to them, so that users will know what is in the Depository and will experience a very satisfactory response by librarians to their information needs. Depositories are encouraged to integrate these publications into their main collection ("mainstreaming").

Publications not sent to the Program Office by agencies will be requested directly by Depositories from agencies, rather than through the Program staff in order to increase positive contacts between users and agencies.

Access to State Publications by individuals and libraries which are not State Depositories will be provided by: a.) loan from Depositories, if the publication has been distributed; b.) loan from the main collection at the State Library if the publication was deposited by the issuing agency but not distributed; c.) purchase of microfiche, if filmed by the Program Office or NTIS; or d) request for paper copies to keep, requests will be directed to the issuing agency.

Databases and checklists will furnish requestors with the bibliographic citations needed for access described above, unless titles needed have not yet been received from the issuing agency.

II. Public Services From The Prpgram Office

A. Loans

All State publications will be available for loan, through circulation or inter-library loan, provided that the agency deposited a sufficient quantity for a reference copy to be retained in the collection. The Program follows the American Library Association and Bibliographical Center for Research, Rocky Mountain Region, Inc. Inter-Library Loan Guidelines. The Depository Libraries will determine locally whether to circulate their copies of State publications in such a way as to maintain a positive and helpful response to requestors.

B. Photocopy Services

Photocopies of specific pages of publications will be provided for a fee to cover costs. Whole publications, unless very brief, may be photocopied only with the Program Manager's authorization. Users may photocopy borrowed material, according to the fair use doctrine.

C. Reference Services

Reference questions will be answered by Program staff, or referred to appropriate state employees or Depositories. Research can be done only if a reference librarian is added to the staff. However, Program staff will instruct researchers in the use of the collection, and will retrieve publications for them. Requests for information may be made in person, by telephone, letter, or electronic mail (OCLC and CARL).

D. Publications

The following publications will be published by the Program Office to the extent time and funding permit (see also databases). Subscriptions to the Accessions Checklist will be offered to out-of-state requestors on a fee-basis, to cover costs.

1. Accessions Checklist: will be published frequently (monthly at present) for Depositories and subscribers for current awareness and materials selection. OCLC records will form its basis.

2. Microfiche Checklist: will be published periodically (quarterly at present) listing publications available on microfiche from the Program Office and Depositories for libraries and subscribers.

3. Index to Colorado State Publications: has been suspended due to the CARL Public Access Catalog database superseded in 1989.

4. Selective Bibliography Series: these topical bibliographies should be produced periodically to interpret and highlight portions of the collection.

5. Depository Library Manual: will be updated periodically. This looseleaf guide for Depositories contains the Depository contract, responsibilities, procedures, Program support available, and Program publication samples.

6. Agency Contacts Manual: will be published as needed to correct information. It explains to agency personnel how to comply with the Depository Law, and Program services available to them as state employees.

7. Fact sheets, pamphlets, and other informative materials (e.g., bookmarks, guide cards) should be published to support training of librarians and users, and to inform potential users of positive benefits of using Program services.

E. Outreach

1. Training:

Depository librarians will be trained at the Program Office when assigned that responsibility by their libraries, to assure a positive and informed start to their performance in support of the program. All Depository librarians should receive further training and briefing on changes in the Program at an annual meeting in order to present benefits of using the system to colleagues and users.

Other Colorado librarians should receive training in the use of the State Publications Depository system at the Colorado Library Association annual conference each fall, or at regional system workshops. This would enhance a positive atmosphere of providing help to all librarians, and through them, help the citizens of the State. Topical training of individuals or groups should be presented to focus on the usefulness of State publications in both work and personal life.

Agency Contacts should be trained at the Program Office as they are assigned this duty, in order to begin relations on an informed and positive note. They should receive further training and briefing on Program changes at an Annual Meeting, to maintain good working relationships between the agencies and program staff.

F. Public Relations

Presentations by Program staff and Depository Librarians should be made to the public to increase a favorable awareness of libraries and specific resources, and to promote use of State publications by Coloradoans. Publicity should be generated by Program staff, Depository Librarians, and the State Library to increase positive understanding, and increase deposit and use of publications.

State publications available on microfiche and Program publications as listed in section D above should also be offered for sale (if not available elsewhere). Colorado libraries should be given discounts (including free subscriptions to Checklists) to maintain positive relationships with these high-priority users.

Summary and Administrative Implications

PLANNING

Staff time and priorities will be shifted to make a positive response to the study conclusions; for example, acquisitions paper distribution will be allocated more staff time than previously. Policies will be revised to reflect new priorities. The budget will be revised to cover changed activities.

Computer system development will focus on improving processing efficiencies and bibliographic access, especially in serials control and publication production.

Staffing should be increased in order for Program staff to add new activities; for example, to implement the Selective Paper Depository Concept (SPDC). Both work area and stack space should be expanded with new focus of activities on implementing the study recommendations.

Statistical reporting will change to incorporate new input and output measures to show Program Office and Depository efficiencies and impact of services.

COORDINATION

Increased use of the CARL Public Access Catalog will require time and staff commitment for training and refreshers, to develop a positive understanding and favorable disposition to use the system well by Depositories.

Agency Contact liaison work will undoubtedly require more time and diplomacy whenever SPDC is implemented. Maintaining positive relationships will take time, particularly if agency contacts perceive their part in the process as an additional task. Directors of Depository Libraries and the Depository Librarians would need to make a greater commitment of staff, space, and time to make SPDC work. Manuals with new contracts (to replace the previous one-page contracts), requirements, and procedures would need to be developed and implemented.

Any changes in the Depository Program section of the Colorado Code of Regulations or Colorado Revised Statutes would require much time of Program staff, Depository Librarians, Agency Contacts and State Library (SLAEO) administrators to be effectively implemented in a positive manner, without unforseen reactions.

BENEFITS OF THE STUDY

Conducting the operations study has been positive and beneficial in a number of ways. A study of other similar programs illustrated how well our operation is set up, and also provided helpful ideas for fine-tuning our own operations.

The Task Force provided positive, thoughtful input and useful ideas, based on their local priorities and knowledge of user needs around the State.

Specific ideas for improving the efficiency and effectiveness of the state publications operation are being adopted, in response to expressed needs and preferences. Input was also sought and incorporated from State agency contacts, which assisted in selecting realistic changes helpful to agencies.

Analysis of local librarians' knowledge of use patterns of state publications has changed program office staff priorities, to better respond to the needs of Coloradans. Some Program activities can be modified to become more responsive to the desires of the librarians and citizens of Colorado.

Many of the recommendations have already been implemented as follows:

1. Steps have been taken to make the Denver collection the most

comprehensive State publications, collection (including an exchange with the University of Colorado at Boulder).

2. The Auraria Library is providing high quality classifying and cataloging, and has re-affirmed its intention to continue, particularly when a new State Publications Cataloger is hired.

3. The Accessions Checklist has been started and is well received among librarians, including some subscriptions.

4. The CARL database now serves as the basic public access catalog of the collection, and has increased use of State publications--particularly among users from CARL libraries.

5. Off-site security storage has been implemented at the Library of Congress and the Government Publications Library in the Norlin Library, University of Colorado at Boulder. For most titles, a reference and a circulating copy are available in the Denver collection.

6. Steps have been undertaken to: a.) achieve an increased commitment to the Program by Depository Libraries, and b.) identify publications Depositories want in order to implement the selective paper distribution.

7. Plans are underway to facilitate access to the CARL database as a means to ensure bibliographic access to Depository publications, particularly for those Depositories which do not yet have dedicated CARL terminals.

8. All State publications in the Denver collection are

available for loan on inter-library loan or through direct circulation whenever a reference copy can be retained in the Library. Plans are underway to utilize the CARL circulation sub-system, which will also improve inventory control.

9. Training of Depository librarians occured October 6, 1989 and November 3; future training sessions will be scheduled as turnover occurs.

10. Bookmarks, posters, and fliers explaining the use of the CARL database are being designed, printed and distributed, to increase public awareness of State publications.

11. A staff person and operating funds have been requested to implement the selective paper distribution which will emphasize identifying and acquiring publications as they are published. This request is supported by State Library, Colorado Department of Education, State Board of Education, Governor's Office, Colorado Vision 2000 Committee, Governor's Commission on Government Productivity, and the Colorado Library Association.

12. The Criteria for Depository Libraries draft has been reviewed by Depository Librarians and State Library staff, and is being revised for use with the new contracts.

As implementation of the study recommendations proceeds, positive feedback is being experienced from citizens and librarians. The Program staff have a clear and positive sense of user priorities, needs, and desires.

Greater citizen participation in the workings of our State government will probably also be achieved, as recommended in 1989 by the Governor's Commission on Government Productivity and the Colorado General Assembly's Vision 2000 Committee.

APPENDIX A

SUMMARY OF STUDY COMMENTS

1. COLLECTION DEVELOPMENT

A. Acquisitions

The most important function of the program is to aggressively collect as many state publications as possible. Working with agency contacts and claiming missing publications should be top priority. Timely pursuit of acquisitions is vital because of small numbers of copies printed; publications rapidly go out-of-print, and agencies frequently do not keep copies of their own publications. Diplomacy in contacts is required. It may be difficult to get agency contacts to training sessions and meetings. Good idea to develop a contact group, and use manual to convey responsibilities and benefits to agencies. The claiming process and check-in of serials should be automated.

B. Ephemera

Carefully define emphemera.

Send ephemeral materials to State Archives: eliminate them from State Publications Collection. Use a simple checklist for materials classified but not cataloged.

Note: This has recently changed. State Archives does not keep ephemera however, the State Historical Society will keep some: ephemera is now being sent there.

C. Preservation

Having one reliably comprehensive and retrospective collection in the state is a basic service. The collection in part serves as an archival function. It is, to a great extent, irreplaceable as a statewide resource. Use State Archives or a Depository Library to store an archival copy for preservation. It should be environmentally safe, and inventoried at a "gross" level. Ownership of publications: Use the Government Printing Office model: Libraries may discard after 5 years if offered to other depositories first. Certain libraries should keep all publications. Older duplicates (pre-1980 could be sent to Program Office or returned to issuing agencies.

APPENDIX A

2. INFORMATION RETRIEVAL AND OUTREACH

A. Database

Holdings in Depositories: the program could loan OCLC MARC-record tapes to individual Depositories so microfiche could be listed in their automated catalogs. For some libraries,additional materials processing could be a time-consuming implication.

B. Indexes

Two opinions: "keep" and "replace with CARL database." If kept, paper is preferred predominated. Also, the subject index was considered most important, and possibly a title index. Selling indexes could generate revenue as well as provide a necessary service to libraries without ready access to CARL. Include microfiche availability.

C. Serials List

Good idea. Is it in the works? It is useful. Nice, but other problems are more basic. Sell it if a market exists.

D. Other Listings

Is it useful to highlight publications and program news in the State Library newsletter. Colorado publications in print: Look at costs and who would publish it. Why would "non-deposited" items be included? How will it affect the end-user? Sell it if a market exists. List for legislators and administrators should be selective or costs could be prohibitive. Secondary in priority to getting Depository problems solved.

E. Workshops

Use existing library conferences and meetings to present a session or information to non-Depository librarians.

F. Selling Microfiche of State Publications

OK if there is a demand. Do this only if time permits after dealing with basic problems, and if found to be cost-effective.

G. CARL Database

Many comments were made supporting a separate State Publications database on CARL. Accessibility to CARL is a key issue: through IRVING, "800" telephone lines or other subsidized telephone charges; difficulty of dial access is a concern. Currently not all Depository libraries have CARL or MARMOT connections, adequate printers, or even adequate telephone connections. Concern was also expressed for smaller libraries' problems with CARL.Concern was also expressed about a CARL-ILL tie-in: wait on the database until ILL is successful? Include full text of legislative bills? To be input and maintained by legislative staff; "that way we would all have access to the engrossed bills. When each legislator needs to use the Colorado documents file daily, the good services which the State Library provides would be obvious."

Note: A private company in Denver has a Bills and Calendars database service available by subscription. Strong support was expressed for high quality, timely, OCLC cataloging as basis for all information retrieval about State Publications, and as a service to Colorado catalogers.

H. Monthly Accessions List

Commentors agreed that this will be useful and help libraries acquire paper copies of publications. It is important that it be issued promptly, so publications can be obtained before they go out-of-print since Depositories cannot count on receiving microfiche. Also it is important to have agency addresses, telephone numbers, and prices.

I. List of Uncataloged Materials.

3. DEPOSITORY FUNCTIONS

A. Selective Depositories

All libraries commenting were in favor of this. It was seen as a way to keep the "distribution center" function going "until filming... can be resumed." It would save money and space in libraries. Libraries want to do the selecting, some preferring sub-agency or title level. One suggested using Agency "publications in print" lists for selection. Larger libraries prefer to be comprehensive Depositories, medium-sized libraries prefer selective, and small ones see the "basic" level as a way to reduce volume and still be Depositories. Other comments: "... would be fine if needs of all libraries and users could be met. Some inherent problems with this plan as with GPO item selections if selection is by agency, not titles; i.e. get publications you don't want or need." "Making them selective is a little tricky because the decisions on what materials should be included will have to be made centrally..." Libraries were not too enthusiastic about the idea of reducing the number of Depositories, and suggested it be done only by request "if a library cannot meet standards, guidelines or requirements." None disagreed with sending the Library of Congress paper copies of all publications, or with making the Council of State Government Library a Depository.

B. Program - Depository Relations

Continue Annual Meeting which could be held at CLA. Use meeting to discuss program needs, options and activities. Training is important for new Depository librarians and for those in small libraries who have many and varied duties. Have an annual training day or visit libraries as they express a need for training. Alternately, bring new Depository librarians to the Program Offices for training. Use the internship idea. Depository monitoring visits should be continued to check for standards and obligations being met, to see what problems exists, and to train other staff in Depositories. The Program Manager's evaluation can be "fuel to force administrators to give Depository Librarians the support they need" if the library wants to be a Depository. Clear and comprehensive written regulations for Depository libraries (including the Depository Law; Colorado Code of Regulations Section, contracts between the Program and libraries; and standards, policy and procedures manual) should be explicit and enforced. These should spell out what will be provided by the Program Office and what is required of a Depository, including survey, statistics, training, etc.

C. Charging Depositories

Libraries were not in favor of charging, although one said, "A membership or blanket order fee would be preferable to receiving no publications or to establishing individual orders with agencies." Another said, "would agencies expect or be entitled to payment for their publications?" But a third said, "Free information from the government is a cornerstone of democracy." Libraries welcome free publications, but a couple mentioned costs to "collect, process, maintain, and update the collection", and "staff, space, file cabinets, and readers."

D. Microfiche

Use this only if publications have to be borrowed from the agencies. Paper format is preferred. Selective paper distribution is acceptable in lieu of microfiche.

E. NTIS

Getting microfiche from NTIS would be "dependent upon their priorities, changes, etc." It is "costly to access" and smaller libraries would not have indexes.

F. Delivery

On-demand delivery would be acceptable to supplement selective Depository collections. Inter-library loan subject requests should be routed through Depository libraries to answer some before they go on. Telefax is seen as helpful, especially for the remote libraries, but the question is whether the State Library be willing to pay for the system. It may be most useful for short items or individual pages.

APPENDIX B: Survey of State Publications Depositories:

Summary Report. April 1989

By Keith Curry Lance

RECOMMENDATIONS
STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION SYSTEM

From the results of these surveys on state publications depositories, it is concluded that mainstreaming is the best strategy for increasing the availability, currency, and use of state publications. "Mainstreaming" is cataloging state publications into the main library collection. The following recommendations indicate ways to implement that strategy.

- Provide more state publications to depositories in print format and fewer on microfiche. Eliminate the microfiching process for publications which are likely to be most popular and most useful is expected to reduce the lag time between their release and their arrival in the depositories.
- Catalog state publications in the LC and Dewey classification schemes as well as the one unique to state publications, and encourage depository libraries to integrate state publications into their main collections and catalogs. These steps to desegregate and "demystify" state publications will eliminate several unnecessary and costly barriers between them and potential users, (e.g. the need for a separate, up-to-date published index to state publications vs. reliance on LC or Dewey cataloging).
- Establish liaison with general reference librarians as well as publications staff in depository libraries.
- Promote continuing education opportunities on state publications to general reference staff as well as publications staff in depository libraries.
- Encourage depositories which do not currently have access to the CARL government publications database to seek it by applying for LSCA or other grant funds.
- Permit depositories to discard state publications which are not used for five years.
- Publicize the availability of newly released state publications, particularly those dealing with current issues (e.g. reviews, author interviews in system newsletters, local newspapers).

These survey results and recommendations will provide background data for the study of the State Publications Operation.

MAJOR FINDINGS

SURVEY OF STATE PUBLICATIONS DEPOSITORIES

APRIL 1988

- Colorado's 20 state publications depositories receive almost 10,000 requests for materials annually, about 7,000 (65%) of which are met. The latter figure compares with the annual circulation of the average public library serving a population between 1,000 and 2,000 (just over 8,000).

- On the average, depositories in academic libraries filled 93% of patron requests for state publications, while those in public libraries filled only 57.5%.

- About 170 state publications are used in depository libraries each week. That figure compares with the total weekly in-library use of the average public library serving a population between 5,000 and 10,000 (189).

- Over 150 reference questions are answered each week using state publications found in depository libraries. That figure compares with the total weekly reference questions of the average public library serving a population between 10,000 and 25,000 (151).

- Virtually all state publications on microfiche are cataloged using the Colorado state publications classification scheme.

- Equal numbers of depositories catalog state publications in print as part of their main collections, as special collections, and in pamphlet files. The same applies to use of the LC, Dewey, and Colorado state publications classification schemes.

- Thirteen of the 20 reporting depositories provide access to state publications without staff assistance. Of the remaining seven, three indicate that access is restricted by the location of the materials and three, by their difficulty of use.

- Sixteen of the 20 reporting depositories provide access to state publications during all of the library's regular operating hours.

- Of every five staff hours spent on state publications in depository libraries, two are professional; two, paraprofessional; and one, clerical.

- Of the 20 reporting depositories, seven indicated no space for print copies of state publications; nine, space for one to three years of growth; and three, space for more than three years of growth.

MAJOR FINDINGS

SURVEY OF REFERENCE LIBRARIANS IN DEPOSITORY LIBRARIES

APRIL 1988

Reasons why state publications may not be used in depository libraries as ranked by reference librarians or heads of reference services:

* 12 information is not up-to-date

includes two-thirds of public libraries and half of academic libraries

* 9 reference staff do not know the information is available

includes over half of public libraries and one-quarter of academic libraries

* 9 there is no comprehensive index to state publications

includes over half of public libraries and one-quarter of academic libraries

* 9 other (state publications not readily accessible to reference staff due to location in library or not perceived to be relevant to questions asked)

* 8 no access to CARL database for state publications

includes half of public libraries and one-quarter of academic libraries

* 7 same information is more readily available elsewhere

includes less than half of public libraries and one-quarter of academic libraries

* 5 microfiche is not a readily useful format

includes less tha half of public libraries and no academic libraries

MAJOR FINDINGS

SURVEY OF STATE DEPOSITORY LIBRARIANS

APRIL 1988

Desirable changes in the state publications distribution and delivery system as ranked by state depository librarians:

* 10 continuing education on state publications for reference staff

includes almost three-fourths of public libraries and one-quarter of academic libraries

* 10 make state publications available to depositories in print rather than on fiche

includes almost half of public libraries and almost two-thirds of academic libraries

* 8 fund depository access to CARL state publications database with LSCA grants

includes more than one-third of public libraries and half of academic libraries

* 8 other (provide mix of print and fiche, disseminate in more timely fashion, provide for full or partial depository status)

* 5 designate fewer depositories for state publications

includes less than one-fifth of public libraries and more than one-third of academic libraries

* 5 transmit requested information/pages from SPDDC to depositories via telecommunications

includes one-fourth of public libraries and one-fourth of academic libraries

* 2 provide continuing education on CARL government publications database

includes less than one-fifth of public libraries and no academic libraries

* 1 use existing public delivery systems more

a single academic library

* 0 use private delivery systems more

no responses

SURVEY OF COLORADO

STATE PUBLICATIONS DEPOSITORIES

DUE DATE:
MONDAY,
APRIL 4

Library Name ______________________

Street/Mailing Address ______________________

City/County/CO/Zip Code ______________________

State Depository Librarian ______________________

Telephone Number Where This Person Can Be Reached ______________

Depository Uses for Two Weeks in March 1988

Based on the scheduled hours, holidays, and activities of the library and forseeable events on its campus and/or in the community, select two weeks during which use of state publications is expected to be most typical. The two weeks do not have to be consecutive. Count the number of times each of these uses is made during the two weeks.

1. State publications requested ________

   Count each title as many times as it is requested during the sample period.

2. State publications requests filled ________

   Count only requested publications which were either available in your depository collection or obtained from the State Publications Depository and Distribution Center during the sample period.

3. Reference questions answered using state publications ________

   Count questions answered, not publications used in answering them. Count each question as many times as it is asked during the sample period. If a given individual asks more than one question, count each question. Related, follow-up questions which require reference to additional sources should be counted as separate questions, but not follow-up questions which merely seek clarification.

4. In-library use of state publications ________

   The following method is recommended for collecting these data. During the two weeks this data is to be collected, post signs asking state publications users to leave used items on tables or open spaces on shelves. Gather and count these items as frequently as traffic in the library mandates.

Depository Collections

5. What is done with microfiche copies of state publications received from the State Publications Depository and Distribution Center located in a separate collection? Check the most appropriate response.

cataloged in main collection ☐
cataloged in special collection ☐
put in pamphlet file ☐
stored ☐
other--please specify ☐

____

6. How are these publications classified? Check the most appropriate response

SPDDC classification ☐
LC classification ☐
Dewey classification ☐
other classification--please specify ☐

____

not cataloged ☐

7. What is done with print copies of state publications received from the State Publications Depository and Distribution Center located in a separate collection? Check the most appropriate response.

cataloged in main collection ☐
cataloged in special collection ☐
put in pamphlet file ☐
stored ☐
other--please specify ☐

____

8. How are these publications classified? Check the most appropriate response

SPDDC classification ☐
LC classification ☐
Dewey classification ☐
other classification--please specify ☐

____

not cataloged ☐

9. Are any state publications received directly from state agencies? Circle YES or NO YES NO

10. If YES, estimate the percentage of all state publications held by the library (whether received from SPDDC or state agencies) which these publications represent. ________

11. What is done with state publications received directly from state agencies located in a separate collection?

cataloged in main collection ☐
cataloged in special collection ☐
put in pamphlet file ☐
stored ☐
other--please specify ☐

____

12. How are these publications classified? Check the most appropriate response

SPDDC classification ☐
LC classification ☐
Dewey classification ☐
other classification--please specify ☐

____

not cataloged ☐

13. Are state publications located in separate collections accessible to library users without staff assistance or intervention? Circle YES or NO. YES NO

14. If NO, please indicate staff assistance required for users to access state publications.

____

____

15. Are state publications which are located in separate collections accessible to the public during all hours the library is open? Circle YES or NO. YES NO

16. If NO, please indicate days/hours during which they are accessible.

____

Depository Staff

Report the number of hours per typical week spent on state publications by any staff of this library. (EXAMPLE: Two staff members who work on state publications from 8:00 to 9:00 a.m., Monday through Friday, represent 10 hours.)

17. Professionals (staff with MLS or equivalent) ____________

18. Paraprofessionals (administrative staff without MLS or equivalent, library assistants/technicians) ____________

19. Clerical staff (library clerks or secretaries) ____________

SURVEY OF REFERENCE LIBRARIANS IN DEPOSITORY LIBRARIES

DUE DATE: MONDAY, APRIL 4

Library Name ______________________________

Street/Mailing Address ______________________________

City/County/CO/Zip Code ______________________________

Reference Librarian/Reference Dept. Head ______________________________

Telephone Number Where This Person Can Be Reached ____________________

---

1. Number of general reference questions referred to or answered using state publications during two weeks in March 1988. __________

   Reasons why general reference questions are not referred to or answered using state publications --Check as many as apply:

2. Reference staff do not know what information is available in them ☐
3. State publications available do not contain up-to-date information ☐
4. State publications are not available in a readily useful format ☐
5. Lack of a comprehensive index to state publications ☐
6. Same information is available in easier-to-use sources ☐
7. Reference staff do not have access to or are not familiar with CARL-PAC Government Publications file ☐
8. Other--please specify ______________________________ ☐

SURVEY OF STATE DEPOSITORY LIBRARIANS

DUE DATE: MONDAY, APRIL 4

Library Name ______________________________

Street/Mailing Address ______________________________

City/County/CO/Zip Code ______________________________

State Depository Librarian ______________________________

Telephone Number Where This Person Can Be Reached ______________

Desirable changes in the state publications distribution and delivery system--Check as many as, but not more than three:

1. Continuing education on state publications for general reference staff ☐
2. Continuing education on the CARL-PAC Government Publications File ☐
3. LSCA funding for automation/telecommunications costs of more convenient access to the CARL-PAC Government Publications File for state depository librarians ☐
4. Distribution of print, rather than microfiche, copies of state publications to depositories ☐
5. Fewer, but better-supported depositories ☐
6. Transmitting requested information/pages via telecommunications from SPDDC to depositories (e.g., Easylink, telefacsimile, fiber-optic) ☐
7. Wider use of existing public delivery mechanisms (e.g., state library cars, System couriers) ☐
8. Use of existing private delivery mechanisms (e.g., bus lines, UPS, FedEx, airport-to-resort shuttles) ☐
9. Other--please specify ______________________ ☐
10. If the State Publications Depository and Distribution Center sent 80 linear feet of print titles annually, would available shelf space in your library be best described as: (Check one.)

non-existent ☐

modest (1-3 years) ☐

ample (3 or more years) ☐

SURVEY OF COLORADO STATE PUBLICATIONS DEPOSITORIES APRIL 1988

Two Week Estimates Responding Depo Ls	PL/ Acad L	STATE PUBNS N/Two Wks (1)	REQUESTS Filled (2)	St Pubns Fill Rate
Arapahoe LD	P	3	2	67%
Aurora PL	P	9	5	56%
Craig-Moffat Co PL	P	2	1	50%
Denver PL	P	98	28	29%
Durango PL	P	0	0	
Garfield Co PL	P	65	60	92%
Jefferson Co PL	P	7	5	71%
Mesa Co PL	P	55	11	20%
Pikes Peak LD	P	4	2	50%
Pueblo LD	P	5	2	40%
Sterling PL	P	2	2	100%
Woodruff/La Junta PL	P	0	0	
Adams St C L	A	1	1	100%
Auraria L	A	7	6	86%
CSM/A Lakes L	A	103	103	100%
CSU L	A	14	14	100%
Michener L/UNC	A	1	1	100%
Norlin L/CU-Boulder	A	5	5	100%
Savage L/Westn St C	A	5	3	60%
UCCS L	A	2	2	100%
TOTAL		388	253	
AVERAGE		19	13	73%

Weekly Estimates All Depo Ls	STATE PUBNS Number (1)	REQUESTS Filled (2)	St Pubns Fill Rate
TOTAL	194	127	

Annual Estimates All Depo Ls	STATE PUBNS Number (1)	REQUESTS Filled (2)	St Pubns Fill Rate
TOTAL	10,088	6,578	

Annual Estimates Selected Depo Ls	STATE PUBNS Number (1)	REQUESTS Filled (2)	St Pubns Fill Rate
	40,125	25,250	

SURVEY OF COLORADO STATE PUBLICATIONS DEPOSITORIES APRIL 1988

Two Week Estimates Responding Depo Ls	Reference Two Wks (3)	In-Lib Use Two Wks (4)	FICHE (5-6)	
			Cat'd/ Stored?	Classification
Arapahoe LD	4	7	Stored	SPDDC
Aurora PL	6	7	Cat/Sp	SPDDC
Craig-Moffat Co PL	0	0	Cat/Sp	SPDDC
Denver PL	64	47	Cat/Sp	SPDDC
Durango PL	0	0	Stored	SPDDC
Garfield Co PL	60	60	Other	Not
Jefferson Co PL	2	12	Cat-Sp	SPDDC
Mesa Co PL	13	22	Stored	SPDDC
Pikes Peak LD	24	14	Stored	SPDDC
Pueblo LD	8	5	Stored	Not
Sterling PL	5	3	Other	SPDDC
Woodruff/La Junta PL	1	0	Stored	SPDDC
Adams St C L	1	1	Cat/Sp	SPDDC
Auraria L	11	23	Stored	SPDDC
CSM/A Lakes L	66	103	Cat/Sp	SPDDC
CSU L	22		Stored	SPDDC
Michener L/UNC	10	20	Cat/Sp	SPDDC
Norlin L/CU-Boulder	7	6	Cat/Sp	SPDDC
Savage L/Westn St C	1	2	Cat/Sp	SPDDC
UCCS L	2	8	Cat/Sp	SPDDC
TOTAL	307	340		
AVERAGE	15	18		

Weekly Estimates All Depo Ls	Reference (3)	In-Lib Use (4)
TOTAL	154	170

Annual Estimates All Depo Ls	Reference (3)	In-Lib Use (4)
TOTAL	7,982	8,840

Annual Estimates Selected Depo Ls	Reference (3)	In-Lib Use (4)
	25,375	29,000

SURVEY OF COLORADO STATE PUBLICATIONS DEPOSITORIES APRIL 1988

Two Week Estimates Responding Depo Ls	PRINT (7-8) Cat'd/ Stored?	 Classi- fication
Arapahoe LD	Cat/M--PF	LC
Aurora PL	Cat/M--PF	Dewey/Other
Craig-Moffat Co PL	Cat/M--PF	Not
Denver PL	Cat/Sp	SPDDC
Durango PL	Stored	SPDDC
Garfield Co PL	Cat/M	Dewey
Jefferson Co PL	Cat/Sp	SPDDC
Mesa Co PL	P File	Other
Pikes Peak LD	Other	Other
Pueblo LD	Stored	Not
Sterling PL	Cat/M	Dewey
Woodruff/La Junta PL	Other	Other
Adams St C L	Cat/Sp	SPDDC
Auraria L	Cat/M	LC
CSM/A Lakes L	Cat/M	LC
CSU L	Cat/M	LC
Michener L/UNC	Cat/Sp	SPDDC
Norlin L/CU-Boulder	Other	Other
Savage L/Westn St C	Cat/Sp	SPDDC
UCCS L	Cat/Sp	SPDDC

SURVEY OF COLORADO STATE PUBLICATIONS DEPOSITORIES APRIL 1988

Two Week Estimates	ST PUBNS RCVD FROM AGENCIES (9-12)			
Responding Depo Ls	1=Y (9)	Est Pct/ All SP (10)	Cat'd/ Stored?	Classi- fication
Arapahoe LD	1	5%	Cat/M	LC
Aurora PL	1	1%	Cat/M	Dewey
Craig-Moffat Co PL				
Denver PL	1	65%	Cat/Sp	SPDDC
Durango PL				
Garfield Co PL				
Jefferson Co PL	1	8%	Cat/Sp	SPDDC
Mesa Co PL				
Pikes Peak LD	1	30%	Other	Other
Pueblo LD	1		Cat/Sp	Dewey
Sterling PL				
Woodruff/La Junta PL	1	1%	Cat/M--PF	Dewey/Other
Adams St C L				
Auraria L	1	3%	Cat/Sp	LC
CSM/A Lakes L	1		Cat/M	LC
CSU L	1	80%	Cat/M	LC
Michener L/UNC	1	5%	Cat/Sp	SPDDC
Norlin L/CU-Boulder	1		Other	Other
Savage L/Westn St C	1	50%	Cat/Sp	SPDDC
UCCS L	1	10%	Cat/Sp	SPDDC
TOTAL	14			
AVERAGE	1			

SURVEY OF COLORADO STATE PUBLICATIONS DEPOSITORIES APRIL 1988

Two Week Estimates	ACCESS (13-16)			
Responding Depo Ls	W/O Staff Assist		Unrestricted Hrs?	
	1=Y	Explain	1=Y	Explain
Arapahoe LD	1			
Aurora PL		difficulty	1	
Craig-Moffat Co PL				
Denver PL	1		1	
Durango PL	1		1	
Garfield Co PL	1		1	
Jefferson Co PL	1		1	
Mesa Co PL		location	1	
Pikes Peak LD	1		1	
Pueblo LD		ref libns	1	
Sterling PL	1			
Woodruff/La Junta PL		locked rm	1	
Adams St C L	1		1	
Auraria L	1		1	
CSM/A Lakes L		ref to PAC	1	
CSU L	1		1	
Michener L/UNC	1		1	
Norlin L/CU-Boulder		mf retrvd		mf retrvd
Savage L/Westn St C	1		1	
UCCS L	1		1	
TOTAL	13		16	
AVERAGE	1		1	

SURVEY OF COLORADO STATE PUBLICATIONS DEPOSITORIES APRIL 1988

Two Week Estimates Responding Depo Ls	STAFF HRS/ TYPICAL WK (17-19) Pro-fess'l	Para-prof'l	Cleri-cal	Total
Arapahoe LD	0.025	0.000	0.025	0.050
Aurora PL	1.500	1.500	0.500	3.500
Craig-Moffat Co PL	0.000	0.000	2.000	2.000
Denver PL	0.275	0.125	0.125	0.525
Durango PL	0.500	0.000	0.000	0.500
Garfield Co PL	0.000	0.125	0.000	0.125
Jefferson Co PL	1.500	1.000	0.000	2.500
Mesa Co PL	0.000	3.000	0.000	3.000
Pikes Peak LD	3.000	3.000	0.000	6.000
Pueblo LD	1.000	3.000	1.000	5.000
Sterling PL	0.006	0.025	0.010	0.041
Woodruff/La Junta PL	0.100	0.000	0.000	0.100
Adams St C L	0.004	0.025	0.000	0.029
Auraria L	1.500	1.500	6.500	9.500
CSM/A Lakes L	2.000	0.000	1.000	3.000
CSU L	10.000	9.000	0.000	19.000
Michener L/UNC	0.050	0.300	0.025	0.375
Norlin L/CU-Boulder	0.125	0.125	0.125	0.375
Savage L/Westn St C	0.050	0.075	0.050	0.175
UCCS L	0.025	0.050	0.025	0.100
TOTAL	21:661	22.850	11.385	55.896
AVERAGE	1.083	1.143	0.569	2.795

Weekly Estimates All Depo Ls	STAFF HRS/ TYPICAL WK (17-19) Pro-fess'l	Para-prof'l	Cleri-cal	Total
TOTAL	21.661	22.850	11.385	55.896

Annual Estimates All Depo Ls	STAFF HRS/ TYPICAL WK (17-19) Pro-fess'l	Para-prof'l	Cleri-cal	Total
TOTAL	21.661	22.850	11.385	55.896

SURVEY OF REFERENCE LIBRARIANS IN DEPOSITORIES APRIL 1988

Why St Pubns Not Used Responding Depo Ls	PL/ Acad L	Gen Ref to St Pubns (1)	Ref Staff DK Info Av (2)	Not Up-to-date Info (3)
Arapahoe LD	P	7		
Aurora PL	P	3	1	
Craig-Moffat Co PL	P	2		1
Denver PL	P	30		1
Durango PL	P		1	
Garfield Co PL	P	79	1	1
Jefferson Co PL	P	2		1
Mesa Co PL	P	55	1	1
Pikes Peak LD	P	24	1	1
Pueblo LD	P	15		
Sterling PL	P	4	1	1
Woodruff/La Junta PL	P	1	1	1
Adams St C L	A		1	1
Auraria L	A	11	1	
CSM/A Lakes L	A	10		1
CSU L	A	12		
Michener L/UNC	A			
Norlin L/CU-Boulder	A			
Savage L/Westn St C	A			1
UCCS L	A			1
TOTAL		255	9	12

SURVEY OF REFERENCE LIBRARIANS IN DEPOSITORIES APRIL 1988

Why St Pubns Not Used Responding Depo Ls	Not Useful Format (4)	No Comp Index (5)	Same Info Elsewhere (6)	No CARL Access (7)
Arapahoe LD				1
Aurora PL				1
Craig-Moffat Co PL	1			
Denver PL	1			
Durango PL		1		
Garfield Co PL	1	1	1	1
Jefferson Co PL		1	1	1
Mesa Co PL	1	1		1
Pikes Peak LD		1		
Pueblo LD		1	1	
Sterling PL	1	1	1	
Woodruff/La Junta PL			1	1
Adams St C L				1
Auraria L				
CSM/A Lakes L			1	
CSU L		1		1
Michener L/UNC			1	
Norlin L/CU-Boulder				
Savage L/Westn St C				
UCCS L		1		
TOTAL	5	9	7	8

SURVEY OF STATE DEPOSITORY LIBRARIANS APRIL 1988

Desirable Changes Responding Depo Ls	PL/ Acad L	CE for Ref Staff (1)	CE on CARL-PAC (2)	LSCA for CARL-PAC (3)
Arapahoe LD	P	1		1
Aurora PL	P	1		
Craig-Moffat Co PL	P			
Denver PL	P	1		
Garfield Co PL	P	1		1
Jefferson Co PL	P			1
Mesa Co PL	P	1		
Pikes Peak LD	P			
Pueblo LD	P	1		
Sterling PL	P	1	1	1
Woodruff/La Junta PL	P	1	1	
Adams St C L	A	1		
Auraria L	A			1
CSM/A Lakes L	A			1
CSU L	A			1
Michener L/UNC	A			1
Norlin L/CU-Boulder	A			
Savage L/Westn St C	A	1		
UCCS L	A			
TOTAL		10	2	8

SURVEY OF STATE DEPOSITORY LIBRARIANS APRIL 1988

Desirable Changes Responding Depo Ls	Print not fiche (4)	Fewer depo's (5)	Tele-comm (6)
Arapahoe LD			1
Aurora PL			
Craig-Moffat Co PL	1		
Denver PL	1	1	
Garfield Co PL	1		
Jefferson Co PL	1	1	
Mesa Co PL			
Pikes Peak LD	1		1
Pueblo LD			
Sterling PL			1
Woodruff/La Junta PL			
Adams St C L			
Auraria L	1		1
CSM/A Lakes L	1		
CSU L	1		
Michener L/UNC		1	
Norlin L/CU-Boulder	1	1	
Savage L/Westn St C			1
UCCS L	1	1	
TOTAL	10	5	5

SURVEY OF STATE DEPOSITORY LIBRARIANS APRIL 1988

Desirable Changes Responding Depo Ls	Doc Delivery public (7)	Doc Delivery private (8)	Other (9)	Specify
Arapahoe LD				
Aurora PL			1	Print/fiche
Craig-Moffat Co PL				
Denver PL				
Garfield Co PL				
Jefferson Co PL				
Mesa Co PL			1	Print/fiche
Pikes Peak LD				
Pueblo LD				
Sterling PL			1	More on fiche
Woodruff/La Junta PL			1	Value of bills
Adams St C L				
Auraria L				
CSM/A Lakes L				
CSU L			1	Quicker dissem
Michener L/UNC	1			
Norlin L/CU-Boulder			1	Full/part depos
Savage L/Westn St C			1	Quicker CARL
UCCS L			1	Priority print
TOTAL	1	0	8	

SURVEY OF STATE DEPOSITORY LIBRARIANS APRIL 1988

	SPACE FOR PRINT		
Desirable Changes Responding Depo Ls	None	1-3 Yrs	3+ Yrs
Arapahoe LD		1	
Aurora PL		1	
Craig-Moffat Co PL	1		
Denver PL		1	
Garfield Co PL		1	
Jefferson Co PL		1	
Mesa Co PL	1		
Pikes Peak LD			1
Pueblo LD	1		
Sterling PL		1	
Woodruff/La Junta PL	1		
Adams St C L	1		
Auraria L		1	
CSM/A Lakes L		1	
CSU L			1
Michener L/UNC		1	
Norlin L/CU-Boulder			1
Savage L/Westn St C	1		
UCCS L	1		
TOTAL	16	12	3

APPENDIX C-1

IMPROVING PRODUCTIVITY
IN
COLORADO STATE GOVERNMENT

1876

COMMISSION REPORT

MARCH 1989

COMMISSION ON GOVERNMENT PRODUCTIVITY

- Implement a comprehensive offender-employment program.

EDUCATION

- Fund the relocation of the Colorado State Library for the Blind and Physically Handicapped or close the library on or before July 1, 1989.
- Improve internal personnel management to improve morale.
- Provide microcomputer training and technical support.
- Properly fund, staff and accommodate space requisitions for the State Depository.

ELECTED OFFICES

LT. GOVERNOR'S OFFICE

- Make statutory changes to clarify duties and responsibilities of the office.

ATTORNEY GENERAL'S OFFICE

- Clarify contract-review responsibilities.
- Prioritize and manage the appellate and tort workload.
- Strengthen the staff- and attorney-development program.

TREASURER'S OFFICE

- Implement COFRS.
- Purchase investment-income software.

SECRETARY OF STATE

- Continue planned automation.
- Consider a legislative remedy that may be needed to address the workload issue associated with the initiative-petition process.

1. Develop and implement a uniform, formal method for evaluating non-classified personnel. Non-classified personnel are not evaluated under a uniform system. CDE has a review process, Planning and Management System (PAMS), for its non-classified personnel; however, at present, this method is used inconsistently. The process ties individual work plans based upon the goals of CDE and SBE to an evaluation of performance. CDE management agrees that PAMS is good in concept but not necessarily in practice.

2. Implement the work plan/goal-setting evaluation process for all personnel wherever appropriate. Classified personnel are not involved in individual or departmental work-plan or goal-setting processes. The state's evaluation method for classified personnel, PACE, does not include a work-plan process. While not all classified positions lend themselves to this process, many do. Setting a goal-oriented agenda and relating an individual's work to departmental goals would provide a work incentive.

3. Follow established procedures for hiring non-classified staff and have the Department of Personnel review all non-classified positions within CDE to determine if exempt status is appropriate. CDE and SBE do not apply for approval of newly created non-classified positions. C.R.S. 24-50-135 defines which positions qualify for non-classified (exempt) status, and the Department of Personnel has developed guidelines for implementing this statute. The guideline requiring Department of Personnel approval of all newly created non-classified positions apparently is not followed by CDE. It is possible that some of the current non-classified positions in CDE should be filled with classified personnel.

C. Reclassify the position of the administrative assistant to the State Board of Education to an Administrative Officer II or III or Program Administrator I reporting to the commissioner, not to SBE. The job description for this position indicates that many of the duties duplicate those of the commissioner. Currently, the position's salary range is $41,000-$51,000. The salary range for the suggested classifications is $26,000-$35,000.

D. Determine the most appropriate organizational location for both the Office of Library and Adult Services (OLAS). The State Library and the Adult Services Unit serve sections of the population that do not appear to be included in SBE's educational mission. The process of setting budget priorities with respect to SBE's goals necessarily sets OLAS at a disadvantage. At present, the system functions well enough; however, the informal organization that works well now could alter to reverse the situation.

E. Provide microcomputer training and technical support to increase the utility of the microcomputer resources. CDE has recently formed a microcomputer coordinating committee (Automated Data Processing Committee) to create hardware and software standards. Current training and technical support for microcomputer users are inadequate.

F. Properly fund, staff and accommodate space requisitions for the State Depository, a unit within OLAS, which does not have sufficient resources to function as the archive for all state publications.

APPENDIX C-2

COLORADO VISION 2000

RECOMMENDATIONS

Report to the State of Colorado,

Governor Romer and

the 57th Colorado General Assembly

BEST COPY AVAILABLE

Citizen Participation

Citizen Involvement

Use telecommunications and cable television to link citizens with government.

Schedule some legislative committee meetings and possibly a few legislative sessions around the state.

Record and distribute all of the proceedings of the General Assembly, through the state depository and distribution system.

Business Involvement

Evaluate and implement legislation in support of appropriate measures to privatize and contract for appropriate state services.

Encourage interim job exchanges between public and private sector.

TAXATION AND REVENUES

Tax Simplification

Establish a review commission of legislators, the governor, local governmental and private sector officials to achieve the following: identify the current tax revenue flow of state and local government; simplify the tax structure; sort out what levels of government should be levying and collecting which taxes; analyze and quantify the amount, type, and distribution of public indebtedness in Colorado; and examine how tax structure accountability can be increased.

Conduct a study to determine if investment and job-training tax credits for economic development activities would improve the economic climate of Colorado. This study should recommend the optimum structure of tax credits.

Conduct a study to determine the affect of tax structure and the level of taxes on economic development.

Property Taxes

Reform property assessment procedures by narrowing the two-tiered assessment and moving toward a single rate for all residential and commercial property, which would be assessed on an actual current value basis.

Consider the elimination of the personal property tax.

Citizen Participation

Citizen Involvement

Referenda are increasingly popular; therefore, it is in the best interests of the state that its citizens are knowledgeable about government and involved in its process.

Poor citizen participation and access to government.

Recommendation **Use telecommunications and cable television to link citizens with government.**

Colorado is the telecommunications and cable television capital of the United States. With such an asset, VISION COLORADO believes these technologies should be used to bring government to the people.

As Colorado moves toward the twenty-first century, citizen involvement will become increasingly important, especially if the growth trend of ballot initiatives continues. According to the Statistical Abstract of the United States - 1988, Colorado, despite having an educated population, has a lower than national average number of registered voters per the voting age population (69.1% Colorado versus 72.8% U. S.). It must be a goal of the legislature to improve citizen involvement in government.

One way to achieve greater awareness and participation in government is to televise governmental proceedings. Some communities, such as the City of Aurora, are doing this successfully. With the help of the local telecommunications and cable industries, the legislature should consider creating a statewide television network to televise important governmental proceedings, including those at the state capitol.

Recommendation **Schedule some legislative committee meetings and possibly a few legislative sessions around the state.**

Although the state supreme court occasionally convenes around the state and the governor has created the "dome on the range" program, the General Assembly rarely leaves its confines. With the exception of special interest groups, most citizens never witness the proceedings of the legislature.

To improve citizens' awareness, the legislature should consider the feasibility of scheduling legislative committee meetings and sessions at different locations. The Committee realizes additional costs would be involved with this new program, but costs could be minimized with community help.

Recommendation **Record and distribute all of the proceedings of the General Assembly, through the state depository and distribution system.**

The legislature established the state depository and distribution system in the early 1980's. The program provides for distributing all proposed and enacted legislation to twenty libraries around the state. Citizens would then have local access to the proceedings of the state legislature.

In recent years, this program has not been properly funded by the General Assembly. As a result, the legislation has been recorded, but there have been insufficient funds to properly distribute the microfiche records. The Committee believes this is an important program for improving citizen access to state government. The state should adequately fund the program, including an allocation of monies for promotion.

Business Involvement

Many state services are becoming increasingly expensive to provide.

Recommendation

Evaluate and implement legislation in support of appropriate measures to privatize and contract for appropriate state services.

VISION COLORADO believes privatization is an area of reform the state needs to consider. There is a core of activities which government ought to perform (i.e., exercise of police powers, regulation, revenue collection). But, beyond these core activities are a wide range of governmental functions offering a vast potential savings in taxpayer dollars through privatization. The essence of privatization is the belief that competition between service providers assures taxpayers the best price for the services they underwrite. The Privatization Performance Audit conducted by the State Auditor's Office may be a useful start, but further studies by persons knowledgeable about the process of privatization is necessary.

After the study is completed, the General Assembly should (a) create a timetable to achieve appropriate privatization in the shortest possible time; (b) require, by statute, agency adherence to the schedules; and (c) as first priority of spending, fund the costs of transition to such a system.

Insufficient communications and understanding between public and private officials.

Recommendation

Encourage interim job exchanges between public and private sector.

The relationship between the public and private sector will become more important as the year 2000 approaches. How the decisions of each sector impact the other will continue to be a dominant issue. The issue of privatization, for example, is one area where government and business must have continued dialogue.

One way to improve the communication between business leaders and governmental officials is to encourage job exchanges. For specific periods of time, employees could switch roles and lend their talents and expertise to the other sector. As one example, budget analysts from the state could work in the budget or finance section of a private company. Another approach would be to establish forums where public

COLORADO STATE PUBLICATIONS
DEPOSITORY LIBRARIES

Alamosa:	Adams State College Library
Aurora:	Aurora Public Library
Auraria:	Auraria Library, Auraria Higher Education
Boulder:	University of Colorado, Norlin Library
Colorado Springs:	Pikes Peak Library District, Penrose Public Library
	University of Colorado at Colorado Springs
Denver:	Denver Public Library, Main Library
Fort Collins:	Colorado State University, Morgan Library
Golden:	Colorado School of Mines, Arthur Lakes Library
Grand Junction:	Mesa County Public Library, Main Library
Greeley:	University of Northern Colorado, Michener Library
Gunnison:	Western State College, Leslie J. Savage Library
La Junta:	Woodruff Memorial Library
Lakewood:	Jefferson County Public Library, Lakewood Branch
Littleton:	Arapahoe Library District, John V. Christensen Branch
New Castle:	Garfield County Public Library, Main Library
Pueblo:	Pueblo Library District, Main Library
Sterling:	Sterling Public Library

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Assistant Commissioner
State Library and Adult Education Office

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CT93:B01

STATE OF CONNECTICUT
CONNECTICUT STATE LIBRARY
231 Capitol Avenue • Hartford, Connecticut 06106

February 17, 1993

Ms Karen F. Smith
108 Lockwood Library
University at Buffalo
State University of New York
Buffalo, New York, 14260

Dear Ms Smith:

I apologize for missing your February 15th deadline, but I delayed responding to your inquiry for the State and Local Documents Task Force survey, in the hopes that our new Collection Development Policy would be formalized and approved by the time of your deadline. Unfortunately that has not happened, and, since it requires administrative approval and then the approval of the State Library Board, the soonest it could happen would be next month. If you wish, I would be happy to send you a copy of that part of the policy covering Connecticut state and municipal documents when it is official.

In the meantime, I can very simply tell you that, so far as I know, there are no electronic programs or products exclusively devoted to either Connecticut state or municipal documents. There is, however, a CD-ROM based online union catalog called ReQuest which contains the holdings of approximately two hundred libraries in Connecticut. ReQuest does contain any state or municipal documents which the Connecticut State Library has cataloged on OCLC since 1974. Since it is a shared resource, I am not certain whether the Task Force would wish to include it on its listing or not. All of the State Documents Depository Libraries in Connecticut subscribe to ReQuest, and are free to include their own catalog records for Connecticut documents in the database.

I am sorry that I do not have more to report, and I again apologize for being late. Please let me know if I can be of any future assistance.

Yours sincerely,

Albert J. Palko
State Documents Librarian

An Equal Opportunity Employer

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STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF LIBRARIES
43 S. DUPONT HIGHWAY
DOVER, DELAWARE 19901

TOLL FREE TELEPHONES
800-282-8696 MAIN OFFICES
800-282-8676 LBPH

TELEPHONE (302) 739 - 4748
FAX (302) 739 - 6787

State University of New Jersey
Rutgers
Mabel Smith Douglass Library
Douglass and Cook Colleges
Chapel Drive
P.O. Box 270
New Brunswick, New Jersey 08903-0270

Dear Rebecca Gardner,

At the present time the Division of Libraries does not have any state and local documents in electronic formats. An online "Legislative Information Service" is available to state agencies through the Office of Information Services and Legislative Hall. This service has the Delaware Code Annotated and legislative information online. I have enclosed a copy of the search menu.

We are not a state document depository at this time, nor do we have a state documents collection policy. The Bureau of Archives and Records Management has been producing Delaware Documentation since 1978. I have enclosed a copy of the Delaware Public Records Law.

I hope this information is useful.

Very truly yours,

Casey O'Connor

Casey O'Connor
Reference Librarian

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Position Cursor and Press RETURN
                                   LEGISLATIVE INFORMATION SYSTEM
                                 CALENDAR / LEGISLATIVE SEARCH MENU

                               → 137th General Assembly (1993 - 1994)
                               ▪ 136th General Assembly (1991 - 1992)
                               ▪ 135th General Assembly (1989 - 1990)

                               ▪ Committee Meeting Schedule
                               ▪ Senate/House Daily Agendas
                               ▪ Delaware Code (as of 01/01/93)
                               ▪ City & Town Charters
                               ▪ Executive Orders
                               ▪ Signed Legislation (137TH)

                               ▪ Logoff



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DE89:F01

A RECORDS MANAGEMENT HANDBOOK

Delaware Public Records Law

LIBRARY
PUBLIC AFFAIRS SERVICE
JUL 28 1989
UNIVERSITY OF CALIFORNIA
LOS ANGELES

Bureau of Archives and Records Management
Division of Historical and Cultural Affairs

595

DELAWARE
PUBLIC
RECORDS
LAW

LIBERTY AND INDEPENDENCE

Prepared By

Department of State
Division of Historical and Cultural Affairs
Bureau of Archives and Records Management
Hall of Records
Dover, Delaware 19901
1988

DELAWARE PUBLIC RECORDS LAW

TABLE OF CONTENTS

§ 501 Statement of legislative intent; short title 1
§ 502 Definitions 1
§ 503 Duties of the Department of State concerning public records 2
§ 504 Duties of public officials and employees concerning public records 3
§ 505 Storage and protection of public records 3
§ 506 Delivery of records to successors 3
§ 507 Preservation of plans of state buildings and public works 3
§ 508 Deposit of deeds to state-owned property with Department 4
§ 509 Duty of public officials to consult Department of State before repairing records 4
§ 510 Transfer of records upon termination of state agencies; political subdivisions 4
§ 511 Certified copies of records delivered to Department for preservation 4
§ 512 Transfer of records to the State Archives 4
§ 513 Acquisition and custody of federal records; access by federal employees 4
§ 514 Inspection by Department of public records 5
§ 515 Microfilming services; appropriations and expenditures 5
§ 516 Responsibility of Department concerning records created or reproduced by photographic or microphotographic means; admissibility of photographic copies of records in evidence 5
§ 517 Standards for methods and materials used for public records 6
§ 518 Recovery of records; replevin 6
§ 519 State Archives to be depository for reports, publications; rules and regulations 6
§ 520 Custodian designated 6
§ 521 Appointment of records officers 7
§ 522 State Records Commission; creation, purpose, and function 7
§ 523 Local Records Commission; creation, purpose, and function 7
§ 524 Records retention and disposition schedules 7
§ 525 Penalties 8

LAWS

OF THE

STATE OF DELAWARE

ONE HUNDRED AND THIRTY FOURTH

GENERAL ASSEMBLY

FIRST SESSION COMMENCED AND HELD AT DOVER

On Tuesday, January 13, A.D.
1987

SECOND SESSION COMMENCED AND HELD AT DOVER

On Tuesday, January 12, A.D.
1988

VOLUME LXVI

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66 DELAWARE LAWS
CHAPTER 211
Formerly Senate Bill No. 283

AN ACT TO AMEND CHAPTER 5, TITLE 29, DELAWARE CODE RELATING TO DELAWARE PUBLIC RECORDS LAW.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

Section 1. Amend Chapter 5, Title 29, Delaware Code by striking current subchapters I and II excepting §506 and §508, which shall be moved to new subchapter II and designated §558 and §559 respectively, enacting a new subchapter I titled Public Records, and thereby redesignating present subchapters III and IV as new subchapters II and III. New subchapter I to read as follows:

§ 501 Statement of legislative intent; short title.

The General Assembly finds that public records are essential to the administration of state and local government. Public records contain information which allows government programs to function, provide officials with a basis for making decisions, and ensure continuity with past operations. Public records document the legal responsibility of government, protect the rights of citizens, and provide citizens with a means of monitoring government programs and measuring the performance of public officials. State and local government records also reflect the historical development of the government and of the citizens which it serves. Such records need to be systematically managed to ensure preservation of historically valuable materials, to provide ready access to vital information, and to promote the efficient and economical operation of government.

The General Assembly intends by this act to establish a single body of law applicable to all public officers and employees on the subject of public records management and preservation and to ensure that the procedures used to manage and preserve public records will be uniform throughout the State.

This subchapter may be cited as the Delaware Public Records Law.

§ 502 Definitions

As used in this chapter, the following terms shall have the meanings indicated:

(a) "Public record" means any document, book, photographic image, electronic data recording, paper, sound recording or other material regardless of physical form or characteristics, made or received pursuant to the law or ordinance in connection with the transaction of public business by any officer or employee of this State or any political subdivision thereof.

(b) "Political subdivision" includes counties, cities, towns, districts, authorities and other public corporations and entities whether mandated by constitution or formed by an act of the General Assembly.

(c) "Local government" means any county, city, town, municipality, or other government, created by an act of the General Assembly, that is not a state agency, department, board, or commission.

(d) "Governing body" means the county council, levy court, city or town council, board, or commission, or other body authorized by law to govern the affairs of a local government.

(e) "Agency" shall mean any office, department, board, commission, or other separate unit of government of this State, including all branches of government: executive, legislative and judicial.

(f) "State archives and records program" shall mean the agency administered by the Department of State, whose primary responsibilities include the implementation and enforcement of the provisions of this chapter.

(g) "Records retention and disposition schedule" means a list or other instrument describing records and their minimum retention periods which is issued by the Department of State.

(h) "Records officer" is any person or persons designated according to the provisions of this chapter, whose responsibilities include the development and oversight of records management programs.

(i) "State Archives" is to be the repository for the historical records of this State and all political subdivisions thereof.

(j) "Historical records" are those records that contain significant information about the past and present and are therefore worthy of long-term preservation and systematic management for historical and other research.

(k) "Vital records" are those records which contain information required to continue functioning during a disaster, or to reestablish operations after a calamity has ended. They must be protected from destruction because they offer direct evidence of legal status, ownership, accounts receivable, and the particulars of obligations incurred by governments. Vital records provide accountability and establish the policies which direct the operation of government.

(l) "Custodian of public records" is the person designated, pursuant to section 520, or who is otherwise responsible for the creation or maintenance of public records.

§ 503 Duties of the Department of State concerning public records.

The Department of State, also referred to in this chapter as the "Department", through the State archives and records program, shall be responsible for establishing and enforcing the policies and guidelines for the management and preservation of all public records of this State and the political subdivisions thereof.

The Department shall have the power, duty and authority to:

(1) Establish and administer an archives and records management program for the application of efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of public records.

(2) Analyze, develop, establish, and coordinate standards, procedures, and techniques of record-making and record-keeping.

(3) Preserve and administer in the State Archives such records as may be transferred into its custody, carefully protecting such materials, and filing, classifying and cataloguing them for use. Provided, that any materials placed in the keeping of the Department under special terms or conditions restricting their use shall be made accessible only in accordance with such terms or conditions.

(4) Initiate appropriate action to recover records removed unlawfully or without authorization.

600

BEST COPY AVAILABLE

(5) Establish a centralized micrographics program for the benefit of all agencies, at the full cost of such goods and services, in accordance with §6531 of this title.

(6) Institute and maintain a training and information program in records and information management to bring approved and current practices, methods, procedures, and devices for the efficient and economical management of records to the attention of all agencies and political subdivisions.

(7) Establish and maintain a program in cooperation with state agencies and the political subdivisions of this State for the selection and preservation of vital records, or those records which are considered essential to the continuing operation of government and to the protection of the rights and priviledges of citizens.

(8) Promulgate, following consultation with State agencies, the political subdivisions of this State, and State and Local Records Commissions, such rules and regulations as may be necessary to carry out the purposes of this chapter.

§ 504 Duties of public officials and employees concerning public records.

(a) It shall be the responsibility of every public official and employee to adequately document the transaction of public business and the services and programs for which such persons are responsible; to retain and adequately protect all public records in their custody; to cooperate with the Department, State and Local Government Records Commissions and records officers in the establishment and maintenance of an active and continuous program for the economical and efficient management of public records.

(b) No officer, member or employee of any agency of this State or any political subdivision thereof shall destroy, sell or otherwise dispose of any public record or printed public document or official correspondence in his care or custody or under his control without first having advised the Department of State of their nature and obtained its consent.

§ 505 Storage and protection of public records.

(a) All public records of this State and the political subdivisions thereof shall be kept in facilities maintained by the agencies and offices responsible for the creation and maintenance of such records, unless the consent of the Department is obtained to their transfer or storage elsewhere.

(b) The chief administrative officer responsible for maintaining an office or offices wherein public records are created or kept shall establish such safeguards against damage, removal or loss of records as he shall deem necessary and as may be required by rules and regulations issued under authority of this chapter. Such safeguards shall include but are not limited to notifying all officials and employees of the requirements and penalties of this chapter.

§ 506 Delivery of records to successors.

The custodian of any public records shall, at the expiration of his term of office, appointment or employment, deliver custody and control of all public records kept or received by him in the transaction of his official business to his successor, supervisor, or records officer, or, if there be none, to the Department of State.

§ 507 Preservation of plans of state buildings and public works.

(a) Complete copies of as-built drawings and specifications for all buildings and other public

601

works that are built on state property, including alterations thereto, shall be deposited with the Department for preservation and safekeeping in the State Archives.

(b) The Department of Administrative Services shall not approve final payment for any construction project until permanent archival-quality copies of the architectural and engineering drawings have been deposited with the Department of State.

§ 508 Deposit of deeds to state-owned property with Department.

All state agencies shall deposit with the Department of State for preservation and safekeeping in the State Archives the original deeds to all state-owned property. The Department shall give a receipt for each deed received in its custody.

§ 509 Duty of public officials to consult Department of State before repairing records.

All public officials of this State and the political subdivisions thereof shall consult with the Department of State regarding proper methods and materials before undertaking the repair or restoration of any public record.

§ 510 Transfer of records upon termination of state agencies; political subdivisions.

(a) All public records which are in or shall come into the possession of any state agency shall, upon termination of such agency, be transferred to the custody of the Department of State, provided that such transfer is consistent with the provision of any such termination.

(b) All public records which are in or shall come into the possession of any political subdivision of this State shall, upon termination or revocation of the charter of such political subdivision, be transferred to the custody of the Department of State.

§ 511 Certified copies of records delivered to Department for preservation.

The Department of State may issue certified copies of any public records in its custody, as provided by §10003 of this code, subject to restrictions listed in §10002, which certified copies shall be admissible in evidence in any court of justice in the same manner and entitled to the same weight as certified copies made by the official from whose office such records were received.

§ 512 Transfer of records to the State Archives.

(a) The Department may select and transfer to the State Archives such public records which it deems to be of an historical or public interest and which now are, or shall hereafter be, in the custody of any public official of this State or any political subdivision thereof. Selection and transfer shall be based upon terms and conditions established in the Department's approved records retention and disposition schedules, and according to the rules and regulations established pursuant to the provisions of this chapter.

(b) The Department shall provide written notice a minimum of ten working days prior to such transfers, unless there is immediate, actual or threatened damage, loss, or destruction of public records, in which case, such transfer may be without notice.

§ 513 Acquisition and custody of federal records; access by federal employees.

(a) The Department may acquire and take into its protective custody such public records in

602

the custody of the government of the United States as may relate to the State. The provisions of this section have particular reference to the selective service records pertaining to Delaware, but early naturalizations, court proceedings and similar records may be acquired at the discretion of the Department or its qualified agent.

(b) Agents of the Federal Bureau of Investigation are assured access to such federal records which may be transferred under this section and the Department of State shall grant access to such records to other qualified federal employees upon presentation of proper identification.

§ 514 Inspection by Department of public records.

For the purpose of this chapter all custodians of public records of this State and the political subdivisions thereof shall, upon the request of the Department, afford to it all proper and reasonable access to and examination of all public records in their custody.

§ 515 Microfilming services; appropriations and expenditures.

(a) All General Fund appropriations authorized by the State's annual budget for central microfilming services identified within each agency budget should be credited by the Secretary of Finance to Central Microfilm Services Unit of the Bureau of Archives and Records Management, Division of Historical and Cultural Affairs.

(b) No expenditure in addition to those set forth in memorandum form and credited to the Central Microfilm Services Unit as provided for in subsection (a) of this section may be used for the development, implementation or maintenance of microfilm programs or projects without the prior written approval of the Bureau of Archives and Records Management, Division of Historical and Cultural Affairs. Any programs and projects in operation must adhere to standards established by the Bureau to allow for ongoing program expenditures.

(c) Any program or function of any state agency which is funded by federal or other special funds, or any local government, which requires microfilm services, must include provisions for the anticipated cost of such services and payment thereof must be made by such agencies to the Central Microfilm Services Unit of the Bureau of Archives and Records Management, Division of Historical and Cultural Affairs. (Code 1935, §1090B; 42 Del. Laws, c. 96, §4; 29 Del. C. 1953, §3330; 57 Del. Laws, c. 608, §§1B, 1J; 65 Del. Laws, c. 348, §99.)

§ 516 Responsibility of Department concerning records created or reproduced by photographic or microphotographic means; admissibility of photographic copies of records in evidence.

The Department shall be responsible for monitoring the use of photographic or microphotographic processes in the creation or duplication of public records. The Department shall enforce compliance with approved procedures and standards of quality, to be established by the Department pursuant to the provisions of this chapter, regarding creation and storage of public records by microphotography or other means. Destruction of original records which have been duplicated in this manner shall require the prior approval of the Department of State. Photographs, photocopies or microphotographs of any record photographed, photocopied or microphotographed as provided in this chapter shall have the same force and effect as the originals thereof would have had and shall be treated as originals for the purpose of their admissibility in evidence. Certified or authenticated copies of such photographs, photocopies or microphotographs or enlargements thereof shall be admitted in evidence equally with the original photographs, photocopies or microphotographs.

§ 517 Standards for methods and materials used for public records.

(a) All custodians of public records of this State and the political subdivisions thereof, whose duty it shall be to create any public record required by law, shall not use or permit to be used for recording purposes, any materials or methods which do not meet standards of quality established by the Department.

(b) The Department of State may require that certain records shall be kept on permanent-durable paper. The Department may require the microfilming of records that are not produced on permanent-durable paper.

(c) The Department shall make available, upon request, its standards of quality for methods and materials.

§ 518 Recovery of records; replevin.

(a) The chief administrative officer of each state agency and political subdivision of this State shall notify the Department of State of any actual, impending or threatened unlawful removal, defacing, alteration or destruction of records that shall come to his or her attention, and with the assistance of the Department shall initiate action through the Attorney General for recovery of such records as shall have been unlawfully removed and for such other redress as may be provided by law.

(b) Upon the request of the Department, the Attorney General shall have the authority to enjoin, recover and replevin any public records which have been unlawfully transferred or removed in violation of Title 29, Chapter V, Subchapter I of this code or otherwise transferred or removed unlawfully through whatever means of equitable relief necessary. Such records shall be returned to the office of origin.

§ 519 State Archives to be depository for reports, publications; rules and regulations.

(a) The State Archives is hereby constituted the central depository for the reports, publications, rules and regulations of the governments of this State and all political subdivisions thereof. It shall be the duty of all state agencies and political subdivisions of this State to deposit with the State Archives — two copies of the best edition of all reports and publications issued for general public distribution. Said deposit shall also include two complete and current sets of respective rules and regulations and any changes as they occur.

(b) The Department of State shall have the authority to determine whether or not any of said publications lack sufficient information for retention as research materials, and it may request the publishing agency to discontinue depositing such publications with the Department. The Department of State may preserve microfilm copies of any publications deposited for preservation, and may destroy the originals after certified microfilm copies have been made and preserved. (29 Del. C. 1953, §3309; 51 Del. Laws, c. 207; 57 Del. Laws, c. 608, §§1B, 1E, 1F; 62 Del. Laws, c. 327, §2.)

§ 520 Custodian designated.

The chief administrative officer or officers charged by law with the responsibility of maintaining offices having public records shall be the official custodian of such public record.

§ 521 Appointment of records officers.

(a) Each state agency and political subdivision of this State shall designate as many as appropriate, but at least one, records officer to serve as liaison with the State archives and records program for the purpose of implementing and overseeing a records management program, coordinating legal disposition, including destruction of obsolete records.

(b) Appointment of State agency records officers shall be made by the respective heads of each agency.

(c) Appointment of records officers for the political subdivisions of this state shall be made by the chief administrative official of such political subdivision.

§ 522 State Records Commission; creation, purpose, and function.

(a) There is hereby created a State Records Commission, composed of the Secretary of State, who shall serve as chairman, the Secretary of Administrative Services, the Attorney General, the Auditor of Accounts, the Director of the State Budget Office, the Chief Justice of the State Supreme Court, the Chairman of the Senate Executive Committee, the Chairman of the House Administration Committee, two public members to be appointed by the Governor to serve at his pleasure, and the head of the State archives and records program, who shall serve as secretary of the commission. Any member of the commission may designate a substitute.

(b) The Commission shall advise the Department of State concerning state government records retention and disposition, policies and procedures, rules and regulations, and state services needed to assist or advise state agencies concerning the management and preservation of public records.

(c) The Commission shall meet at least once every year, and upon the call of the chairman.

§ 523 Local Records Commission; creation, purpose, and function.

(a) There is hereby created a Local Records Commission which shall consist of elected, administrative, legal, and fiscal officials of county and municipal governments, representatives of local government associations, other users of local government records, and public members, all of whom shall be appointed by the Governor to serve at his pleasure. There shall be ten members of this commission in addition to the head of the State archives and records program who shall also be a member and serve as chairman and secretary of the commission. Any member of the commission may designate a substitute.

(b) The commission shall advise the Department of State concerning local government records retention and disposition, policies and procedures, rules and regulations, and state services needed to assist or advise local governments concerning the management and preservation of public records.

(c) The commission shall meet at least once every year, and upon the call of the chairman.

§ 524 Records retention and disposition schedules.

The Department of State shall, after consultation with appropriate state agencies, political subdivisions of this State, and State and Local Records Commissions, establish records retention and disposition schedules setting forth the minimum length of time that records need to be retained. If any law specifically provides a retention period different from that established by the records retention and disposition schedule established herein, the retention period established by law shall govern.

§ 525 Penalties.

Wilfull failure to comply with sections 504, 507, 508, 509, 511, 512, 514, and 517, by any person, shall subject that person to a fine of not less than $100.00 for each conviction.

Approved February 5, 1988.

Michael N. Castle
Governor

NOTES

DOCUMENT NO. 20-06/88/03/02

DE93:F01

DELAWARE PUBLIC RECORDS LAW

LIBERTY AND INDEPENDENCE

Prepared By

Department of State
Division of Historical and Cultural Affairs
Bureau of Archives and Records Management
Hall of Records
Dover, Delaware 19901
1990

603

DELAWARE PUBLIC RECORDS LAW

TABLE OF CONTENTS

§ 501 Statement of legislative intent; short title 1
§ 502 Definitions 1
§ 503 Duties of the Department of State concerning public records 2
§ 504 Duties of public officials and employees concerning public records 3
§ 505 Storage and protection of public records 3
§ 506 Delivery of records to successors 3
§ 507 Preservation of plans of state buildings and public works 3
§ 508 Deposit of deeds to state-owned property with Department 4
§ 509 Duty of public officials to consult Department of State before repairing records 4
§ 510 Transfer of records upon termination of state agencies; political subdivisions 4
§ 511 Certified copies of records delivered to Department for preservation 4
§ 512 Transfer of records to the State Archives 4
§ 513 Acquisition and custody of federal records; access by federal employees 4
§ 514 Inspection by Department of public records 5
§ 515 Microfilming services; appropriations and expenditures 5
§ 516 Responsibility of Department concerning records created or reproduced by photographic or microphotographic means; admissibility of photographic copies of records in evidence 5
§ 517 Standards for methods and materials used for public records 6
§ 518 Recovery of records; replevin 6
§ 519 State Archives to be depository for reports, publications; rules and regulations 6
§ 520 Custodian designated 6
§ 521 Appointment of records officers 7
§ 522 State Records Commission; creation, purpose, and function 7
§ 523 Local Records Commission; creation, purpose, and function 7
§ 524 Records retention and disposition schedules 7
§ 525 Local Government Records Management Improvement Fund 8
§ 526 Penalties 8

CHAPTER 5
TITLE 29
DELAWARE CODE
Subchapter I. Public Records

§ 501 Statement of legislative intent; short title.

The General Assembly finds that public records are essential to the administration of state and local government. Public records contain information which allows government programs to function, provide officials with a basis for making decisions, and ensure continuity with past operations. Public records document the legal responsibility of government, protect the rights of citizens, and provide citizens with a means of monitoring government programs and measuring the performance of public officials. State and local government records also reflect the historical development of the government and of the citizens which it serves. Such records need to be systematically managed to ensure preservation of historically valuable materials, to provide ready access to vital information, and to promote the efficient and economical operation of government.

The General Assembly intends by this act to establish a single body of law applicable to all public officers and employees on the subject of public records management and preservation and to ensure that the procedures used to manage and preserve public records will be uniform throughout the State.

This subchapter may be cited as the Delaware Public Records Law.

§ 502 Definitions

As used in this chapter, the following terms shall have the meanings indicated:

(a) "Public record" means any document, book, photographic image, electronic data recording, paper, sound recording or other material regardless of physical form or characteristics, made or received pursuant to the law or ordinance in connection with the transaction of public business by any officer or employee of this State or any political subdivision thereof.

(b) "Political subdivision" includes counties, cities, towns, districts, authorities and other public corporations and entities whether mandated by constitution or formed by an act of the General Assembly.

(c) "Local government" means any county, city, town, municipality, or other government, created by an act of the General Assembly, that is not a state agency, department, board, or commission.

(d) "Governing body" means the county council, levy court, city or town council, board, or commission, or other body authorized by law to govern the affairs of a local government.

(e) "Agency" shall mean any office, department, board, commission, or other separate unit of government of this State, including all branches of government: executive, legislative and judicial.

(f) "State archives and records program" shall mean the agency administered by the Department of State, whose primary responsibilities include the implementation and enforcement of the provisions of this chapter.

(g) "Records retention and disposition schedule" means a list or other instrument describing records and their minimum retention periods which is issued by the Department of State.

(h) "Records officer" is any person or persons designated according to the provisions of this chapter, whose responsibilities include the development and oversight of records management programs.

(i) "State Archives" is to be the repository for the historical records of this State and all political subdivisions thereof.

(j) "Historical records" are those records that contain significant information about the past and present and are therefore worthy of long-term preservation and systematic management for historical and other research.

(k) "Vital records" are those records which contain information required to continue functioning during a disaster, or to reestablish operations after a calamity has ended. They must be protected from destruction because they offer direct evidence of legal status, ownership, accounts receivable, and the particulars of obligations incurred by governments. Vital records provide accountability and establish the policies which direct the operation of government.

(l) "Custodian of public records" is the person designated, pursuant to section 520, or who is otherwise responsible for the creation or maintenance of public records.

§ 503 Duties of the Department of State concerning public records.

The Department of State, also referred to in this chapter as the "Department", through the State archives and records program, shall be responsible for establishing and enforcing the policies and guidelines for the management and preservation of all public records of this State and the political subdivisions thereof.

The Department shall have the power, duty and authority to:

(1) Establish and administer an archives and records management program for the application of efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of public records.

(2) Analyze, develop, establish, and coordinate standards, procedures, and techniques of record-making and record-keeping.

(3) Preserve and administer in the State Archives such records as may be transferred into its custody, carefully protecting such materials, and filing, classifying and cataloguing them for use. Provided, that any materials placed in the keeping of the Department under special terms or conditions restricting their use shall be made accessible only in accordance with such terms or conditions.

(4) Initiate appropriate action to recover records removed unlawfully or without authorization.

(5) Establish a centralized micrographics program for the benefit of all agencies, at the full cost of such goods and services, in accordance with §6531 of this title.

(6) Institute and maintain a training and information program in records and information management to bring approved and current practices, methods, procedures, and devices for the efficient and economical management of records to the attention of all agencies and political subdivisions.

(7) Establish and maintain a program in cooperation with state agencies and the political subdivisions of this State for the selection and preservation of vital records, or those records which are considered essential to the continuing operation of government and to the protection of the rights and priviledges of citizens.

(8) Promulgate, following consultation with State agencies, the political subdivisions of this State, and State and Local Records Commissions, such rules and regulations as may be necessary to carry out the purposes of this chapter.

§ 504 Duties of public officials and employees concerning public records.

(a) It shall be the responsibility of every public official and employee to adequately document the transaction of public business and the services and programs for which such persons are responsible; to retain and adequately protect all public records in their custody; to cooperate with the Department, State and Local Government Records Commissions and records officers in the establishment and maintenance of an active and continuous program for the economical and efficient management of public records.

(b) No officer, member or employee of any agency of this State or any political subdivision thereof shall destroy, sell or otherwise dispose of any public record or printed public document or official correspondence in his care or custody or under his control without first having advised the Department of State of their nature and obtained its consent.

§ 505 Storage and protection of public records.

(a) All public records of this State and the political subdivisions thereof shall be kept in facilities maintained by the agencies and offices responsible for the creation and maintenance of such records, unless the consent of the Department is obtained to their transfer or storage elsewhere.

(b) The chief administrative officer responsible for maintaining an office or offices wherein public records are created or kept shall establish such safeguards against damage, removal or loss of records as he shall deem necessary and as may be required by rules and regulations issued under authority of this chapter. Such safeguards shall include but are not limited to notifying all officials and employees of the requirements and penalties of this chapter.

§ 506 Delivery of records to successors.

The custodian of any public records shall, at the expiration of his term of office, appointment or employment, deliver custody and control of all public records kept or received by him in the transaction of his official business to his successor, supervisor, or records officer, or, if there be none, to the Department of State.

§ 507 Preservation of plans of state buildings and public works.

(a) Complete copies of as-built drawings and specifications for all buildings and other public works that are built on state property, including alterations thereto, shall be deposited with the Department for preservation and safekeeping in the State Archives.

(b) The Department of Administrative Services shall not approve final payment for any construction project until permanent archival-quality copies of the architectural and engineering drawings have been deposited with the Department of State.

§ 508 Deposit of deeds to state-owned property with Department.

All state agencies shall deposit with the Department of State for preservation and safekeeping in the State Archives the original deeds to all state-owned property. The Department shall give a receipt for each deed received in its custody.

§ 509 Duty of public officials to consult Department of State before repairing records.

All public officials of this State and the political subdivisions thereof shall consult with the Department of State regarding proper methods and materials before undertaking the repair or restoration of any public record.

§ 510 Transfer of records upon termination of state agencies; political subdivisions.

(a) All public records which are in or shall come into the possession of any state agency shall, upon termination of such agency, be transferred to the custody of the Department of State, provided that such transfer is consistent with the provision of any such termination.

(b) All public records which are in or shall come into the possession of any political subdivision of this State shall, upon termination or revocation of the charter of such political subdivision, be transferred to the custody of the Department of State.

§ 511 Certified copies of records delivered to Department for preservation.

The Department of State may issue certified copies of any public records in its custody, as provided by §10003 of this code, subject to restrictions listed in §10002, which certified copies shall be admissible in evidence in any court of justice in the same manner and entitled to the same weight as certified copies made by the official from whose office such records were received.

§ 512 Transfer of records to the State Archives.

(a) The Department may select and transfer to the State Archives such public records which it deems to be of an historical or public interest and which now are, or shall hereafter be, in the custody of any public official of this State or any political subdivision thereof. Selection and transfer shall be based upon terms and conditions established in the Department's approved records retention and disposition schedules, and according to the rules and regulations established pursuant to the provisions of this chapter.

(b) The Department shall provide written notice a minimum of ten working days prior to such transfers, unless there is immediate, actual or threatened damage, loss, or destruction of public records, in which case, such transfer may be without notice.

§ 513 Acquisition and custody of federal records; access by federal employees.

(a) The Department may acquire and take into its protective custody such public records in the custody of the government of the United States as may relate to the State. The provisions of this section have particular reference to the selective service records pertaining to Delaware, but early naturalizations, court proceedings and similar records may be acquired at the discretion of the Department or its qualified agent.

(b) Agents of the Federal Bureau of Investigation are assured access to such federal records which may be transferred under this section and the Department of State shall grant access to such records to other qualified federal employees upon presentation of proper identification.

§ 514 Inspection by Department of public records.

For the purpose of this chapter all custodians of public records of this State and the political subdivisions thereof shall, upon the request of the Department, afford to it all proper and reasonable access to and examination of all public records in their custody.

§ 515 Microfilming services; appropriations and expenditures.

(a) All General Fund appropriations authorized by the State's annual budget for central microfilming services identified within each agency budget should be credited by the Secretary of Finance to Central Microfilm Services Unit of the Bureau of Archives and Records Management, Division of Historical and Cultural Affairs.

(b) No expenditure in addition to those set forth in memorandum form and credited to the Central Microfilm Services Unit as provided for in subsection (a) of this section may be used for the development, implementation or maintenance of microfilm programs or projects without the prior written approval of the Bureau of Archives and Records Management, Division of Historical and Cultural Affairs. Any programs and projects in operation must adhere to standards established by the Bureau to allow for ongoing program expenditures.

(c) Any program or function of any state agency which is funded by federal or other special funds, or any local government, which requires microfilm services, must include provisions for the anticipated cost of such services and payment thereof must be made by such agencies to the Central Microfilm Services Unit of the Bureau of Archives and Records Management, Division of Historical and Cultural Affairs. (Code 1935, §1090B; 42 Del. Laws, c. 96, §4; 29 Del. C. 1953, §3330; 57 Del. Laws, c. 608, §§1B, 1J; 65 Del. Laws, c. 348, §99.)

§ 516 Responsibility of Department concerning records created or reproduced by photographic or microphotographic means; admissibility of photographic copies of records in evidence.

The Department shall be responsible for monitoring the use of photographic or microphotographic processes in the creation or duplication of public records. The Department shall enforce compliance with approved procedures and standards of quality, to be established by the Department pursuant to the provisions of this chapter, regarding creation and storage of public records by microphotography or other means. Destruction of original records which have been duplicated in this manner shall require the prior approval of the Department of State. Photographs, photocopies or microphotographs of any record photographed, photocopied or microphotographed as provided in this chapter shall have the same force and effect as the originals thereof would have had and shall be treated as originals for the purpose of their admissibility in evidence. Certified or authenticated copies of such photographs, photocopies or microphotographs or enlargements thereof shall be admitted in evidence equally with the original photographs, photocopies or microphotographs.

§ 517 Standards for methods and materials used for public records.

(a) All custodians of public records of this State and the political subdivisions thereof, whose duty it shall be to create any public record required by law, shall not use or permit to be used for recording purposes, any materials or methods which do not meet standards of quality established by the Department.

(b) The Department of State may require that certain records shall be kept on permanent-durable paper. The Department may require the microfilming of records that are not produced on permanent-durable paper.

(c) The Department shall make available, upon request, its standards of quality for methods and materials.

§ 518 Recovery of records; replevin.

(a) The chief administrative officer of each state agency and political subdivision of this State shall notify the Department of State of any actual, impending or threatened unlawful removal, defacing, alteration or destruction of records that shall come to his or her attention, and with the assistance of the Department shall initiate action through the Attorney General for recovery of such records as shall have been unlawfully removed and for such other redress as may be provided by law.

(b) Upon the request of the Department, the Attorney General shall have the authority to enjoin, recover and replevin any public records which have been unlawfully transferred or removed in violation of Title 29, Chapter V, Subchapter I of this code or otherwise transferred or removed unlawfully through whatever means of equitable relief necessary. Such records shall be returned to the office of origin.

§ 519 State Archives to be depository for reports, publications; rules and regulations.

(a) The State Archives is hereby constituted the central depository for the reports, publications, rules and regulations of the governments of this State and all political subdivisions thereof. It shall be the duty of all state agencies and political subdivisions of this State to deposit with the State Archives — two copies of the best edition of all reports and publications issued for general public distribution. Said deposit shall also include two complete and current sets of respective rules and regulations and any changes as they occur.

(b) The Department of State shall have the authority to determine whether or not any of said publications lack sufficient information for retention as research materials, and it may request the publishing agency to discontinue depositing such publications with the Department. The Department of State may preserve microfilm copies of any publications deposited for preservation, and may destroy the originals after certified microfilm copies have been made and preserved. (29 Del. C. 1953, §3309; 51 Del. Laws, c. 207; 57 Del. Laws, c. 608, §§1B, 1E, 1F; 62 Del. Laws, c. 327, §2.)

§ 520 Custodian designated.

The chief administrative officer or officers charged by law with the responsibility of maintaining offices having public records shall be the official custodian of such public record.

§ 521 Appointment of records officers.

(a) Each state agency and political subdivision of this State shall designate as many as appropriate, but at least one, records officer to serve as liaison with the State archives and records program for the purpose of implementing and overseeing a records management program, coordinating legal disposition, including destruction of obsolete records.

(b) Appointment of State agency records officers shall be made by the respective heads of each agency.

(c) Appointment of records officers for the political subdivisions of this state shall be made by the chief administrative official of such political subdivision.

§ 522 State Records Commission; creation, purpose, and function.

(a) There is hereby created a State Records Commission, composed of the Secretary of State, who shall serve as chairman, the Secretary of Administrative Services, the Attorney General, the Auditor of Accounts, the Director of the State Budget Office, the Chief Justice of the State Supreme Court, the Chairman of the Senate Executive Committee, the Chairman of the House Administration Committee, two public members to be appointed by the Governor to serve at his pleasure, and the head of the State archives and records program, who shall serve as secretary of the commission. Any member of the commission may designate a substitute.

(b) The Commission shall advise the Department of State concerning state government records retention and disposition, policies and procedures, rules and regulations, and state services needed to assist or advise state agencies concerning the management and preservation of public records.

(c) The Commission shall meet at least once every year, and upon the call of the chairman.

§ 523 Local Records Commission; creation, purpose, and function.

(a) There is hereby created a Local Records Commission which shall consist of elected, administrative, legal, and fiscal officials of county and municipal governments, representatives of local government associations, other users of local government records, and public members, all of whom shall be appointed by the Governor to serve at his pleasure. There shall be ten members of this commission in addition to the head of the State archives and records program who shall also be a member and serve as chairman and secretary of the commission. Any member of the commission may designate a substitute.

(b) The commission shall advise the Department of State concerning local government records retention and disposition, policies and procedures, rules and regulations, and state services needed to assist or advise local governments concerning the management and preservation of public records.

(c) The commission shall meet at least once every year, and upon the call of the chairman.

§ 524 Records retention and disposition schedules.

The Department of State shall, after consultation with appropriate state agencies, political subdivisions of this State, and State and Local Records Commissions, establish records retention and disposition schedules setting forth the minimum length of time that records need to be retained. If any law specifically provides a retention period different from that established by the records retention and disposition schedule established herein, the retention period established by law shall govern.

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§ 525. **Local Government Records Management Improvement Fund.**

(a) There is hereby established a special fund to be known as the Delaware Local Government Records Management Improvement Fund. Such fund shall consist of revenues derived from the imposition of the additional fee authorized pursuant to §9607. Chapter 96, Title 9.

(b) Use of these funds shall be restricted solely to the development and ongoing maintenance of a full-time local government records management program component within the state archives and records program. Such program shall be responsible for providing aid, advice, and assistance to all local governments of this State concerning the proper management and preservation of the public records in their custody or care, as required by other provisions of this subchapter. Funds shall be expended to support administrative and other costs associated with the provision of consultative and technical services including, but not limited to, educational programming, micrographics services, and ongoing storage and preservation of those local government records which have been transferred into the custody of the State Archives pursuant to other provisions of this subchapter.

(c) All fees received by the State Treasurer and other moneys appropriated or received for the purposes stated in subchapter (b) of this section shall be deposited in an Appropriated Special Fund which shall be administered by the Department, under the same type of budget and financial controls as the General Fund of this State.

(d) Each year the Delaware Local Records Commission shall review and make recommendations on a proposed operational and expenditure plan for the Delaware Local Government Records Management Improvement Fund prior to its adoption by the Department.

§ 526 **Penalties.**

Wilfull failure to comply with sections 504, 507, 508, 509, 511, 512, 514, and 517 by any person, shall subject that person to a fine of not less than $100.00 for each conviction.

DE89:H01

A RECORDS MANAGEMENT HANDBOOK

Delaware Documentation Procedures

LIBRARY
PUBLIC AFFAIRS SERVICE
JUL 28 1989
UNIVERSITY OF CALIFORNIA
LOS ANGELES

Bureau of Archives and Records Management
Division of Historical and Cultural Affairs

619

DOCUMENT PROCEDURES AND GUIDELINES

PRINTING, PUBLISHING AND MICROPUBLISHING:

In 1977, Governor DuPont established a system of control over printing, publishing, and paper standards in state government. The Department of State was given the responsibility of overseeing the program called DELAWARE DOCUMENTATION (see De Public Records Law, 29 DE CODE, 519).

The main points of the program are:

1. Every piece of printed matter, except letterheads, will bear a document control number (a catalog number);
2. Except where specially authorized, all printing orders will be handled through the Division of Graphics and Printing;
3. Each publication received from a state agency will be available on microfiche;
4. Bulky and expensive publications will be published in microfiche only;
5. Uniform state paper standards have been established (29 DE CODE, Chapter 88, 8807a).

Agency heads and those responsible for buying printing should read this manual carefully. Questions about printing should be directed to the Division of Graphics and Printing. Questions regarding document control numbers and micropublishing should be directed to the Bureau of Archives and Records Management.

GUIDELINES FOR DOCUMENT CONTROL NUMBERS:

Each form, publication, or other printed document produced by or for a state agency shall bear on its face a document control number. The only exception to this is letterhead intended for correspondence going outside state government.

The document control number consists of the four digit budget code of the agency, the calendar year, the month, and a sequential number:

Document# 20-06-89-03-11

This sample number tells us that the document was issued by the Department of State's Division of Historical and Cultural Affairs (20-06), in 1989 (89), during March (03), and it was the eleventh document issued during that month.

The document contol numbers serve a variety of uses:

1. They identify printing jobs for billing purposes;
2. They identify the originating agency;
3. They provide rapid and accurate retrieval of plates for reprinting;
4. They are the permanent Archives catalog identification number.

Agencies are encouraged to use other numerical designations, such as form numbers, revision dates, and quanity figures, in addition to the document numbers.

It should be noted that the Department of Finance will not approve payment for any document produced without a document control number.

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IMPLEMENTATION:

Atleast one person in each agency should be assigned the duty of overseeing the Delaware Documentation program activities. This person shall be responsible for placing all printing orders, assigning document control numbers, and submitting monthly logs and publications to the Bureau of Archives and Records Management. Some agencies assign this duty to the Records Officers who then handle the program for the entire department. Other agencies have personnel in each individual office who handle the needs of that section. The decision of who and how many to assign to Delaware Documentation is left to the agency head.

The designated person shall keep a monthly document control log of all items printed that month. The log sheet should be prepared as shown below:

MONTHLY DOCUMENT LOG

Agency Name: Division of Historical and Cultural Affairs

Dept. 20 - Div. 06
Year 89
Month 03

Serial No.	Title or Identification	Copies Issued	Date
1	Div. memorandum form	5000	3/6/89
2	Newsletter: For the Rcd	600	3/10
3	Reference Request forms	1000	3/13
4	Brochure: DE Museums	2000	3/29

If an agency does not publish anything during a given month, the log sheets are still required. A notation of "no printing" should appear on the log in this case.

The log sheets should be submitted to the Bureau of Archives and Records Management by the 10th of the following month. Agencies should make copies of their logs and retain these for their reference. The log sheets are a useful management tool. If used effectively, they can perform the following functions:

1. They control printing costs;
2. They provide a check on billings from Graphics and Printing;
3. They provide a list of publications sent to the Archives;
4. They aid in forms management.

All agencies are required by state law to submit two copies of the best edition of each publication to the Archives as well (DE Public Records Law, 29 De Code, 519). Publications should be sent in with the monthly log sheets: however, if there is a delay in printing, do not hold the logs. Send the delayed publications to the Archives when they are received.

The following regulations govern the deposit of state publications in the Archives. Agency Records Officers are responsible for seeing that deposit requirements are met:

1. A "publication" for purposes of deposit is any book, map, pamphlet or brochure, report, or any other document intended for circulation outside the originating agency (see the following section for more details on publications).

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2. Certain internal documents may be considered publications if they are of general interest.
3. Letterheads, forms, internal memoranda, and duplicated procedural materials are not publications and do not need to be submitted to the Archives.
4. Documents protected against disclosure under the "Sunshine Law" are not publications because they cannot be circulated to the general public.
5. Publications may be issued only in microfiche (see the section on micropublishing).

GUIDELINES FOR DOCUMENT CONTROL NUMBERS AND LOG SHEETS:

Here is a quick reference guide to the assignment of document control numbers. Please note that the regulations apply to **all** printing whether or not it is done by the Division of Graphics and Printing.

Do Not Assign Numbers or log:

1. Quick copy internal forms and documents; unless the document is of interest to the public or is going outside your agency;
2. Desk signs;
3. Printed supplies (such as advertising novelties and labels;
4. Display materials;
5. Photostats and composition work to be used in graphic arts.

Assign numbers, Log, but Do Not print numbers:

1. Letterhead: including stationery, envelopes, business cards, invitations, etc.
2. Imprinted forms where local information is added to a pre-printed form (example: Federal government forms).
3. Xerox copies of material distributed to the public if more than ten copies are made.

Imprint numbers, Log, Do Not send to Archives:

1. Forms;
2. Test materials;
3. Draft reports circulated for comments;
4. Grant proposals.

Imprint numbers, Log, Send to Archives, Add notice of Micropublication:

1. Books;
2. Periodicals;
3. Reports (including Annual Reports);
4. Policy manuals;
5. Rules and Regulations;
6. Maps;
7. Advertising brochures;
8. General information leaflets.

PLEASE NOTE: If there are any questions regarding a certain document, please send it to the Archives with your monthly log and a decision will be made by the records analysts after review.

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MICROPUBLICATION:

Executive Order 38 provides agencies with a cost-saving method of publishing: micropublishing.

Agencies are able to cut the cost of printing bulky publications by having them microfiched. The agency prepares a clean, camera ready copy with the following notation:

> This publication is available on microfiche from the
> Bureau of Archives and Records Management, Hall of
> Records, P.O. Box 1401, Dover, DE 19901.

The document is sent to the Archives for filming. Requests from the public for copies will be handled by the Bureau of Archives and Records Management at a small fee, thus freeing the agencies from the additional work.

All items submitted to the Bureau via the Delaware Documentation program are microfiched on an annual basis. Each submitting agency receives microfiche copies of their publications at no charge. This serves as a reference for the agencies and enables them to get rid of stockpiled, older publications. Again, any requests from the public for these items are handled by the Bureau of Archives and Records Management.

Microfiche readers are relatively inexpensive and can, therefore, be purchashed by most agencies. Advice and guidance on micrographics equipment is available from the Micrographics Services Branch of the B/ARM (736-3021).

Document No. 20-06/89/03/05

FL

FLORIDA DEPARTMENT OF STATE
George Firestone
Secretary of State

STATE LIBRARY OF FLORIDA
R.A. Gray Building, Tallahassee, Florida 32301
(904) 487-2651 • TWX: 810-931-3689 • SAN: 303-2051

March 12, 1984

Margaret Lane
P.O. Box 3335
Baton Rouge, La. 70821

Dear Margaret,

I am pleased to send materials relative to the revisions of the Florida State Depository Law. There was a general re-writing of the entire Florida library law of which the depository program is a part. Chapter 83-24 is the new law as passed. The depository part is section 257.05 found on page 2 and 3. It did not specifically increase the number of depositories but rather increased the minimum number of copies thereby allowing the designation of additional libraries. I am also sending text from Florida Statutes, 1983 that shows the new wording in place.

The other two enclosures are a letter and an informational sheet that we are systematically sending to all state agencies explaining the program and the law changes.

Sorry I did not think to send these on to you when they were developed. I am glad you wrote. I am also developing a set of rules that will be promulgated into the Florida Administrative Code. They are now in draft form but will try to remember you when they are final.

Sincerely yours,

Patty Paul

Patty Paul,
Documents Librarian

FLORIDA-State of the Arts

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FL84:D01

FLORIDA DEPARTMENT OF STATE
George Firestone
Secretary of State

STATE LIBRARY OF FLORIDA
R.A. Gray Building, Tallahassee, Florida 32301
(904) 487-2651 • TWX: 810-931-3689 • SAN: 303-2051

February 16, 1984

The State Documents Depository Program set out in Chapter 257.05, Florida Statutes, has been serving the informational needs and exchange of State Agencies and the public since its inception in 1968. It requires all agencies publishing reports, studies, or other informational materials to deposit those publications with the Division of Library Services for distribution to designated depository libraries throughout the state. This program provides a means for your department to assure distribution of your publications statewide at a minimum of printing cost. All publications distributed through the program are made available to the public for use and research. Also, these publications are permanently retained in the State Library documents collection, thus eliminating the necessity of your department storing older publications. Should you or anyone in your department have a need for an older publication of your agency or any agency, you can utilize this collection for your research.

The 1983 Florida Legislature passed legislation which amended and strengthened this program. We are enclosing a copy of the current law, Chapter 257.05, Florida Statutes, along with an information sheet explaining the changes and enumerating the requirements for deposit of copies of publications by each agency.

For additional information or clarification of this law, please contact Patty Paul, Documents Librarian, State Library of Florida, (904) 487-2651. If desired, and to further acquaint you with this program and the services of the State Library, we would be happy to conduct a short meeting in your agency for personnel involved in research and distribution of publications.

Sincerely,

William E. Paplinski, Chief
Bureau of Library Services

WEP/eb
Enclosures

CHAPTER 83-24

Committee Substitute for Senate Bill No. 83

An act relating to public libraries; amending ss. 257.031, 257.04(2), 257.05, 257.14-257.19, 257.191, 257.22, 257.23, 257.24, 257.25, Florida Statutes; providing for changes in the qualifications, duties, and appointment of the State Librarian; allowing the Division of Library Services to give aid to academic libraries; redefining a public document; increasing the number of public documents that state agencies shall provide for distribution by the division and for deposit in the State Library, and providing for regional depositories for state documents; providing the division with authority to adopt rules and to establish operating standards for all libraries that receive state moneys; adding certain special districts and certain municipalities to the types of political subdivisions that may receive operating grants and clarifying eligibility criteria for such grants; revising eligibility criteria for equalization grants and for establishment grants; requiring the division to allocate library grant moneys appropriated to a special district, as well as to allocate appropriations to a county or a municipality, and changing the certification date for grant funds; prescribing the officer to attest to grant applications; defining free library service; creating ss. 257.171, 257.172, Florida Statutes; providing for local governments to establish and fund regional libraries and for the division to set operating standards for such libraries and to make rules for granting state moneys to such libraries; providing for regional library grants from the state; repealing ss. 257.06, 257.08, 257.13, 257.20, Florida Statutes, relating to the requirements that the division submit an annual report and an annual budget, the definitions of "populations", "library unit", and "municipal library", and the provisions concerning determination of the municipal fiscal year; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Section 257.031, Florida Statutes, is amended to read:

257.031 Organization of council; appointment of State Librarian.--

(1) The officers of the State Library Council shall be a chairman, elected from the members thereof, and the State Librarian, who shall serve without voting rights as secretary of the council ~~a secretary, who shall be librarian of the State Library and who shall be a person trained in modern library methods, not a member of the council~~. The State Librarian shall be appointed by the Secretary ~~Department~~ of State, shall have completed a library school program accredited by the American Library Association, and shall serve as the director of the Division of Library Services of the Department of State. The Secretary ~~Department~~ of State may, in making the appointment of State Librarian, consult the members of the State Library Council.

(2) The State Librarian shall:

(a) Keep a record of the proceedings of the council;

(b) Keep an accurate account of the division's financial transactions;

(c) Have charge of the work of the division in organizing new libraries and improving those already established; and

CODING: Words in ~~struck through~~ type are deletions from existing law; words in underscored type are additions.

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(d) In general, perform such duties as may, from time to time, be assigned to him by the Secretary ~~Department~~ of State.

Section 2. Subsection (2) of section 257.04, Florida Statutes, is amended to read:

257.04 Publications, pictures, and other documents received to constitute part of state library; powers and duties of division.--

(2) The division may, upon request, give aid and assistance, financial, advisory, or otherwise, to all school, state institutional, academic, free, and public libraries, and to all communities in the state which may propose to establish libraries, as to the best means of establishing and administering libraries, selecting and cataloging books, and other facets ~~details~~ of library management.

Section 3. Sections 257.05, 257.14, 257.15, 257.16, and 257.17, Florida Statutes, are amended to read:

257.05 Public documents; delivery to, and distribution by, division ~~Copies of reports of state departments furnished division.~~--

(1) The term ~~A~~ "public document" as used ~~referred to~~ in this section means ~~shall be defined as~~ any document, report, directory, bibliography, rule, newsletter, pamphlet, brochure, periodical, or other publication, whether in print or nonprint format, that is paid for in whole or in part by funds appropriated by the Legislature ~~annual, biennial, regular or special report or publication of which at least 500 copies are printed~~ and ~~which~~ may be subject to distribution to the public; however, the term excludes items issued for strictly administrative or operational purposes. For the purpose of s. 283.27, this definition applies only to public documents of which at least 500 copies are printed.

(2)(a) Each ~~and every~~ state official, state department, state board, state court, or state agency ~~of any kind,~~ issuing public documents shall furnish the Division of Library Services of the Department of State 35 ~~25~~ copies of each of those public documents, as issued, for deposit in and distribution by the division. However, if the division shall so request, as many as 15 ~~25~~ additional copies of each public document shall be supplied to it.

(b) If any state official, state department, state board, state court, or state agency has fewer than 40 copies of any public document, it shall supply the division with 2 copies of each such public document for deposit in the State Library.

(c) The division shall also be furnished by any state official, department, or agency having charge of their distribution, as issued daily and, bound journals of each house of the Legislature; slip laws and bound session laws, both general and special and Florida Statutes and supplements thereto. The number of copies furnished shall be determined by requests of the division, which number in no case shall exceed 35 copies of the particular publication.

(3) It shall be the duty of the division to:

(a) Designate university, college, and public libraries as depositories for public documents and to designate certain of these depositories as regional centers for full collections of public documents.

(b) Provide a system of distribution of the copies furnished to it under subsection (2) to such depositories.

(c) Publish a periodic bibliography of the publications of the state.

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The division may ~~is authorized to~~ exchange copies of public documents for those of other states, territories, and countries. Depositories receiving public documents under this section shall keep them in a convenient form accessible to the public.

~~(4) The division shall also be furnished by any state official, department or agency having charge of their distribution, as issued, bound journals of each house of the Legislature, acts of the Legislature, both local or special and general, annotated acts of the Legislature, and revisions and compilations of the Laws of Florida. The number of copies furnished shall be determined by requests of the division, which number in no case shall exceed 25 copies of the particular publication and, in the case of legislative acts, annotated legislative acts, and revisions and compilations of the laws, not more than 2 copies.~~

~~(5) In any case in which any state official, state department, state board, state court, or state agency of any class or kind has more than 10 copies of any one kind of publication from time to time heretofore issued, he or it shall, upon request of the division, supply said division with 1 copy of each such publication for deposit in the state library.~~

257.14 Division of Library Services; rules ~~and regulations~~.--The Division of Library Services may adopt ~~make all necessary and reasonable~~ rules ~~and regulations~~ to carry out the provisions of this chapter ~~ss. 257.13-257.25~~.

257.15 Division of Library Services; standards.--The Division of Library Services shall establish reasonable and pertinent operating standards ~~for public libraries~~ under which ~~counties maintaining a free library, free library service by contract or municipal~~ libraries shall be eligible to receive state moneys.

257.16 Reports.--Any ~~All~~ library ~~units~~ receiving grants under ss. 257.14 ~~257.13~~-257.25 shall file with the Division of Library Services on or before December 1 of each year a financial report on its operations and furnish the ~~said~~ division with such other information as the ~~said~~ division may require.

(Substantial rewording of section. See
s. 257.17, F.S., for present text.)

257.17 Operating grants.--A political subdivision that has been designated by a county as the single library administrative unit shall be eligible to receive from the state an annual operating grant of not more than 25 percent of all local funds expended by that political subdivision during the second preceding fiscal year for the operation and maintenance of a library, under the following conditions:

(1) Eligible political subdivisions include:

(a) A county that establishes or maintains a library or that gives or receives free library service by contract with a municipality or nonprofit library corporation or association within such county;

(b) A county that joins with one or more counties to establish or maintain a library or contracts with another county, a special district, a special tax district, or one or more municipalities in another county to receive free library service;

(c) A special district or special tax district that establishes or maintains a library and provides free library service; or

(d) A municipality with a population of 200,000 or more that establishes or maintains a library and gives free library service.

CODING: Words in ~~struck through~~ type are deletions from existing law; words in underscored type are additions.

(2) The library established or maintained by such political subdivision shall:

(a) Be operated under a single administrative head and expend its funds centrally;

(b) Have an operating budget of at least $20,000 per year from local sources; and

(c) Give free library service to all residents of the county or residents of the special district or special tax district.

(3) Any political subdivision establishing public library service for the first time shall submit a certified copy of its appropriation for library service, and its eligibility to receive an operating grant shall be based upon such appropriation.

Section 4. Sections 257.171 and 257.172, Florida Statutes, are created to read:

257.171 Regional libraries.--Units of local government, as defined in s. 165.031(1), may establish a regional library. The Division of Library Services may establish operating standards and rules under which a regional library is eligible to receive state moneys. For a regional library, a local government may pay moneys in advance in lump sum from its public funds for the provision of library services only.

257.172 Regional library grants.--

(1) The administrative unit of a regional library shall be eligible to receive an annual grant from the state of $2 per square mile in all the contracting counties times the number of contracting counties for improving library services in each member county.

(2) The administrative unit of a regional library shall be eligible to receive an additional annual grant from the state of $2 per square mile in all the contracting counties excluding the administering county times the total number of contracting counties. Such grant shall be used by the administrative unit for regional library purposes.

Section 5. Sections 257.18, 257.19, 257.191, and 257.22, Florida Statutes, are amended to read:

257.18 Equalization grants.--Any county ~~or municipality~~ qualifying for an operating grant in which the appropriation for the library ~~unit~~ from all local sources is equivalent to the yield of a 1-mill county tax or $1 per capita, whichever is less, and whose equalization factor is less than $1, shall be eligible to receive an equalization grant computed by multiplying the population of the county by the difference between $1 and the equalization factor. The equalization formula shall be computed annually for each county by the division based upon the ratio of each county's contribution to the state full value of assessment of property to the actual contribution to actual assessment of the state. The level of assessment of property for each county shall be determined by the state agency authorized by law, which shall certify the results of such determination to the division. ~~During the initial year that this formula is used to compute the grants, no participating county will receive less equalization money than it received pursuant to the formula employed in fiscal 1972-1973.~~

257.19 Establishment grants.--Grants for the establishment ~~or extension~~ of library service may be paid for 1 year only to any county, or any counties and municipalities entering into interlocal agreements pursuant to chapter 163, or a special district, or a special tax district any of which qualifies for an operating grant ~~joining a regional library~~

CODING: Words in ~~struck through~~ type are deletions from existing law; words in underscored type are additions.

~~or to two or more counties forming a regional library or to any county contracting with a municipal library having a municipal budget of over $20,000~~. An establishment grant shall equal, and be in addition to, the total grant (operating and equalization); however, ~~to which a county is otherwise entitled, provided that~~ no establishment grant shall exceed $50,000. For the purposes of this section, s. 257.21 shall not apply ~~be applicable~~.

257.191 Construction grants.--The Division of Library Services may ~~is authorized to~~ accept and administer library construction moneys appropriated to it and shall allocate such appropriation to municipal, county, and regional libraries in the form of library construction grants on a matching basis. The local matching portion shall be no less than 50 percent. The division shall adopt rules ~~establish regulations~~ for the administration of library construction grants ~~and promulgate them pursuant to s. 257.14~~. For the purposes of this section, s. 257.21 shall not apply ~~be applicable~~.

257.22 Division of Library Services; allocation of funds.--~~The moneys herein appropriated, and~~ Any moneys that may be ~~hereafter~~ appropriated for use by a county, a municipality, a special district, or a special tax district for the maintenance of ~~counties or municipalities maintaining~~ a ~~free~~ library or ~~free~~ library service, shall be administered and allocated by the Division of Library Services in the manner prescribed by law. On or before December ~~November 1, for the current year, and on or before November~~ 1 of each year ~~thereafter~~, the division shall certify to the Comptroller the amount to be paid to each county, ~~or~~ municipality, special district, or special tax district, and the Comptroller shall issue warrants to the respective boards of county commissioners or chief municipal executive authorities for the amount so allocated.

Section 6. Section 257.23, Florida Statutes, is amended to read:

257.23 Application for grant.--

(1) The board of county commissioners of any county desiring to receive a grant under the provisions of ss. 257.14 ~~257.13~~-257.25 shall apply therefor to the Division of Library Services on or before October 1~~, for the current year, and on or before October 1,~~ of each year ~~thereafter~~, on a form to be provided by the ~~said~~ division. In the ~~said~~ application, which shall be signed by the chairman of the board of county commissioners and attested by the clerk of the circuit court or the appropriate officer in a charter county, the board of county commissioners shall agree to observe the standards established by the division as authorized in s. 257.15, shall certify the annual tax income and the rate of tax or the annual appropriation for the free library or free library service, and shall furnish such other pertinent information as the division may require.

(2) The chief municipal executive authority of any municipality desiring to receive a grant under the provisions of ss. 257.14 ~~257.13~~-257.25 shall apply therefor to the Division of Library Services on or before October 1 ~~for the current year, and on or before October 1~~ of each year ~~thereafter,~~ on a form to be provided by the division. In the application, which shall be signed by the chief municipal executive officer and attested to by the clerk of the circuit court, the chief municipal executive authority shall agree to observe the standards established by the division, as authorized in s. 257.15, certify the annual tax income and the rate of tax or the annual appropriation for the free library, and furnish such other pertinent information as the division may require.

Section 7. Sections 257.24 and 257.25, Florida Statutes, are amended to read:

257.24 Use of funds.--State funds allocated to libraries ~~any county or municipality for a free library or free library service~~ shall be expended only for library purposes in the manner prescribed by the Division of Library Services. Such funds shall not be expended for the purchase or construction of a library building or library quarters, except such funds specifically appropriated for construction purposes as provided in this chapter.

(Substantial rewording of section. See
s. 257.25, F.S., for present text.)

257.25 Free library service.--Free library service shall constitute as a minimum the free lending of library materials that are made available for circulation and the free provision of reference and information services.

Section 8. Sections 257.06, 257.08, 257.13, and 257.20, Florida Statutes, are hereby repealed.

Section 9. This act shall take effect upon becoming a law.

Approved by the Governor May 16, 1983.

Filed in Office Secretary of State May 16, 1983.

****
* This public document was promulgated at a base cost of $19.44 per *
* page for 1500 copies or $.0130 per single page for the purpose *
* of informing the public of Acts passed by the Legislature. *
****

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FL84:F03

State Documents Depository Program FS 257.05
Changes as provided by Ch. 83-24 Laws of Florida

Definition of a Public Document

The definition has been more clearly stated giving examples of types of publications that are to be included. It specifically excludes those publications that are of a strictly administrative nature and can be considered to be of internal use of the agency. The limit of at least 500 copies to be printed before it would be supplied has been removed. Now, all publications meeting the definition are to be provided by each agency for the depository program.

Number of Copies

The overall number of copies for which we are authorized to receive has not been changed, however the minimum number has increased by 10 copies. This will allow for the designation of up to ten new depository libraries. There is presently one large area of the state that has no depository library conveniently available, and the possible future expansion of the State University System will require additional designations.

The minimum requirement under this law is for all agencies to provide 35 copies of each publication. The state library may request up to 15 additional copies to meet full distribution for interlibrary loan purposes. Should an agency have a very limited printing, under 40 copies, it is required that only 2 copies be provided the state library. All paragraphs pertaining to the number of copies to be provided have been re-arranged and placed together as 257.05 (2).

Recapitulation:

38 copies = Present state library request for full depository distribution
35 " = Minimum required of all agencies for all publications
2 " = For state library only if less than 40 copies were printed

An agency shall provide copies under only one of the requirements above, in descending order, as it applies to their publishing volume.

Designation of Depository Libraries

The Division of Library Services shall designate depository libraries including the State University System libraries. There are presently 24 designated libraries. We will establish guidelines and consider additional designations up to the limit of the publications available. We may also establish a system of regional depositories from among the already designated libraries. This is envisioned as a program to maintain full collections in some depositories to broaden their collections, and for them to serve as support collections for the depository libraries in their area of the state.

Other Provisions

The new law continues the provisions for publishing a periodical bibliography, for exchanging documents with other states, and for the requirement that all documents be available for public use.

HI

HI93:B01

JOHN WAIHEE
GOVERNOR

BARTHOLOMEW A. KANE
STATE LIBRARIAN

STATE OF HAWAII
DEPARTMENT OF EDUCATION
HAWAII STATE PUBLIC LIBRARY SYSTEM
HAWAII STATE LIBRARY
478 S. KING STREET
HONOLULU, HAWAII 96813

January 22, 1993

Andrew F. Johnson
Member, Committee of Eight
State & Local Documents Task Force
Government Documents Round Table, ALA

Dear Mr. Johnson:

I am responding to your requests to the Hawaii State Library for information regarding state and local documents.

Enclosed, you will find a copy of part of a brochure from the Department of Business, Economic Development and Tourism (DBED). This describes "state" information available on a database, the DBED Electronic Bulletin Board. The State of Hawaii Data Book is a statistical compendium modeled after the Statistical Abstract of the United States, and contains government and privately produced data concerning Hawaii. DBED's Information Resources Management Division is also in the process of producing a CD-ROM with the same type of data found on the bulletin board system.

A unit of the Hawaii & Pacific Section of Hawaii State Library called the Hawaii Documents Center acquires, distributes within the Hawaii State Public Library System, and maintains a collection of state and county documents published in Hawaii. A biennial index of documents is published, which includes introductory information that appears to answer the second of your two requests. A copy of the latest published index is also enclosed.

If you have questions about the information and material I've provided, you can write to me at the Hawaii Documents Center at Hawaii State Library, or call me at (808) 586-3543.

Sincerely yours,

Patrick J. McNally

Patrick McNally
Librarian
Hawaii Documents Center

DATA SUPPORT BRANCH

STATE OF HAWAII -- DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM
INFORMATION RESOURCES MANAGEMENT DIVISION

Economic Planning Information System

This bank of time-series data for the Hawaii economy is housed at UH and on the State's mainframe. We can access it for you. The data can be downloaded to spreadsheet files on your PC. The data can be analyzed through an online connection to the University.

Many series begin in 1959 and many are updated monthly.

220 S. King St.
Room 420
Central Pacific Plaza

Open 7:45 A.M. to 4:30 P.M.
Monday thru Friday

586-2486
586-2452 (fax)

Staff:
Glenn Ifuku
Jan Nakamoto
Greg Leong
Wade Kamikawa

637

STAFF & PUBLIC SERVICES

DBED Electronic Bulletin Board

This is available online 24 hours a day, every day of the year. You can get access through a dial-up modem attached to your PC.

It has the full text of many DBED publications, including the entire State of Hawaii Data Book with daily updates.

It also has electronic mail, data from the Hawaii Visitors Bureau, information on available government contracts, and the Consumer Price Index.

The telephone number is 586-2496 or 1-800-421-3233 from the neighbor islands.

We have hundreds of regular users throughout the country.

Hawaii State Data Center

Everything that the U.S. Bureau of the Census publishes for Hawaii (well, just about everything).

We've got the data in published reports, on computer tapes, compact disks, microfiche and maps. We get it from the Census, distribute it to 24 affiliate Data Centers throughout the State, and keep it for use by anybody interested. The information covers people, houses, and businesses—absolutely essential for any accurate research.

When you are starting a report or doing research, be sure to check this out. Call Jan Nakamoto at 586-2499 or the Library staff.

STAFF SERVICES

Databases from other Departments

We can assist you in obtaining data from other departments or to actually access databases that are maintained by other departments. The staff may know of existing data bases that are available for your use. Check us out before committing your scarce resources.

Real Property Information

We subscribe to a service which gives real property and land use data for the State—by individual parcel.

Unfortunately for any real estate moguls among you, this is only for Department business.

Computer Hardware & Software Support

We can't fix everything, but we'll try and help you with computer problems. If it's something we can't handle we'll put you in touch with the technical people at Budget & Finance, and if necessary we'll act as the interpreter.

638
Mar. 1992

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ID

IDAHO STATE LIBRARY
325 WEST STATE STREET • BOISE, IDAHO 83702-6072

Administration (208) 334-5124
Library Development (208) 334-2153
Information Services (208) 334-2150
Blind & Physically Handicapped (208) 334-2117

January 26, 1993

Andrew F. Johnson
GODORT Committee of Eight
Government Publications Division
U. of Washington Libraries FM-25
Seattle, WA 98195-0001

Dear Andrew,

The short answer to your first request is that no Idaho agencies have thus far "published" electronic products similar to those available from federal agencies. However, there is limited electronic access to some data sets.

As in other states, the hardware and software currently in use by state and local agencies varies greatly. Some agencies have home-grown systems dating from the early 1970s, often with no capacity for downloading or communication. Newer applications tend to rely on off-the-shelf components that are somewhat more compatible with outside equipment and software.

In Idaho, all databases are subject to our open records law, so agencies must respond to requests by the public. Usually, this is in the form of a printout for a per-page fee. Hardware and software permitting, it is sometimes possible to obtain the data in electronic format. Some agencies sell mailing lists in electronic format. A cohesive, government-wide policy relating to such access has yet to emerge.

In a few cases, data files used to produce printed publications are also available on diskette. For example *Vital Statistics* from the Department of Health and Welfare, and *County Profiles* from the Department of Commerce may be requested in electronic format. However, these are simply "raw" data sets. There is no documentation, and the user must have the original application program (i.e., Lotus or dBase) and a good understanding of how to use it. For most libraries, it would not be practical to try to make these diskettes available to patrons.

As to depository status, I am monitoring developments within the agencies, and involving myself where I can. I want to ensure that as electronic products become available, they will be distributed through our depository program, at least to those libraries equipped to manage them. I am also interested in dialup access to certain large databases. Online access to

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legislative bills and administrative rules, for example, is currently under development, but a role for libraries is still undefined.

Regarding your second request, our collection policy is in draft form, not ready for publication. Our depository program as a whole is still under development; everything needs doing and prioritizing is a challenge. One problem is whether to focus on providing access to our existing (still uncataloged) print collection or to work toward continued free public access in the future, regardless of format. It's an exciting time to be a documents librarian!

I appreciate your work in coordinating this project and look forward to hearing about the activities of other states. What happens in other states as well as at the national level will have a major impact on our own information policies in Idaho. Although my direct participation in GODORT is limited, I do look to this group for leadership and guidance in the complex areas of government information policy.

Please call if I can provide additional information.

Sincerely,

Carol A Silvers

Carol A. Silvers
State Documents Coordinator

Phone (208) 334-2150

IL

IL94:A01

A Guide to Programs and Subjects in Annual Reports of Illinois State Government Agencies

by Sheila H. Nollen

Government Publications Librarian
Western Illinois University
Macomb, Illinois

1994

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643

TABLE OF CONTENTS

Introduction 1

Annotated List of Selected Illinois State
Government Agency Reports 7

Index to Programs and Subjects 29

Introduction

Usage of State Documents

For years, in many libraries including the one at Western Illinois University, state documents received little usage because no points of access existed for them except through the library staff's knowledge of their existence and contents. The librarians who regularly worked with Illinois documents might astound users with their ability to find the seemingly hidden answers in documents, but their experience of satisfaction when they successfully tracked down an elusive fact was tempered by their realization that all too often more useful information remained hidden and consequently unused.

Cataloging and classifying those state documents and entering such records in the library's card—and eventually online—catalogs represented a great leap forward in access. Documents immediately experienced an increase in usage and circulation. Both librarians and users could now locate more state government information through searches by subject, by title, and by agency.

Annual Reports

However, for one type of document regularly issued by government agencies and in large part peculiar to them, those subject, title, and agency searches of the catalog—card or online—seldom provide access in any way equal to the value of their contents. These documents are the annual reports.

Frequently, regular reporting is required by an agency's enabling legislation. The Civil Administrative Code of Illinois indicates

> The Governor may require from each director of a department and the Secretary of Transportation, a report in writing concerning the condition, management and financial transactions of their respective departments. In addition to such reports, each director of a department and the Secretary of the Department of Transportation shall make the semi-annual and biennial reports provided by the Constitution. (20 ILCS 5/25)

The *Illinois Compiled Statutes* specifically designates that certain executive departments, councils, and officers submit annual reports with a statement like this one describing duties of the Director of the Department of Financial Institutions: "make an annual report regarding the work of the Department and such special reports as he may consider desirable to the Governor, or as the Governor may request" (20 ILCS 1205/8(6)). For several agencies, notably the Department of Public Aid and the Department of Rehabilitation Services, the Code defines actual items of information to be included. For other agencies such as the Department of Mental Health and Developmental Disabilities and the Department of Transportation, the Code requires that they "shall

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prepare and publish an annual plan that coincides with the fiscal year of the State by April 1 of each year" (20 ILCS 1705/48).

What are annual reports? Although some agencies issue regular reports semiannually, biennially, or quinquennially, most report annually on their activities and accomplishments. This type of reporting format, regardless of its periodicity, is included in the phrase "annual report" in this guide. The reports vary widely from agency to agency and, indeed, have changed dramatically over the course of years. An annual report from the Department of Agriculture of 1919 bears little resemblance to its counterpart of 1990. Typical reports, however, often include a mission, purpose, or statement of philosophy; some background or history of the agency; and then narrative, pictorial, and statistical depictions of their operations, achievements, services, programs, problems, plans, and personnel. Many also include recommendations for improvement.

The Need for a Guide to Annual Reports

Several factors make the information in these reports peculiarly difficult to find via traditional cataloging in a card or online catalog. Most bear similar titles (i.e., Annual Report), thus making a search by title a daunting task precisely because there are so many with that title. For those agencies which produce publications prolifically, a search by agency also requires exceeding time and patience. In addition, government agencies change names with dizzying frequency and so a search by agency requires more knowledge of the daily workings of government than most users, and many librarians, possess.

The assignment of subject headings seldom adequately describes the contents of these reports because the responsibilities of an agency usually cover a broad spectrum of activities. For instance, the catalog record for the *Annual Report* of the Illinois Arts Council provides two subject tracings: (1) Illinois Arts Council--Periodicals and (2) Arts--Illinois--Periodicals. Logical reasoning may lead the user to look here for information on theater, dance, and music as well as arts, but probably not to its building design and literature programs. An even more pointed example occurs with the catalog record of Department of Children and Family Services' *Annual Report* which provides no subject access for its descriptions of programs in foster care, adoption, child abuse, day care, refugee assistance, child advocacy, and so on.

Another problem peculiar to documents faces the librarians and users wanting information on topics such as hazardous materials, jobs, or crime and criminals. Many agencies share overlapping responsibilities in these (and other) areas. Although wise users will most certainly deduce to consult the Environmental Protection Agency and the Department of Nuclear Safety for information on hazardous materials, they may not also remember or think to find other aspects of similar material from the Departments of Public Health, of Transportation, and of Energy and Natural Resources, the Commerce Commission, and the State Fire Marshal. Likewise, a seeker of information on job programs of the government would likely approach the Departments of Employment Security and of Labor, but might forget the Departments of Commerce and Community Affairs, of Veterans' Affairs, on Aging, of Rehabilitation Services, and of Public Aid for similar materials. Not only the Department of Corrections and the State Police report about crime and criminals, so do the courts, the Criminal Justice Information Authority, the Judicial Conference, and the Local Governmental Law Enforcement Officers Training Board. The Prisoner Review Board and the Office of the State's Attorney Appellate Prosecutor offer their perspectives on that topic as well.

Creating the Guide

In order to increase our own and our library users' access to information about the programs and services, activities and plans, and statistics and history of the agencies of the Illinois State Government, I examined and analyzed hundreds of annual reports. I originally intended to create a topical guide for those reports whose subject headings in the catalog record did not adequately describe their contents. Quickly, I discovered that expanding such a guide might fill an even greater need by offering access to the named programs and services, acronyms, and peculiar jargon with which state government agencies abound. Thus, we would have a guide to lead us to information about such hard-to-find things as the Illinois Film Office, the T-by-2000 Program, ALERTS, LUST, H.O.M.E., and EarlyCHOICES!

Selection of Reports

Limited by time constraints, I elected not to try to create an exhaustive guide (it probably not being possible anyway and I'd likely end up being the exhausted one!) but to be selective in the reports chosen for analysis. I based my selection decisions on frequency of the report, its currency, the extent of information hidden in it because of inadequate subject tracings, the number and importance of named programs described, its perceived reference value, and any special attributes of which it could boast.

I decided to limit my selections to regularly recurring annual, biennial, etc. reports rather than one-time issuances (i.e., serials rather than monographs). Although some users desire historical material, the vast majority want up-to-date information, so I included only those titles with editions between 1990 and 1994 with a few exceptions because their reports, though dated 1989, were not actually published until 1992 or so. With consternation I discovered that many annual reports are not currently being issued. Nineteen of the 130 selected had a current edition of 1990 or earlier. Annual reports which report on very limited, specific programs and whose subject tracings adequately reflect their coverage have not been incorporated. Similarly those overwhelmingly statistical reports with little or no narrative *and* no programmatic references or

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information have been omitted. Only those that I judged would benefit from greater subject and program access were chosen.

Annual reports come in many varieties. The annual records of activities frequently include statistics as well as textual description. They may report for a large agency with many subdivisions, for only a particular subagency, or even specific programs or projects. The Environmental Protection Agency and the Department of Transportation are examples of agencies that produce separate annual reports for many different projects and offices. Annual reports of condition emphasize status over activities but also include statistics and sometimes case studies. Yet others report their analysis of problems with recommendations for state action to alleviate those problems. It is not unusual for a report to fit into some combination of these reporting styles. Although not strictly an annual report, the annual plans produced by some agencies include much of the same type of report information as background for their future plans, and thus I have selected some of these as well. Finally, I selected some reports based on happy surprises I unearthed when examining them. For example, the chapter dividers of the *Comprehensive Annual Financial Report* reveal stunning photographs based on a different theme each year. Need good pictures of Illinois barns? How would you ever think to look in this report? (See 1992)

Arrangement of Entries

The 130 reports selected from 68 agencies have been arranged alphabetically by agency, using keywords following the pattern of recent editions of the *Publications of the State of Illinois* published by the Illinois State Library. The *Annual Report* of the Administrative Office of the Illinois Courts resides under **Courts**, that of the State Board of Education under **Education**, that of the Department of Labor under **Labor**, and that of the Illinois Arts Council under **Arts**.

Each report is numbered sequentially. The title, in italics, is the most current version if indeed it has varied over time, and many have! The OCLC number, also for the most current version, provides identification of the report and allows the user to locate a cataloging record for it. It has been given in eight-digit format for ease of use with the ILLINET Online statewide catalog to determine which Illinois libraries hold that report.

The brief annotations make note of such things as subject areas of interest in the report, multiple volumes, statistics, arrangement, lists of publications, maps, glossaries, important variations from year to year, histories, case studies and specific examples, former titles, and inclusion as part of another publication. The date following the annotation is the date of the most current edition which I could find and examine. Following the lead of the Illinois State Library, Western Illinois University classifies their Illinois state documents using the Dewey Decimal Classification System. The WIU call number for each report concludes the annotated entry.

Selection of Programs for Index

Even as I defined "annual report" broadly in my selection of useful reports to analyze for this guide, I also used a liberal definition of "programs" to serve as points of access. I chose those programs with proper names if the report provided ample description of them to make it worth the user's while to find them. The Index provides an average of fifteen access points for each report, with actual variations between five and fifty-eight. State programming includes all of the following categories: activities such as programs, projects, surveys, services, games, initiatives, operations, campaigns, inventories, studies, hotlines, and plans; places such as areas, regions, districts, and corridors; concepts such as trends, strategies, models, and systems; events such as workshops, institutes, and seminars; products such as manuals, handbooks, forms, directories, lists, databases, networks, registries, and indexes; legal statements such as acts, rules, regulations, codes, standards, agreements, funds, and taxes; honors such as scholarships, fellowships, grants, awards, and loans; groups such as boards, councils, committees, commissions, task forces, bureaus, offices, societies, associations, military units, centers, laboratories, and clearinghouses.

Arrangement of Index

The nearly 2,000 entries in the Index of Programs and Subjects are alphabetically arranged following a short section of numbers. Subjects are not capitalized; named programs begin with capital letters and follow the uncapitalized subjects whenever they begin with the same word (e.g. child support before Child Find). Acronyms, all in capital letters, parenthetically identify the phrase from which they are derived. The term Illinois occurs repeatedly in programs of the state; in this index it occurs only rarely as the first word. I retained it in that position only when removing it lost essential meaning for the phrase. Thus Illinois Natural History Survey is indexed as Natural History Survey, but the Illinois River is found under Illinois.

Acknowledgements

Several organizations and people helped me bring this project to fruition, and I wish to acknowledge them. Western Illinois University, the University Library, and Dr. Donna Goehner, Dean of the University Library, provided me with the time to pursue this project through a sabbatical leave. The staff at the Illinois State Library, particularly Liz Alexander, Kim Gonzales, and Jane Rishel, allowed me to access the Illinois documents in their closed stacks and offered me encouragement. Curriculum Publications Clearinghouse made arrangements for the production of this guide and its dissemination at cost on demand. Finally, the staff of the Government Publications/Legal Reference Unit of the WIU Library (Pam Sparrow, Linda Seabaugh, Kelly Grindstaff, Debbie Cramer, and Tiina Kurman) helped me indirectly by efficiently carrying on the activities of the Unit in my absence and directly by locating documents and cataloging records as needed. I appreciate the assistance of each of these people and hope that this guide will prove to be worth the effort.

Annotated List of Selected Illinois State Government Agency Reports

Abandoned Mined Lands Reclamation Council.

1. *Biennial report.* OCLC 25897957. Reviews reclamation of coal-mined lands, elimination of safety hazards, and abatement of environmental problems. Describes how reclamation is accomplished and progress to date. Lists projects with name, location, cost, acreage, and site conditions. 1988-1989
   ILLINOIS 627.5 ABANA

Administrative Rules, General Assembly Joint Committee on.

2. *Annual report.* OCLC 05375254. Narrative description of its oversight of rulemaking by state agencies, plus a statistical summary. Includes a historical overview, a summary of related legislation, and relevant court decisions. 1990
   ILLINOIS 328.365 I29A

Aging, Council on.

3. *Annual report.* OCLC 10954305. Brief descriptions of the activities and concerns of this state-level advisory body, including long-term care, employment of the elderly, meals to homebound elderly, and caregiver assistance. Title varies. 1989-1990
   ILLINOIS 351.846 I29A

Aging, Department on.

4. *The Illinois Department on Aging's Community Care Program.* OCLC 19016309. Reports eligibility, funding, and services of the program to provide frail elderly with an alternative to nursing home care. Includes user profiles. Title varies. 1992
   ILLINOIS 362.6 I29C
5. *Report on elder abuse in Illinois.* OCLC 23676431. Reviews definitions, statement of basic principles, and highlights of services offered, including assessment, early intervention, follow-up, and public awareness. Includes sample cases and statistical characteristics of victims and abusers. 1991
   ILLINOIS 362.6 I29R

Agriculture, Department of.

6. *Annual report.* OCLC 03417965. Overview of the year's activities in such areas as marketing, consumer services, natural resources, fairs, animal health and welfare, soil conservation, and plant production. The regulatory supplement, sometimes an appendix and sometimes a separate volume, provides statistics and regulatory information on the many programs of the department. 1990-supp
   ILLINOIS 630 I29AR2

Agriculture, Department of. . . . *continued*

7. *Illinois agricultural statistics.* OCLC 03348216. Descriptive and statistical information on all aspects of agriculture: farming, production, marketing, processing, and distribution. Covers farm income and assets, prices, labor, weather, crops, livestock, fertilizer, and so on. 1993
ILLINOIS 338.1 I29A

8. *Agricultural areas annual report.* OCLC 17425505. Brief report of the activities of local units of government in creating, altering, terminating, or dissolving agricultural areas in Illinois. Includes maps and statistical summaries by county. 1993
ILLINOIS 631.47 I29A

9. *Annual farmland conversion report.* OCLC 13724525. Identifies the farm acreage converted from agricultural to nonagricultural uses as a result of state actions, by agency and by location. 1993
ILLINOIS 351.8233 I29AF

10. *Annual progress report.* OCLC 28947368. Describes resources, publications, and localized, regional, and state projects completed by the Division of Natural Resources in cooperation with many other agencies toward reducing water pollution resulting from agricultural sources of soil erosion. Includes education, implementation, and research activities. 1994
ILLINOIS 631.4 PROG

Alcoholism and Substance Abuse, Department of.

11. *A comprehensive state and human services plan for the prevention intervention/treatment of alcoholism and other drug dependency.* OCLC 18794498. Mission, legislation, funding, and extensive record of accomplishments combined with plans for future activities. Programs described in-depth with statistics and maps. Title varies: *Confronting tomorrow today - Commitment to excellence.* 1993
ILLINOIS 362.2 I29CP

12. *Youth Drug Abuse Prevention Fund report to the General Assembly.* OCLC 26978586. Brief report of receipts and expenditures and list of programs funded for intervention, prevention, and residential treatment services for juvenile substance abusers. Editions prior to 1992 include summarized program descriptions. 1993
ILLINOIS 362.29386 JUVE2

Arts Council, Illinois.

13. *Annual report.* OCLC 11059379. Concise information on the programs, services, and special events of the year in dance, music, theater, art, and so on. Includes listings of grants by legislative district with title, place, discipline, and program. Also identifies panel members. 1992
ILLINOIS 351.854 I29AR

Attorneys Appellate Prosecutor, Office of the State's.

14. *Annual report.* OCLC 19487313. Fiscal and narrative account of the office's membership, county participation, and activities in providing investigative services, conducting training and intern programs, assisting state's attorneys, and representing the people of Illinois on appeal in cases from districts with less than 3 million in population. 1993
ILLINOIS 345.01 I29A

Auditor General, Office of the.

15. *Annual report of the Auditor General.* OCLC 12739646. Highlights of the year's audits of state agencies—performance, financial and compliance, and information systems. Paragraph descriptions of specific examples of each type highlighting such problems as inadequate accounting records, improper or wasteful expenditures, insufficient control over state property, and so on. Includes listings of audits completed during the year arranged by agency and findings arranged by type. 1992
ILLINOIS 350.723 I29AR

Central Management Services, Department of.

16. *Forms management program summary report for fiscal year.* OCLC 11379447. Brief overview of its activities assisting state agencies to monitor and control paper flow and implement good forms control practices through revision and removal of obsolete forms. Also describes education efforts and provision of a central cross-index of forms. 1991
ILLINOIS 353.00714 I29F SUMM.

Children and Family Services, Department of.

17. *Annual report.* OCLC 07225372. Fiscal report lists programs and highlights important activities and services in such areas as child abuse, adoption, foster care, day care, AIDS, homeless youth, and so on. Includes some caseload and other statistics. 1990
ILLINOIS 362.7 I29R

Civil Service Commission.

18. *Report.* OCLC 05533909. Brief delineation of membership with biographies plus philosophy and duties of the commission. Bulk of report is the statistical tables of decisions with actions (appeals granted, denied), appeals terminated without decision, grievances, and appeals rejected and pending. Older editions provide more explanatory information. 1993

    ILLINOIS 351.1 C-

Commerce and Community Affairs, Department of.

19. *Annual report.* OCLC 07973324. Overview and highlights of accomplishments in promotion of economic development in Illinois, including tourism, small business assistance, and community development. Describes over 70 diverse programs. 1993

    ILLINOIS 330.9773 I29A

20. *Corridors of opportunity: Annual report.* OCLC 16259476. Reviews marketing plans, program descriptions, and business retention success stories with summaries of activities from each geographically defined corridor in such enterprises as health care, printing, transportation equipment, industrial machinery, and tourism. 1992.

    ILLINOIS 380.5 CORR2

21. *Local government annual legislative report.* OCLC 23706197. List of legislation of interest to local governments. Arranged by governmental divisions such as counties, park districts, townships, road districts and then, by topics, each entry includes Public Act number, effective date, and summary of relevant information. 1991

    ILLINOIS 342.09 I29L

22. *Annual report: Industrial Training Program.* OCLC 23671649. Depicts activities in providing training, retraining, retooling, and other assistance to Illinois businesses. Annotated enumeration of Industrial Training Program (ITP) grants to specific companies and list of Self-Employment Training grantees whom ITP helped to start individual businesses. 1991

    ILLINOIS 331.2592 ANNU

Commerce Commission.

23. *Annual report on telecommunications.* OCLC 13369061. Extensive review of membership and activities, regulatory decisions, and legislative concerns related to telecommunications. Includes discussions of cellular phone service, 9-1-1 emergency service, and cable television. 1992

    ILLINOIS 351.82 I29AT

Commerce Commission. . . . *continued*

24. *Annual report on public utilities.* OCLC 13369102. In-depth review of the year's caseload, significant decisions, recommendations for legislation, changes and trends in policies, regulations, and procedures in public utilities' operations (i.e., electricity, natural gas, water, and sewer). 1993
ILLINOIS 351.82 I29APU

25. *Annual report on accidents/incidents involving hazardous materials on railroads in Illinois.* OCLC 22187943. Review of Railroad Hazardous Materials Program activities of inspection, technical assistance, escort of nuclear materials, and education. Descriptive list of accidents. 1993
ILLINOIS 385.24 I29AR

26. *Annual report on the use of the Grade Crossing Protection Fund.* OCLC 15646217. Brief description of the fund, its use for maintenance of rail-highway grade crossings, and its expenditures and projects, with accident statistics. 1993
ILLINOIS 625.163 I29RE2

Community and Residential Services Authority.

27. *Annual report.* OCLC 29976507. Summary of interagency development of collaborative networks to focus services on severely emotionally disturbed and behaviorally disordered youth and their families. Provides history, goals and activities, legislative initiatives, and dispute resolution case results. Appendices in second volume provide more details of networks, funding, evaluation, eligibility, and services. 1993
ILLINOIS 362.2 RESIA

Comprehensive Health Insurance Plan of Illinois.

28. *Annual report and financial summary: State of Illinois Comprehensive Health Insurance Plan.* OCLC 23068192. Overview of activities and membership of Comprehensive Health Insurance Plan (CHIP) with explanations of medical conditions covered, benefits, and participation demographics. 1993
ILLINOIS 368.382 COMP

Comptroller.

29. *Illinois annual report.* OCLC 02244592. Description and analysis of the state's fiscal status in areas of health services, human services, social assistance, education, transportation, public safety, and environment. Broken down by revenues, funds, and expenditures. Contained in two volumes, with descriptive information in one and detailed statistical tables in the other. Of particular interest are articles in the descriptive volume on different aspects of life in Illinois,

Comptroller. . . . *continued*

highlighted by pictures—1985: transportation; 1986: aviation; 1987: agriculture; 1988: historical sites; 1989: wetlands; 1990: Illinois River; 1991: architecture; 1992: barns; 1993 - only tabular volume available for examination.
ILLINOIS 336 I29AR

30. *Comprehensive annual financial report.* OCLC 09095406. Explains economic condition and outlook. Includes major initiatives, funds, reports, and balance sheets detailing finances of Illinois. Features pictures like 29 above as chapter dividers. 1993: historic clocks, watches, and timepieces courtesy of Historical Preservation Agency. 1993
ILLINOIS 336.013 COMP

31. *Illinois appropriations.* OCLC 03181548. Agency by agency statutory text and statistical description of appropriations passed by the General Assembly and approved by the Governor. Includes numerical index by bill and Public Act numbers. 1994
ILLINOIS 336 FA

32. *Bonded indebtedness and long-term obligations . . . annual report.* OCLC 10503023. Primarily statistical, tabular review of the status of long-term state bonds which spread costs over the useful life of projects. Information provided by fund, by type of bond, and by agency. 1993
ILLINOIS 336.34 I29A

Conservation, Department of.

33. *Land and water report.* OCLC 06190568. Primarily statistical reporting of the land and the water acreages, the usage, and the attendance at state parks and other state recreation areas. Identifies each by name. 1993
ILLINOIS 333.7 I29L

Corrections, Department of.

34. *Insight into corrections.* OCLC 21436564. Replaces *Annual report.* Quarterly report to the General Assembly has in-depth information about the department and its operations with summary descriptions for each facility (30) annually. The January issue is the annual report. Each issue focuses on a particular topic such as women, juveniles, prison education, and medical care. 1992
ILLINOIS 365.3 INSI

Corrections, Department of. . . . *continued*

35. *Statistical presentation.* OCLC 07357648. Comprehensive statistical data for use in reviewing prison sentences and length of prison stays. Discussion of recidivism, determinate and indeterminate sentences, and prison population. 1992
ILLINOIS 365 STAT

36. *Annual report: Illinois Correctional Industries.* OCLC 27330812. Brief summary of activities with tabular statistics detailing sales, productivity, inmate work assignments, and recycling services. Includes descriptions of activities of specific facilities. 1993
ILLINOIS 365.65 I29CA

37. *Impact Incarceration Program: Annual report to the Governor and the General Assembly.* OCLC 25171213. Reviews program activities and evaluates progress of shock incarceration and boot camps. Includes statistics and analysis, profile of offenders, and cost comparisons. Explanatory information in appendices. 1993
ILLINOIS 365.34 IMPA

38. *Jail and detention statistics and information.* OCLC 10295627. Explanation of standards and inspection results for county and municipal jails and juvenile detention facilities. 1991
ILLINOIS 365 I29AR

Courts, Administrative Office of the Illinois.

39. *Annual report to the Supreme Court of Illinois.* OCLC 01791309. Overview of organization and services of the Illinois judiciary with statistics and caseload summaries of Supreme Court, Appellate Courts, Circuit Courts, Judicial Conference, and Courts Commission. Includes directory and biographical information on Illinois court officials. Describes selected recent opinions that suggest legislative action. 1991.
ILLINOIS 347.773 I29AR

Criminal Justice Information Authority.

40. *Annual report.* OCLC 24789552. Report on the programs and resources used for statewide criminal justice information systems, research, and interagency planning and coordination. Includes membership and organizational information as well as legislative initiatives. 1990.
ILLINOIS 351.849 I29A

Criminal Justice Information Authority. . . . *continued*

41. *Annual audit report.* OCLC 11220790. Analysis of the quality of criminal history records and data maintained by the state. Background information and recommendations. 1990.
ILLINOIS 364.3 I29A

42. *Trends and issues.* OCLC 20477713. Analyzes problems and discusses issues related to crime in Illinois. Subtitle varies: 1987, 1989, and 1990 - *Criminal and juvenile justice in Illinois.* 1991 - *Education and criminal justice in Illinois.* Focus also varies: prison crowding, drug abuse, truancy, drunken driving, inmate education, firearms, and so on. Includes bibliographic and statistical information. 1991
ILLINOIS 364.9773 TREN

Education of Handicapped Children, State Advisory Council on the.

43. *Annual report.* OCLC 25177187. Minutes of meetings provide summary of activities undertaken, topics discussed, and status of special education and students with disabilities in Illinois. 1990-1991
ILLINOIS 371.91 I29A

Education, State Board of.

44. *Annual report.* OCLC 03136120. Reviews goals and mission, and highlights status of Illinois education through paragraph descriptions of local and state programs and data. 1991
ILLINOIS 379 I29R

45. *Annual statistical report of the State Board of Education.* OCLC 04068426. Statistical record of the condition of elementary and secondary schools in Illinois, including enrollment, finance, staffing, and dropout data. 1992
ILLINOIS 379.773 P-

46. *Annual state aid entitlement statistics . . . Illinois public schools.* OCLC 09040671. Tabular data detailing public school aid and entitlements, and guaranteed assessed valuation. 1993-1994
ILLINOIS 379.122 I29A

47. *Local, state, and federal financing for Illinois public schools.* OCLC 04141534. Information on sources and amounts of funds available for prekindergarten to postsecondary education in Illinois common schools. Programs individually described. Also contains sections on state legislation, school reform measures, school district reorganization, and school finance issues. 1993-1994
ILLINOIS 379.12 I29SL

Education, State Board of. . . . *continued*

48. *Financial aids to Illinois students.* OCLC 02330085. Delineates general and specific private, state, and federal scholarships, loans, and so on for postsecondary education. Also includes helpful hints in pursuing financial assistance, sources of career information, and basic data on Illinois universities and colleges. 1991-1992
ILLINOIS 378.3 FINA

49. *Illinois teacher salary schedule and policy study.* OCLC 08118230. Selected information on teacher salary policies, salary schedules, actual salaries paid, and fringe benefits for all school districts in Illinois. Provides similar data for area vocational centers and special education cooperatives. 1992-1993
ILLINOIS 331.281 I29I

50. *Adult education and literacy: Annual report.* OCLC 25480591. This year in review profiles participants and programs such as family literacy, homeless, GED, and workplace literacy. Defines issues and makes recommendations. 1993
ILLINOIS 302.2244 ADUL

Employment Security, Department of.

51. *Programs and services, state fiscal years.* OCLC 25955826. Extensive summaries of employment and unemployment programs and activities, descriptions and analyses of services, and plans for the future. 1994
ILLINOIS 331.259 ILLI

Energy and Natural Resources, Department of.

52. *Annual report.* OCLC 08726777. Summaries of activities of many Department of Energy and Natural Resources (ENR) programs and projects in recycling, conservation, hazardous waste, energy, and so on. Several major subagencies report their activities separately as well. Includes the scientific surveys. 1992
ILLINOIS 301.31 ILLI

53. *Biennial report for fiscal years: State Museum.* OCLC 22964655. Review of its collections, exhibits, public programs, research, projects, databases, and publications. 1992-1993
ILLINOIS 069.09773 I29A

54. *Report of the Office of Coal Development and Marketing.* OCLC 16949153. Brief description of activities promoting coal in education, art, research, environment, and marketing. Includes list of research projects. 1989-1990
ILLINOIS 622.33 I29R

Energy and Natural Resources, Department of. . . . *continued*

55. *Annual report: Hazardous Waste Research and Information Center.* OCLC 16927002. Reviews research, technical assistance, education, and other nonregulatory activities focused on treatment and disposal of hazardous waste and toxic substances. Includes summaries of specific projects supported, research reports, case studies, and a list of abbreviations. 1993
    ILLINOIS 363.17 I29AR
56. *Local government energy assistance programs annual report.* OCLC 21414629. Descriptions of six ENR programs which provide energy efficiency assistance to local governments. 1991
    ILLINOIS 351.7126 LOCA

Environmental Protection Agency.

57. *Illinois annual air quality report.* OCLC 12310099. Reviews implementation and enforcement of clean air regulations. Delineates air pollution control programs with statewide summary of air quality. Describes sources and effects of specific air pollutants. 1992
    ILLINOIS 614.71 I29A2
58. *Illinois water quality report.* OCLC 16512509. Summary descriptions of the quality of surface water resources, plus assessment efforts for streams, rivers, lakes, wetlands, and ground water. Includes maps, standards, and a list of acronyms. 1990-1991
    ILLINOIS 628.16 ILLIA
59. *Water pollution control program plan.* OCLC 15135968. Depicts program elements and activities planned, often in cooperation with other agencies. Initiatives focus on cropland erosion, lake water quality, mine pollution, livestock waste, and so on. 1994
    ILLINOIS 363.61 I29WA2A
60. *Public water supplies program plan.* OCLC 16934561. Highlights of the regulatory, monitoring, compliance, enforcement, and permit operations of the EPA's Division of Public Water Supplies. 1994
    ILLINOIS 352.61 I29P
61. *Annual report: Office of Chemical Safety.* OCLC 13787632. Review of toxics monitoring, emergency response, and management activities undertaken for public health and safety. 1992
    ILLINOIS 351.82321 I29A

Environmental Protection Agency. . . . *continued*

62. *Annual toxic chemical report.* OCLC 19339645. Summary of information from toxic chemical reports with statistics by county, industry, and chemical. Includes reports of releases of toxic chemicals in Illinois, pollution prevention efforts, health effects summary, and glossary. 1992
    ILLINOIS 363.7384 I29AT
63. *Available disposal capacity for solid waste in Illinois: Annual report.* OCLC 16975031. Projections of capacity for each landfill in Illinois, plus enforcement and planning operations and recycling rate. 1992
    ILLINOIS 363.728 I29A

Financial Institutions, Department of.

64. *Annual report.* OCLC 08924486. Highlights of the year's examination and monitoring of 200+ state-licensed financial institutions. Includes mission statement, legislative initiatives, and accomplishments. Advisory groups listed. 1990.
    ILLINOIS 351.825 I29AR

Fire Marshal, Office of the State.

65. *Annual report.* OCLC 08714242. Describes accomplishments in fire safety education and awareness with suggestions for legislative and regulatory changes. Includes statistics. 1993 edition includes flood recovery assistance information. 1993
    ILLINOIS 351.782 F-

Gaming Board, Illinois.

66. *Annual report.* OCLC 38641626. Membership, organizational structure, finances, legislation, and overview of regulatory and enforcement operations governing riverboat casino gambling for optimum economic development and promotion of tourism. 1992
    ILLINOIS 363.42 ILLI2

Governor.

67. *Illinois state budget.* OCLC 03879753. Programmatic and financial details of budget recommendations with explanation of budget process, various funds, and glossary. Narrative and tables of data arranged by specific agencies within categories of education, human services, public safety, environment and business regulations, economic development and infrastructure, and government service. Also includes discussion of capital programs, debt management, economic and revenue outlook, and demographic data. 1995
    ILLINOIS 351.72 I29B

Groundwater, Illinois Interagency Coordinating Committee on.

68. *Illinois Groundwater Protection Program: Biennial report.* OCLC 22457227. Comprehensive overview of status of groundwater protection efforts in education, evaluation, wellhead protection, and standards and regulations. 1994 edition enlarged to 3 volumes with volume 1 - focus on policy issues and recommendations, volume 2 - detailed accounting of specific program achievements, and volume 3 - supporting material. 1994
ILLINOIS 363.7394 I29IX

Guardianship and Advocacy Commission, Illinois.

69. *Annual report.* OCLC 08173392. Brief description of programs and initiatives undertaken in fulfillment of its charge to enforce and protect the rights of persons with disabilities. 1990
ILLINOIS 351.84 I29A4

Health Care Cost Containment Council, Illinois.

70. *Report to the . . . Illinois General Assembly.* OCLC 22960884. In-depth reports of accomplishments and plans as a resource for statistical information on hospital-based health care for consumers, legislators, health practitioners, and others. Discusses health care issues, studies completed, presentations, and data sets. Includes list of reports and data products. 1991
ILLINOIS 362.1 IHCC

Hearing Impaired-Behavior Disordered Children, Interagency Board for.

71. *Annual report.* OCLC 25337546. Brief overview of advisory responsibilities and activities with recommendations to alleviate problem of the needs of such children falling through the cracks of bureaucracy. 1993
ILLINOIS 362.42 I29AR

Higher Education, Board of.

72. *Biennial report.* OCLC 07381940. Reports membership, budget recommendations, results of state universities' program approval and review, and administration of state and federal grant programs. Includes list of reports. 1991-1992
ILLINOIS 379 I29R

73. *Data book on Illinois higher education.* OCLC 02241411. Statistical overview of higher education in Illinois through data from 185 public and private colleges and institutions on enrollment, student and staff characteristics, degrees conferred, financial status, and so on. Includes definitions. 1993
ILLINOIS 378 I29D

Higher Education, Board of. . . . *continued*

74. *Report to the Governor and General Assembly on underrepresented groups in Illinois higher education.* OCLC 20907357. Data and trends on the enrollment, retention, degrees awarded, and employment of minority, female, and disabled individuals at higher education institutions. Evaluation of programs and initiatives statewide and at individual institutions. 1993
ILLINOIS 378.1982 I29RU

Housing Development Authority, Illinois.

75. *Annual report.* OCLC 01784966. Descriptions of its major programs developing and preserving affordable housing, with highlights of specific projects and some statistics. Multi-family developments listed by city and name. 1992
ILLINOIS 350.865 I29AR

Human Rights, Department of.

76. *Annual report.* OCLC 08725937. Chronicles programs and services for enforcement of human and civil rights with descriptions of its significant decisions. Lists speaking engagements and presentations and describes other activities such as research, investigation of charges, and training. 1990 edition presents "10 years of Illinois civil rights history." 1990
ILLINOIS 351.811 I29A

Industrial Commission, Illinois.

77. *Annual report for fiscal year.* OCLC 06107919. Highlights of the resolution of disputes between injured workers and their employers. Includes statistics on work-related injuries and diseases, claims, and settlements. 1992
ILLINOIS 344.021 I29A

Insurance, Department of.

78. *Annual report and summary of annual statements by the Director of Insurance.* OCLC 10217950. Primarily statistical information arranged by company but also includes descriptions of specific companies in receivership, summaries of pending legislation, and policy and regulations. 1992
ILLINOIS 368 I29AR

79. *Annual report to the Illinois General Assembly pursuant to the Illinois Insurance Cost Containment Act.* OCLC 18075992. Data on premiums, losses, investment income, capital gains, taxes, dividends, and revenue by type of insurance and specific company. Nationwide industry profits and losses, assets, and liabilities compared to those in Illinois. 1992
ILLINOIS 368.015 I29AR

Interagency Coordinating Council.

80. *Annual report of the Interagency Coordinating Council. Public Act 86-1218.* OCLC 25467472. Briefly describes the background, goals, services, needs, and resources in Illinois for supporting disabled students in an effective transition from school to life after school. Includes relevant state and federal laws and a directory of local community transition planning committees. 1992
ILLINOIS 362.4 I29IAR

Investment, State Board of.

81. *Annual report.* OCLC 01789298. Summary data from the management and investment of the pension assets of the three public employee retirement systems: General Assembly, Judges', and State Employees' Retirement Systems. Includes portfolio of investments and investment transactions. 1991
ILLINOIS 332.672 I29A

Judicial Conference, Illinois.

82. *Report of the Illinois Judicial Conference.* OCLC 01790887. Summaries of proceedings, presentations, and discussions at educational conferences. Includes biographical information on deceased judges. Topical presentations which vary from year to year include such subjects as ethical issues, search and seizure, domestic relations, sanctions, scientific evidence, and civil and criminal law. 1992.
ILLINOIS 347.9 I29RC

Labor, Department of.

83. *Annual report.* OCLC 03766558. Brief overview of its activities in the equitable enforcement of specific, identified labor laws governing such concerns as child labor, minimum wage, and public safety. Includes highlights of labor history in Illinois. 1990 covers 1986-1990. 1990
ILLINOIS 331 I29AR

Labor Relations Board, Local.

84. *Annual report of fiscal year.* OCLC 13035644. Overview of membership, functions, and caseload statistics with summaries of noteworthy decisions in its governance of labor relations between most public employers in Illinois and their employees. 1992
ILLINOIS 351.832 I29AR

Labor Relations Board, State.

85. *Annual report.* OCLC 12676777. Describes procedures and functions of the board, summaries of all board and court decisions, and caseload statistics related to

Labor Relations Board, State. . . . *continued*

its jurisdiction over collective bargaining matters for all noneducational public employers and employees in jurisdictions with populations under 1 million. 1992

ILLINOIS 351.832 I29A

Legislative Audit Commission.

86. *Annual report of the Legislative Audit Commission.* OCLC 08610261. Summary of its work reviewing all audits conducted by the State Auditor General. Includes discussion of remedial legislation being pursued and specific examples of audit problems. 1991

ILLINOIS 350.723 I29R

Local Governmental Law Enforcement Officers Training Board.

87. *A statewide system of in-service training: Annual report.* OCLC 25622706. Highlights of funding and operational activities of the 16 mobile team units in a law enforcement training network. Focus is on traffic enforcement, juvenile justice, hazardous materials, drug enforcement, and so on. Also includes directory and statistics. 1992

ILLINOIS 352.2 STAT2

Lottery, Department of the.

88. *Annual report.* OCLC 08888186. Brief depiction of the lottery games, marketing, winners, and funds received and expended. 1992

ILLINOIS 351.72 I29AR

Mental Health and Developmental Disabilities, Department of.

89. *Annual plan.* OCLC 06811303. Reviews service and coordination activities of past year and plans for next year with extensive descriptions of legal issues, funding information, proposed legislation, and principles. Includes page-long reports on each mental health facility. 1994

ILLINOIS 351.842 I29AP

90. *Annual revenue report.* OCLC 19070790. Data depicting sources and amounts of revenue and receipts generated and realized by the Department of Mental Health and Developmental Disabilities (DMHDD) in the course of its activities. Includes descriptive program material with financial data. 1993

ILLINOIS 362.2 I29ARR

91. *Illinois State Mental Health Plan: Child and adolescent services annual report.* OCLC 25467889. Profile of multi-agency involvement in mental health services for children and youth with objectives, milestones, and accomplishments. 1991

ILLINOIS 362.2 ILLI

Mental Health and Developmental Disabilities, Department of. . . . *continued*

92. *Illinois submission . . . under Public Law 99-660 . . . and Public Law 101-639 . . . for adults with serious mental illness.* OCLC 25468188. Goals, rationales, and objectives of the State Mental Health Plan for Adults. Implementation report includes overall profile of mental health services and a discussion of each objective with milestones, problems, and outcomes. 1991
ILLINOIS 362.2 ILLI2

93. *Annual report of the Office of the Inspector General to the Governor and the General Assembly.* OCLC 21012287. Statistical report of investigations of incidents of abuse or neglect at DMHDD facilities. Includes policies and procedures, and brief case summaries of all investigations during one selected month. 1990-1991
ILLINOIS 362.16 I29AR

Military Affairs, Department of.

94. *Biennial report.* OCLC 22783812. Information on activities and accomplishments, awards, facilities, personnel, training, and history for each military unit. 1991-92
ILLINOIS 355.37 I29M

Mines and Minerals, Department of.

95. *Annual report.* OCLC 22106781. Overview of functions, brief history, and recount of activities regulating mine safety, proper land restoration, licensing users of explosives, and general industry activity. Previously the *Coal report of Illinois.* 1992 edition is 75th anniversary edition. 1992
ILLINOIS 351.82382 I29AR

96. *Annual statistical report for the years . . . .* OCLC 24425585. Data on the characteristics and production of coal mines and oil and natural gas operations. Includes a directory of coal operators and coal mines and discussion of land reclamation. 1992 edition provides information only for coal industry. 1992
ILLINOIS 351.82382 I29AS

Motor Vehicle Theft Prevention Council, Illinois.

97. *Annual report.* OCLC 26108051. Describes selected public-private cooperative ventures and proposals to reduce incidence of motor vehicle theft. Accompanied by statistics and trends. 1992
ILLINOIS 364.162 ILLI2

Nuclear Safety, Department of.

98. *Annual report.* OCLC 10994102. History of nuclear use and safety in Illinois with examination of state policy coordination designed to protect people from potential radiation hazards, particularly from radioactive waste disposal. 1990 edition is also the decade report and includes comments of past directors. 1990
ILLINOIS 351.77 I29A2

Police, Department of State.

99. *Annual report.* OCLC 20882089. Brief overview of achievements and changes for the year in operations, funding, personnel, and programs. 1992 edition deals extensively with reorganization. 1992
ILLINOIS 363.22 I29A

100. *Annual report on operations of Metropolitan Enforcement Groups.* OCLC 13622158. Description of MEGs' trends, cooperative efforts in drug enforcement, and grants with statistical summary of cases, arrests, convictions, acquittals, and dismissals. 1992
ILLINOIS 363.284 I29AR

Prisoner Review Board.

101. *Annual report.* OCLC 09608034. Succinct description of its changing role and mission in rendering independent determinations on a range of prison inmate actions, with statistics relating to parole hearings for indeterminate-sentenced prisoners. 1992
ILLINOIS 351.8493 I29A

Professional Regulation, Department of.

102. *Annual report.* OCLC 20124912. Describes its activities ensuring qualifications and standards for 38 professional practice and occupational groups. Includes listing of licenses given and of 32 advisory examining boards and committees. 1990
ILLINOIS 350.82 I29AR

Public Aid, Department of.

103. *Annual report.* OCLC 01786621. Service and program overview and milestones with descriptions of funds, initiatives, and statistics in all aspects of public welfare from income and medical assistance to job training. 1991-1992
ILLINOIS 361.6 I29A

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Public Aid, Department of, . . . *continued*

104. *Project Chance annual report.* OCLC 27568473. Detailed background and program information including budget, profile of welfare clients, services and outcomes, and coordination with other agencies. 1992
ILLINOIS 362.58 I29P

Public Health, Department of.

105. *Vital statistics Illinois.* OCLC 05733256. Tables of health statistics: births, deaths and causes, fatal diseases, accidental deaths, marriages, and divorces by district and by county. 1989
ILLINOIS 312 P-

106. *Annual report [Illinois Health and Hazardous Substances Registry].* OCLC 22746979. Summary of investigations of cancer, occupational disease, and other health concerns. Includes annotated list of epidemiologic reports available. 1991-1992
ILLINOIS 363.179 ILLI

Racing Board, Illinois.

107. *Annual report.* OCLC 05999156. Summary of all horse and harness racing industry activity with a compilation of relevant parimutuel data and reviews of horses of the year, dates, trainers, and major stakes. 1993
ILLINOIS 798.4 I29AR

Rehabilitation Services, Department of.

108. *Annual report.* OCLC 07330300. Description of achievements, programs, and services in advocacy, education, and employment of people with disabilities. Includes disbursement of state and federal funds. 1992
ILLINOIS 362.4 I29AR

109. *Home Services Program.* OCLC 25170728. Highlights history and accomplishments with homemaker services for the disabled, adult day care, assistive equipment, and respite service. Delineates eligibility, demographic data on disabled, and future plans. 1992
ILLINOIS 362.14 I29H2

110. *Annual report of the Illinois Advisory Board for Services for Deaf-Blind Individuals.* OCLC 25215589. Summary of what the law requires, the reasons services have not been provided, common barriers to services, and eligibility criteria with recommendations for legislative action. 1992-1993 issue subtitled *Portraits of Isolation: Current Status of Illinois Citizens Who Are Deaf-Blind* includes six case studies. 1992-1993
ILLLINOIS 362.41 I29A

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Revenue, Department of.

111. *Revenue.* OCLC 08480934. Discusses each Illinois state tax with brief historical background, statistics, rates, subjects, payments, legislative agenda, and related court decisions. 1991
ILLINOIS 336.2 I29REP

112. *Ombudsman . . . annual report.* OCLC 27017878. Brief summary of activities in the identification of persistent and systemic causes of noncompliance with tax laws as well as unique kinds of taxpayer problems. Some case histories. Includes administrative, educational, and legislative remedies. 1991
ILLINOIS 352.002 ILLI

113. *Illinois property tax statistics.* OCLC 04234398. Discussion of property tax developments with tables of valuations, taxes, equalization factors, and average tax rate by county and by taxing district. 1991
ILLINOIS 336.22 R-

Savings and Residential Finance, Office of the Commissioner.

114. *Annual report.* OCLC 23824765. Statements of the financial condition of each Illinois-chartered savings and residential finance institution, arranged alphabetically by institution. Also has indexes and directory information. 1992
ILLINOIS 332.3 F-

Secretary of State.

115. *Annual report - Secretary of State, Merit Commission.* OCLC 05236910. Brief summary of responsibilities and related activities in the application of merit principles to public employment. Includes rulings and reviews of changes to classification system and Merit Employment Code. 1993
ILLINOIS 351.1 I29AR

116. *DUI fact book.* OCLC 18737995. History of Driving Under the Influence abatement programs, penalties, convictions, and judicial hearings with traffic safety facts, profile of drinking drivers, and alcohol effects. 1993
ILLINOIS 363.1251 ILLI

Student Assistance Commission, Illinois.

117. *Annual report.* OCLC 22975739. In-depth description of each available loan, scholarship, and grant program for postsecondary education with accompanying statistics. 1992
ILLINOIS 378.34 I29S

Supreme Court.

118. *Annual report to the General Assembly on the Illinois Judicial Conference, with recommendations.* OCLC 08731650. Suggestions for the General Assembly's consideration to improve the administration of justice. Each recommendation, whether a general policy concern, recent opinion suggestive of legislative action, or other concern, offered with background information and analysis. Number varies widely (3 in 1994; 22 in 1991). 1994
ILLINOIS 347.01 I29A

Transportation, Department of.

119. *Illinois airport inventory report.* OCLC 09463667. Information on the characteristics and physical condition of public airports, plus data on usage. 1993
ILLINOIS 387.736 ILLI

120. *Proposed airport improvement program.* OCLC 10994579. Program summary and priorities with review of Illinois airports, funding sources, maps, and specific project summaries. 1994-1998
ILLINOIS 387.736 I29P

121. *Proposed highway improvement program.* OCLC 10843294. Five-year, project-specific program report with highlights of major state highway system projects and maps arranged by highway districts. 1994-1998
ILLINOIS 625.7 ILLI2

122. *Proposed improvements for Illinois highways.* OCLC 06659548. Annual program report of projects grouped by state highway district with maps, cost, type of work, and a glossary of acronyms and abbreviations. 1994
ILLINOIS 625.7 HP

123. *FY . . . highway improvement program annual report of accomplishments.* OCLC 23284545. Details status of each state and district highway improvement project with discussion of local benefits programs and state assistance to local governments. Includes maps and glossary of abbreviations and acronyms. Titled *For the record.* 1991
ILLINOIS 351.8642 I29F2

124. *Illinois highway safety plan.* OCLC 25503739. Program descriptions, costs, and objectives with plans for such things as occupant protection, alcohol countermeasures, motorcycle safety, and emergency medical services. 1991
ILLINOIS 363.125 I29H

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Transportation, Department of. . . . *continued*

125. *Annual evaluation of highway safety improvement program.* OCLC 15046390. Evaluation of the safety improvements made at high-accident locations from state accident records system data. Also an analysis of expenditures. 1993
ILLINOIS 388.314 I29AE

126. *Evaluation and report of the highway safety construction program.* OCLC 14268896. Programming accomplishments from past year and project evaluations from previous fiscal year programs. Information brought together from several offices of Illinois Department of Transportation (IDOT). 1993
ILLINOIS 625.7042 I29E

127. *Proposed public transportation improvement program.* OCLC 13533933. Discussion of rehabilitation of public transportation and new service programs and funding. 1993-1997
ILLINOIS 380.5 I29PB

128. *Proposed rail improvement program.* OCLC 22775982. Description of programs and funding to improve rail freight and passenger service. Specific project analyses include maps. 1994-1998
ILLINOIS 385 I29P

Treasurer's Office.

129. *Treasurer's report.* OCLC 28286509. Details investment and other financial programs to maximize tax dollars. Includes examples of specific programs and descriptions of innovations in financial management. 1993
ILLINOIS 336.05 I29T2B

Veterans' Affairs, Department of.

130. *Annual report.* OCLC 04331229. Background, purpose, and responsibilities with descriptions of veterans' homes; services such as employment, real estate, and education; and legislative proposals. 1992
ILLINOIS 355.115 I29R

Index to Programs and Subjects

(Numbers refer to entry numbers in Annotated List)

9-1-1 emergency services 23
24-hour electronic home response 109
33rd Infantry Brigade 94
70 by 90 Public Information and Education Program 124
70 by 90 Task Force 124
126th Air Refueling Wing 94
139th Public Affairs Detachment 94
144th Army Band 94
182nd Fighter Group 94
183rd Tactical Fighter Group 94
264th Combat Communications Squadron 94
404th Chemical Brigade 94
$100,000 Fortune Hunt 88

- A -

A Statewide System of In-Service Training (ASSIST) 87
AABD (Aid to the Aged, Blind and Disabled) 103
abandoned mines 1
Abandoned Mine Land Trust Fund 1
Abandoned Mined Lands Reclamation Council 1
ABLR (Adult Blood Lead Registry) 106
abuse at DMHDD facilities 93
Abuse, Neglect and Exploitation Project 109
Access Program 13
accident insurance 79
accidental deaths 105
accidents, mining 96
accidents, railroad 25, 26
accounting 29, 30
accounting records 15
Acquired Immunodeficiency Syndrome (AIDS) 11, 17
Acres for Wildlife Project 10
actuarial analysis 78
ADA (Americans with Disabilities Act) 89
ADDEP (Anti-Drunk Driving Enforcement Program) 124
Adjutant General 94
Administrative License Revocation 116
Administrative Office of the Illinois Courts 39
Administrators' Academy 44
admissions tax, casino 66
ADMS (Alcohol and Drug Abuse and Mental Health Services) 90

ADMS Block Grant 90
Adoption Consortium Leadership Project 17
adoptions 17
ADR (Automated Disposition Reporting Program) 39, 41
adult day care 109
Adult Blood Lead Registry (ABLR) 106
Adult Classification System 39
Adult Education for the Homeless Program 50
Adult Education Program 50
Adult Learning Hotline 50
Adult Literacy Survey 50
Adult Prevalence Survey 11
Adverse Pregnancy Outcomes Reporting System (APORS) 106
Advisory Board for Services for Deaf-Blind Individuals 110
Advisory Council on Alcoholism and Other Drug Dependency 11
Advisory Council on the Education of Handicapped Children 43
AEBF (Alternative Energy Bond Fund Program) 56
AFDC (Aid to Families with Dependent Children) 103, 104
affirmative action compliance 76
Affirmative Recruitment Program 76
Affordable Housing Trust Fund 75
AFIS (Automated Fingerprint Identification System) 40
aftercare, mental health 92
aged 3, 4
aged, abuse 5
agencies, state 15, 31
agencies, state budget 67
agency rulemaking, state 2
aggregate industry 95
Agrichemical Facility Containment Program 6, 68
agricultural areas 8
agricultural land 9
Agricultural Control Program 68
Agricultural Youth Institute 6
agriculture 6, 29, 30
agriculture statistics 7
Agriculture Loan Program 129
Aid to Families with Dependent Children (AFDC) 103, 104
Aid to the Aged, Blind and Disabled (AABD) 103
AIDS (Acquired Immunodeficiency Syndrome) 11, 17
AIDS Outreach Intervention Project 11
AIDS survey 44
AIDS Waiver Case Management 109
air carriers 119
air passengers 119
air routes 119

Air National Guard 94
Air Quality Control Regions 57
Air Sampling Network 57
Air Toxins Program 62
aircraft 119
airport activity 119
airports 119, 120
AISWCD (Association of Illinois Soil and Water Conservation Districts) 10
alcohol abuse 70
Alcohol and Drug Abuse and Mental Health Services (ADMS) 90
Alcohol and Drug Education Initiative Program 44
Alcohol Education Program 124
alcoholism 11, 12
ALERTS (Area-wide Law Enforcement Radio Terminal System) 40
Alliance of Essential Schools 44
alternative energy 52
Alternative Energy Bond Fund Program (AEBF) 56
Ambient Air Monitoring Network 57
Ambient Air Quality Standards 57
Ambient Lake Monitoring Program 58
Ambient Water Quality Monitoring Network (AWQMN) 58, 59
Americans with Disabilities Act (ADA) 89
Amtrak 128
Amusement Rides Safety Program 83
Amy Schulz Child Advocacy Center 17
Analytical Chemistry Laboratory 6
anesthesia licensing 102
animal industries 6
Animal Disease Labs 6
Animal Health, Bureau of 6
Animal Welfare, Bureau of 6
Anti-Drunk Driving Enforcement Program (ADDEP) 124
anti-pollution bonds 32
APORS (Adverse Pregnancy Outcomes Reporting System) 106
appeals, civil service 18
Appellate Courts 14, 39
appropriations, state 31
arbitration awards 85
arbitration in court 39
architecture 29, 30
architecture licensing 102
area vocational centers, teacher salaries 49
Area Agencies on Aging 3
Area-wide Law Enforcement Radio Terminal System (ALERTS) 40
Argonne Regional Corridor 20
Army National Guard 94

arrests 99
arson investigation 65
Artisans Project 52, 53
Artists Fellowships 13
Artists-in-Residence Program 13
Arts Council, Illinois 13
Arts-in-Education Program 13
Arts Resource 13
Arts Tour 13
Asbestos Abatement Program 36
Ask an Expert Program 76
assessment, property tax 113
Assessment/Service Plan for Children Training Program 109
ASSIST (A Statewide System of In-Service Training) 87
Assistance to Needy Units of Government Program 123
assistive equipment for disabled 109
Association of Illinois Soil and Water Conservation Districts (AISWCD) 10
At-Risk Youth Study 124
athletic training licensing 102
attendance, school 45
attorneys, licensed 39
Attorneys Appellate Prosecutor 14
audiology licensing 102
Auditor General 15
audits 15, 41
Auto Theft Intelligence Clearinghouse 99
Automated Disposition Reporting Program (ADR) 39, 41
Automated Fingerprint Identification System (AFIS) 40
Automated Market Information Service 6
automobile insurance 79
automobile theft 97
Automobile Insurance Plan 78
Automobile Renting Occupation and Use Taxes 111
aviation 29, 30
AWQMN (Ambient Water Quality Monitoring Network) 58, 59

-B-

BAC (Blood Alcohol Concentration) 116
balance sheets 30
Bank at School Program 129
Bank Lending Report Card 129
Bank Services Trust Fund 129
barber and cosmetology licensing 102
bargaining unit representation 85
bargaining unit representation petitions 84

barns 29, 30
BASSET (Beverage Alcohol Sellers and Servers Education and Training) 116
Before- and After-School Program 44
behavior disorders 27, 71
behaviorally disordered children 27
betting limits 66
Beverage Alcohol Sellers and Servers Education and Training (BASSET) 116
bikeways 33
bilingual education 44
Bilingual Program 47
bingo 111
Biological Stream Characterization 58
births 105
blind 108, 110
Blood Alcohol Concentration (BAC) 116
Board of Education 44, 45, 46, 47, 48, 49, 50
Board of Higher Education 72, 73, 74
boating access areas 33
Boiler and Pressure Vessel Rules Board 65
bonded indebtedness 32
boot camp 34, 37
boxing and wrestling licensing 102
Bridge Replacement and Rehabilitation Program 121, 122
budget, state 67
Build Illinois bonds 32
Build Illinois Compliance Grant Program 59
Build Illinois Public Infrastructure Program 19, 32
Building by Design 13
Building Code Program 56
business retention 20
business start-up 22
Business Program Initiative 11

-C-

cable television regulation 23, 24
CAMEL (Capital Adequacy, Asset Quality, Management, Earnings, Liquidity) 64
CAMEL Rating System 64
cancer cluster investigations 106
cancer incidence 106
Cannabis and Controlled Substances Tax 111
CAP (Client Assistance Program) 108
capital development bonds 32
Capital Adequacy, Asset Quality, Management, Earnings, Liquidity (CAMEL) 64
carbon monoxide pollution 57
caregiver assistance 3

Case Coordinating Units 3
casinos, riverboat 66
CASP (Comprehensive Alcohol Safety Program) 124
casualty insurance 79
CCH (Computerized Criminal History) System 41
CDAP (Community Development Assistance Program) 19
cellular telephone service 23
Census of Fatal Occupational Injuries 106
Centers for Independent Living (CIL) 108
central cross-index of forms 16
Central Area Circulator Project 127
Central Illinois Corridor 20
Central Management Services (CMS), Department of 16
Certified Cities Program 19
Channelization and/or Turning Lanes Project 125
Charitable Games Tax 111
Chemical Safety Program 61
Chicago Central Area Circulator Project 127
Chicago Economic Development Commission 20
Chicago to St. Louis Corridor 128
child advocacy 17
child labor 83
child protection 17
child support 103
child support enforcement 39
Child Abuse Prevention Fund 17
Child and Adolescent Service System Program 91
Child Find 44
Child Restraint Protection Program 124
Child Safety Seat Loan Program 124
Child Witness Project 14
Childhood Lead Poisoning Prevention Program 106
children 71, 80
children, emotionally disturbed 27
children, handicapped 80
children, mental health 27
children with disabilities 43
Children's School and Rehabilitation Center 108
CHIP (Comprehensive Health Insurance Plan) 28
Choral Music and Opera Program 13
CHRI (Criminal History Record Information) 41
Cigarette Tax 111
CIL (Centers for Independent Living) 108
CILA (Community Integrated Living Arrangements) 69, 89, 92
CIMIS (Correctional Institution Management Information System) 40
Circuit Breaker 111

673

Circuit Courts 39
civic center bonds 32
civic centers 19
civil law 82
civil rights 76
civil service 18, 115
Civil Service Commission 18
class specifications 115
CLASS (Custom Local Access Signaling Services) 23
Clean Coal Program 52
Clean Coal Technology Demonstration Program 54
Clean Lakes Monitoring 59
Clean Lakes Program 10, 58
Client Assistance Program (CAP) 108
Climate Network 52
clocks, historic 30
CMS (Department of Central Management Services) 16
coal mined lands 1
coal mines 96
coal mining 54, 95
coal mining history 1
Coal Analysis Program 95
Coal Awareness Program 54
Coal Development and Marketing Office 54
Coal Development and Marketing 52
Coal Development Board 52, 54
Coal Marketing Program 54
Coal Research Program 54
Coalition Against Domestic Violence 40
Coalition Against Sexual Assault 40
Coin-Operated Amusement Devices Tax 111
collection agency licensing 102
collective bargaining 84, 85
college faculty 74
college scholarships and loans 48
college students 74
College Assistance Program for Recycling 52
College Bond Bonus Incentive Grant 117
College Work-Study Program 48
colleges, statistics 73
Commerce Commission 23, 24, 25, 26
commercial service airports 120
Commercial Paper Program 75
Commissioner of Savings and Residential Finance 114
Common School Fund (CSF) 47, 88
community correctional centers 34

community development 19
Community and Residential Services Authority (CRSA) 27
Community Care Program 3, 4
Community Development Assistance Program (CDAP) 19
Community Development Corporation 20
Community Health Partnerships Program 129
Community Housing Development Organizations 75
Community Integrated Living Arrangements (CILA) 69, 89, 92
Community Services Block Grant Program 19
Community Supported Living Arrangements (CSLA) Program 89
Community Traffic Safety Program 124
Community Water Supply Laboratory Testing Council 60
commuter airlines 119
complaint review program, rulemaking 2
compliance audits 86
Compliance and Enforcement, Bureau of 6
Compliance Audit Program 15
Comprehensive Alcohol Safety Program (CASP) 124
Comprehensive Arts Grant Program 44
Comprehensive Community Occupant Protection Program 124
Comprehensive Health Insurance Plan (CHIP) 28
Comptroller 29, 30, 31, 32
Computerized Criminal History (CCH) System 41
Concentrated Traffic Enforcement Program 124
Congenital Syphilis Program 106
Congestion Mitigation and Air Quality Program 122
Congestion Mitigation and Air Quality Improvement 127
Congregate Community Care Program 4
conservation areas 33
conservation tillage trends 10
Conservation Practices Program 6
Conservation Reserve Program 10
Consortium for Educational Opportunity Program 74
consumer credit 64
consumer installment loans 64
consumer protection 78
Consumer Oriented Data Set 70
continuing legal education 14
Controlled Substance Monitoring Program 11
Cooperative Agricultural Pest Survey 52
Cooperative Crop Reporting Service 7
Cooperative Extension Service 10
correctional education 42
correctional institutions 35
Correctional Industries Program 34, 36
Correctional Institution Management Information System (CIMIS) 40

Correctional Officer of the Year 34
corrections 34
Corridors of Opportunity 19, 20
Council on Aging 3
counties 21
county fairs 6
County Jail Standards 38
County Juvenile Detention Standards 38
court appointments 39
court dispositions 41
Court Security Program 39
courts 39, 118
Courts Commission 39
crafts 53
Craniofacial Anomaly Program 106
crash data 125
credit unions 64
Credit Union Advisors Board 64
crime and criminals 42, 99
crime victims 40, 101
criminal justice 40, 82
criminal justice financing 42
criminal law 82
criminal statistics 41
Criminal History Record Information (CHRI) 41
Criminal Justice Information Authority 40, 41, 42
Criminal Justice Training Seminar 14
crisis intervention, family 17
Critical Populations Project 11
Critical Review List 60
Critical Trends Assessment Project (CTAP) 52, 55
crop production 6
cropland 9
cropland erosion 59
crops 7
cross ownership, telecommunications 23
Cross Connection Control Device Inspector Approval Program 60
crossbuck signs 26
CRSA (Community and Residential Services Authority) 27
CRSA Demonstration Project 27
CSF (Common School Fund) 47, 88
CSLA (Community Supported Living Arrangements) 89
CTAP (Critical Trends Assessment Project) 52, 55
currency exchanges 64
Currency Exchange Advisors Board 64
Current Employment Statistics 51
Custom Local Access Signaling Services (CLASS) 23
customer owned pay telephone service 23

- D -

Daily Game, lottery 88
Dance Program 13
DARE (Drug Abuse Resistance Education) 99
DASA (Department of Alcoholism and Substance Abuse) 11, 12
day care 17
Day Training Program 90
DCCA (Department of Commerce and Community Affairs) 19, 20, 21, 22
DCFS (Department of Children and Family Services) 17
DD (developmental disabilities) 90, 93
DD Waiver Program 90
DDS (Disability Determination Services) 108
dead animal disposal 6
deaf 71, 108, 110
deaths 105
deaths, causes of 105
debt management, state 67
debt service 32
delinquency 17
dentistry licensing 102
Department of Agriculture 6, 7, 8, 9, 10
Department of Alcoholism and Substance Abuse (DASA) 11, 12
Department of Central Management Services (CMS) 16
Department of Children and Family Services (DCFS) 17
Department of Commerce and Community Affairs (DCCA) 19, 20, 21, 22
Department of Conservation 33
Department of Corrections 34, 35, 36, 37, 38
Department of Employment Security 51
Department of Energy and Natural Resources (ENR) 52, 53, 54, 55, 56
Department of Financial Institutions 64
Department of Human Rights 76
Department of Insurance 78, 79
Department of Labor 83, 84, 85
Department of Mental Health and Developmental Disabilities (DMHDD) 89, 90, 91, 92, 93
Department of Military Affairs 94
Department of Mines and Minerals 95, 96
Department of Nuclear Safety 98
Department of Professional Regulations 102
Department of Public Aid 103, 104
Department of Public Health 105, 106
Department of Rehabilitation Services (DORS) 108, 109, 110
Department of Revenue 66, 111, 112, 113
Department of State Police 99, 100
Department of Transportation (IDOT) 119, 120, 121, 122, 123, 124, 125, 126, 127, 128
Department of Veterans' Affairs 130

Department on Aging 4, 5
Dependent Care Planning Project 17
Depression Awareness, Recognition and Treatment Program 89
deregulation, telephone 23
Descendants' Grant Program 117
Desert Shield 94
Desert Storm 94
Designated Account Purchase Program 117
detective licensing 102
detention facilities 38
determinate sentences 35
Development Corporation Program 19
Development Finance Authority bonds 32
developmental disabilities (DD) 90, 93
Developmental Disabilities Plan 89
developmentally disabled 69
DIAC (Drug Information and Analysis Center) 40
Diagnostic Related Groups 70
DIAL (Disabled Individuals Assistance Line) 108
Dickson Mounds 53
disabilities 43
Disability Determination Services (DDS) 108
disabled 69, 108, 109, 110
disabled children 80
disabled college faculty 74
disabled college students 74
disabled workers 77
Disabled Individuals Assistance Line (DIAL) 108
Disabled Veterans License Plates 130
Disabled Veterans Outreach Program 51
discrimination 76
Displaced Homemaker Program 19
Dispute Resolution Process 27
Distinguished Education Award 44
divorces 105
DMHDD (Department of Mental Health and Developmental Disabilities) 89, 90, 91, 92, 93
domestic violence 40, 103
Domestic Violence Shelter and Services Fund 103
Donated Funds Initiative 103
DORS (Department of Rehabilitation Services) 108, 109, 110
drivers license revocations 116
Driving Under the Influence (DUI) Program 11
dropout rate 45
drought 6
drug abuse 11, 12, 70
drug abuse and crime 42

drug interdiction 99
Drug Abuse Resistance Education (DARE) 99
Drug Information and Analysis Center (DIAC) 40
Drug Use Forecasting 11
drugs 100
drunk driving 11, 42, 116
Drunk and Drugged Driving Prevention Fund 11
DUI (Driving Under the Influence) 11
DUI convictions 116
DZGN8D DRIVR Program 116

-E-

EarlyCHOICES 44
Earnfare Program 104
easement 9
East Central Illinois Corridor 20
economic assistance 19
economic development 19, 20
economic development, state budget 67
economic impact review, rulemaking 2
economic outlook 67
Economic Development Access Road Program (ETI) 123
Economic Development Corporation for the Southwest Suburbs 20
Economic Recovery Deposit Program 129
Economically Targeted Investments Program 129
education, finances 29
education, state budget 67
Educational Facility Authority bonds 32
Educational Service Centers 47
EFT (Electronic Funds Transfer) 129
Elder Abuse and Neglect Program 3, 5
Elder Abuse Case Worker Registry 5
Elder Abuse Steering Committee 5
Elderlink 4
elderly 3, 4
elderly, abuse 5
electric and magnetic fields 24
electric wheeling 24
Electric Utility Least-Cost Plans 24
electricity regulation 24
electronic detention 34
Electronic Benefits Transfer 129
Electronic Filing Pilot Project 111
Electronic Funds Transfer (EFT) 129
elementary schools, statistics 45

682

Emergency Community Services Homeless Program 19
Emergency Food and Shelter Program 103
Emergency Medical Services (EMS) 124
Emergency Response Unit 61
Emergency Shelter Grants Program 19
emotional disturbances 27, 91
Employee Assistance Program 11
employment 3, 18, 51
employment, farm 7
employment of elderly 3
Employment Tracking System 51
EMS (Emergency Medical Services) 124
EMS Arrive Alive Program 124
Energy and Natural Resources, Department of 52, 53, 54, 55, 56
energy assistance 19
energy conservation 24, 52, 56
energy efficient construction 56
energy recovery 62
Energy Education Development Program 56
Energy Management Assistance Program 19
Energy Performance Contracting Program 56
engineering licensing 102
English Literacy Program 50
ENR (Department of Energy and Natural Resources) 52, 53, 54, 55, 56
ENR Information Clearinghouse 52
enrollment, school 45
enterprise zones 19
Enterprise Zone Abatements 113
environment, finances 29
environment, state budget 67
Environmental Protection Agency (EPA) 57, 58, 59, 60, 61, 62, 63
EPA (Environmental Protection Agency) 57, 58, 59, 60, 61, 62, 63
Epidemiologic Intelligence Service 106
epidemiological reports 106
equalization, tax 113
equalized assessed valuations 113
Equity Investment Programs 19
erosion 10, 59
Erosion and Sediment Control Program 6
ethanol 52
Ethnic and Folk Arts Program 13
ETI (Economically Targeted Investments) 129
excise taxes 111
executive clemency 101
Exhibition Development Program 13
EXILLNET (EXport ILLinois NETwork) 52
expenditures, state 29, 30, 31
explosives, mining 95, 96
EXport ILLinois NETwork (EXILLNET) 52
Extended Child Care Program 17

683

- F -

Facility Related Stream Surveys 58
fair labor standards 83
family services 17
Family Advocacy Program 34
Family and Children Assistance 103
Family Assistance Plan 89
Family Assistance Program 91
Family First Program 17
Family Literacy Program 50
Family Preservation Services 17
Family Program 94
Farm Bureau 10
Farm Development Authority bonds 32
farming 7
farmland conversion 8, 9
FASTBUCKS 129
fatal diseases 105
FAUNMAP Project 53
Federal Loan Consolidation Program 117
fee acquisition 9
fee simple 9
female college faculty 74
female college students 74
Fertilizer Research and Education Program 6
fetal deaths 105
Film Office 19
finance, state 29, 30
financial and compliance audits 15
financial institutions 64, 114
Financial Planning and Management Services Advisory Board 64
fingerprint identification 40
fire prevention 65
fire protection districts 21
fire safety 65
Fire Advisory Commission 65
Fire Equipment Distributor and Employee Regulation Act Advisory Board 65
Fire Marshal 65
Fire Prevention Fund 65
Fire Services Association 65
FIRE-X-CHANGE Electronic Bulletin Board Service 65
firearms and crime 42
Fireworks Task Force 65
First-Time Homebuyer Program 75
fish and wildlife areas 33

684

Fish Contaminant Monitoring Program 58, 59, 61
Flaggers Handbook 126
Fleetwatch Program 40
flood control 52
flood recovery assistance 65
Floodplain Planning Program 10
fluorspar mines 1
FOCI (Forms of Contemporary Illinois) 53
Forms of Contemporary Illinois (FOCI) 53
Food Processing Task Force 20
Food Stamp Employment and Training Program (FSE&T) 104
Food Stamp Program 103
forest preserve districts 21
forestland 9
Forestry Incentive Program 10
forests, state 33
Forms Management Program 16
Forms of Contemporary Illinois 53
fossil-pollen database 53
foster care 17
Free Breakfast Program 47
Free Lunch Program 47
Friends for Life Initiative 116
FSE&T (Food Stamp Employment and Training) Program 104
funds, state 29, 30
funeral director licensing 102
Furniture Fire Safety Advisory Board 65
Future Education Account Program 129

-G-

GAAP (Generally Accepted Accounting Principles) 29
game farms 33
Gaming Board 66, 111
Gang Intelligence Unit 99
Gas Least-Cost Plans 24
Gatekeeper Program 3
GCPF (Grade Crossing Protection Fund) 26
GED (General Educational Development) 50
GED Testing Program 50
general aviation airports 120
general obligation bonds 32
General Assembly Retirement System 81
General Assembly, Joint Committee on Administrative Rules 2
General Assistance, public aid 103
General Educational Development (GED) 50

General State Aid entitlements 46
Generally Accepted Accounting Principles (GAAP) 29
Genetic Screening Program 106
Geographic Information System (GIS) 52
Gifted Education Reimbursement Program 47
Gifted Fellowship Program 47
GIS (Geographic Information System) 52
Give 'em a BRAKE Public Awareness Program 126
global warming 24
Goal Assessment Program 44
Golden Corridor 20
government agencies, appropriations 31
government agencies, budget 67
government paperwork and forms 16
governmental accountability 86
Governor's Drug-Free School Recognition Program 44
Governor's Home Town Awards 19
Governor's Pollution Prevention Awards 55
Governor's Science Advisory Committee 52
Governor's Youth Services Initiative 17
Grade Crossing Protection Fund (GCPF) 26, 123
Graham furniture 36
grain storage 6
Grain Insurance Fund 6
Great Lakes Program 59
Great Lakes Spill Task Force 61
Great Lakes Toxic Substances Control Agreement 61
Great Lakes Water Quality Agreement 58
grievances, civil service 18
groundwater regulations 68
Groundwater Advisory Council 60, 68
Groundwater Evaluation Program 68
Groundwater/Pesticide Pilot Program 6
Groundwater Protection Program 68
Groundwater Quality Standards 58, 68
Growing Older with Dignity 3
guaranteed assessed valuation 46
Guardianship and Advocacy Commission 69

-H-

HAL (High Accident Locations) 125
handicapped 108, 109, 110
handicapped children 43, 80
harness racing 107
Hazard and Operability Studies 61

Hazard Elimination Safety (HES) Projects 125, 126
hazardous chemical accidents 61
hazardous exposure 106
hazardous substances 55, 61, 62
hazardous waste 63
Hazardous Materials Advisory Board 61
Hazardous Materials Emergency Response Reimbursement Panel 65
Hazardous Materials Emergency Response Team 25
Hazardous Materials Laboratory 55
Hazardous Materials Program 25
Hazardous Substances Registry 106
Hazardous Waste Database 55
Hazardous Waste Reduction and Information Center 52
Headstart 17
Headstart Wraparound Program 104
health and safety hazards 19
health care issues 70
health insurance 28
health insurance costs 79
health services, finances 29
health statistics 105
Health Care Cost Containment Council 70
Health Care First Emergency Loan Program 129
Health Facilities Authority bonds 32
Health Finance Data System 70
Healthy Moms/Healthy Kids 103
Healthy People 2000 11
hearing impaired 71, 108, 110
hearing impaired telephone service 23
Heart of Illinois Corridor 20
heliports 119
Herrick House Children's Center 17
HES (Hazard Elimination Safety) Projects 125, 126
Hiawatha, Amtrak 128
High Accident Locations (HAL) 125
High-Growth Cities Program 123
High-Growth County Assistance Program 123
higher education 72
highway construction 121
highway program 122
highway safety 122, 125
Highway Improvement Program 123
Highway Safety Construction Program 126
Highway Safety Improvement Program 125, 126
Highway Safety Plan (HSP) 124
Hire the Future Program 51

historic sites 29, 30
Historical Hazardous Substance Database 53
home care 4, 109
Home Improvement Loan Program 129
Home/Individual Program, mental health 89
H.O.M.E. (Home Ownership Made Easy) Program 129
Home Ownership Made Easy (H.O.M.E.) Program 129
Home Services Program 108, 109
Home Weatherization Program 19
HOME Program 75
Home-Based Support Services Plan 89
Home-Based Support Services Program 92
home-delivered meals 109
homeless 19, 50, 103
homeless mentally ill 92
homeless students 44
homeless youth 17
Homeless Survey 11
homemakers services 109
HomeStart Mortgages 129
Homestead Exemption 113
Horse of the Year 107
horse racing 6, 107
hospital costs 70
Hotel Tax 111
Housing Coordination Services, Office of 75
Housing Development Authority bonds 32
Housing Development Authority, Illinois 75
Housing Leadership Network 3
Housing Linked Deposit Program 129
Housing Partnership Program 75
HRD (Human Resource Development) 92
HSP (Highway Safety Plan) 124
human rights 76
human services, finances 29
human services, state budget 67
Human Resource Development (HRD) Task Force 92
Human Rights Authority 69

-I-

I-CAP (Illinois College Assistance Program for Recycling) 52
I/R&R (Information/Referral and Retention) 50
I-SEARCH 99
IBHE (Illinois Board of Higher Education) 72, 73, 74
IBHE Degrees Conferred Survey 73

IBHE Discipline Unit Cost Study 73
IBHE Faculty Credit Hour Study 73
IBHE Fall Enrollment Survey 73
IBHE Resource Allocation and Management Program 73
IBHE Student Financial Aid Survey 73
ICADV (Illinois Coalition Against Domestic Violence) 40
ICASA (Illinois Coalition Against Sexual Assault) 40
ICCG (Interagency Coordinating Committee on Groundwater) 60, 68
ICI (Illinois Correctional Industries) 34, 36
ICI Recycling Services 36
ICP (Institutional Conservation Program) 56
IDAPP (Illinois Designated Account Purchase Program) 117
IDEA (Illinois Distinguished Education Award) 44
IDES (Illinois Department of Employment Security) 51
IDOT (Illinois Department of Transportation) 119, 120, 121, 122, 123, 124, 125, 126, 127, 128
IGPA (Illinois Groundwater Protection Act) 68
IHHSR (Illinois Health and Hazardous Substances Registry) 106
IHHSR Coordinating Council 106
IIP (Impact Incarceration Program) 34, 37
ILEED (Illinois Energy Education Development) Program 56
Illini, Amtrak 128
Illinois and Michigan Canal Corridor 20
Illinois Board of Higher Education (IBHE) 72, 73, 74
Illinois Coalition Against Domestic Violence (ICADV) 40
Illinois Coalition Against Sexual Assault (ICASA) 40
Illinois College Assistance Program for Recycling (I-CAP) 52
Illinois Correctional Industries (ICI) 34, 36
Illinois Department of Employment Security (IDES) 51
Illinois Department of Transportation (IDOT) 119, 120, 121, 122, 123, 124, 125, 126, 127, 128
Illinois Designated Account Purchase Program (IDAPP) 117
Illinois Distinguished Education Award (IDEA) 44
Illinois Economic Database, Inc. 51
Illinois Energy Education Development (ILEED) Program 56
Illinois Groundswater Protection Act (IGPA) 68
Illinois Health and Hazardous Substances Registry (IHHSR) 106
Illinois Math and Science Academy (IMSA) 17
Illinois Natural History Survey (INHS) 52
Illinois Public Treasurers' Investment Pool (IPTIP) 129
Illinois River 29, 30
Illinois River Bakery 36
Illinois River management 10
Illinois State Board of Education (ISBE) 44, 45, 46, 47, 48, 49, 50
Illinois State Geological Survey (ISGS) 52
Illinois State Police (ISP) 99, 100
Illinois State Water Survey (ISWS) 52
Illinois Student Assistance Commission (ISAC) 48, 117

683

Illinois Zephyr, Amtrak 128
Illumination Project 125
immigrants 103
immigrants, education 50
Impact Incarceration Program (IIP) 34, 37
IMSA (Illinois Math and Science Academy) 47
income assistance 103
income tax 111
incubators, business 19
Independent Living Initiative 17
indeterminate sentences 35
Individual Care Grant Program 91
Industrial Commission 77
Industrial Materials Exchange Service 62, 63
Industrial Training Program (ITP) 19, 22
Industries Agenda 2000 34
infant health 105
Infant Seat Loan Program 124
Information/Referral and Retention (I/R&R) 50
Information Resource Center 40
Information Systems Audit Program 15
infrastructure, state budget 67
INHS (Illinois Natural History Survey) 52
injured workers 77
Injury Prevention Program 124
inmate work assignments 36
Inorganic Chemical (IOC) Regulations 60
Inspector General, DMHDD 89, 93
instant games, lottery 88
Institutional Conservation Program (ICP) 56
insurance companies 78, 79
insurance costs 79
insurance premiums 79
Insurance Cost Containment Act 79
Integrated Postsecondary Education Data System (IPEDS) 73
Intensive Probation Supervision Program 39
Interagency Board for Hearing Impaired-Behavior Disordered Children 71
Interagency Coordinating Committee on Groundwater (ICCG) 60, 68
Interagency Coordinating Council 80
Interagency Demonstration Project 27
Intercity Rail Transportation System 128
interexchange carriers (IXC), telephone 23
Intergovernmental Drug Laws Enforcement 100
Interim Assistance, public aid 103
international marketing 19
International Corridor 20

International Trade Assistance 19
International Trade Centers 19
interstate highway and bridge rehabilitation 121
interstate rehabilitation 122
Interstate Corridor 20
intertrack parlors 107
InTouch System 11
Investment, State Board of 81
IOC (Inorganic Chemical) Regulations 60
IPEDS (Integrated Postsecondary Education Data System) 73
IPEDS Finance Survey 73
IPEDS Institutional Characteristics Survey 73
IPEDS Salaries of Full-Time Instructional Faculty Survey 73
IPTIP (Illinois Public Treasurers' Investment Pool) 129
ISAC (Illinois Student Assistance Commission) 48, 117
ISBE (Illinois State Board of Education) 44, 45, 46, 47, 48, 49, 50
ISBE Volunteer Literacy Program 50
ISGS (Illinois State Geological Survey) 52
ISP (Illinois State Police) 99, 100
ISWS (Illinois State Water Survey) 52
ITP (Industrial Training Program) 19, 22
IXC (interexchange carriers) 23

-J-

jails 38
job security 51
job training 103
Job Information Service 51
Job Opportunities and Basic Skills (JOBS) 103, 104
Job Service 51
Job Training Partnership Act (JTPA) 19, 51
Jobs for Vets 130
Jobs Now 108
JOBS (Job Opportunities and Basic Skills) 103, 104
JOBS Training Program 103
Joint Committee on Administrative Rules 2
JTPA (Job Training Partnership Act) 19, 51
judges 39, 82
Judges' Retirement System 81
judicial education 82
judicial opinions 39
judicial system 82
Judicial Advisory Council 118
Judicial Conference 39, 82, 118
Judicial Driving Permit 116

691

Judicial Inquiry Board 39
justice 82, 118
justices 39
juvenile detention homes 38
juvenile justice 40, 42, 87
Juvenile Case Classification Project 39
Juvenile Drug Abuse Fund 11, 12

-K-

Keeping Illinois on the Move Plan 123
Kids on the Edge Project 11

-L-

labor 51
labor laws 83
Labor Market Information Program 51
Labor Market Projections Model (LMPM) 51
Labor Relations Board 84, 85
LACs (Local Advisory Councils) 92
Lake County Corridor 20
Lake Michigan Corridor 20
Lake Water Quality Assessment (LWQA) 10, 58, 59
Lakewide Management Plan 58
land acquisition 9
land reclamation 1, 96
land restoration 95
land surveyor licensing 102
land use 8, 9, 33
landfills 63
landscape architect licensing 102
landscape waste composting 63
latchkey programs, school 45
LAUS (Local Area Unemployment Statistics) 51
law enforcement 100
law enforcement radio 40
law enforcement training network 87
Law Enforcement Agencies Data System (LEADS) 40, 99
Lawncare Containment Program 68
lead pollution 57
lead zinc mines 1
LEADS (Law Enforcement Agencies Data System) 40, 99
Leaking Underground Storage Tank Program (LUST) 61
LEC (local exchange companies) 23
Legal Advocacy Service 69

692

Legislative Audit Commission 86
Lekotek Centers 108
life insurance 79
Lifeline Assistance Program 23
liquor liability insurance 79
Liquor Tax 111
literacy 104
literacy programs 50
Literacy Awareness Campaign 104
Literacy Council 50
Literary Awards 13
Literature Program 13
Little LOTTO 88
livestock 7
livestock operations inventory 10
Livestock Waste Management Program 59
LMPM (Labor Market Projections Model) 51
loan institutions 114
loans, postsecondary education 48
local exchange companies (LEC) 23
local governments 21
Local Advisory Councils (LACs) 92
Local Area Unemployment Statistics (LAUS) 51
Local Arts Agencies 13
Local Government Management Services 21
Local Governmental Law Enforcement Officers Training Board 87
Local Labor Relations Board 84
Local School Bus Safety Program 124
Locally Designated Truck Route Program 123
long distance telephone service 23
long-term care 3, 4
Loop, Amtrak 128
lottery 88
lottery and school funding 47
LOTTO 88
Low Income Home Energy Assistance Program 19, 24
Low-Income Housing Tax Credit Program 75
low-level radioactive waste disposal 98
Low-Level Radioactive Waste Disposal Facility Siting Program 98
LUST (Leaking Underground Storage Tank Program) 61
LWQA (Lake Water Quality Assessment) 10, 58, 59

-M-

Maintenance Home Health Services 109
mandatory supervised release 101
Mandatory Court-Annexed Arbitration Program 39
Manual on Uniform Traffic Control Devices 126
Manufacturing Technology Consortium 20
MAP (Monetary Award Program) 48, 117
marketing 20
marriages 105
Marseilles Training Area 94
Mass Layoff Statistics 51
Materials Exchange Service 62
Math and Science Academy 47
MCAC (Multi-Cultural Advisory Committee) 92
McGruff Program 40
Meals on Wheels 3
meat and poultry inspections 6
Media Program 13
mediation and conciliation 83
mediation/arbitration 84
Medicaid 70, 103
Medicaid Assessment Program 103
Medicaid Program 90
medical assistance 103
medical care 70
medical licensing 102
medical malpractice insurance 79
Medicare Program 90
MEGs (Metropolitan Enforcement Groups) 40, 100
memorials, state 33
mental health 27, 69, 93
mental health, adults 92
Mental Health Action Plan 91, 92
Mental Health Education Consortium 92
Mental Health Medicaid Initiative 89
Mental Health Reform Plan 89
Mental Health Statistics Improvement Program 92
mentally ill 69
Mentorship Program 104
Merit Commission 115
Merit Employment Code 115
Merit Recognition Scholarship Program 48, 117
Metro Link 127
Metropolitan Civic Center Support Program 19
Metropolitan Enforcement Groups (MEGs) 40, 100

Metropolitan Planning Organizations 127
MIA/POW Scholarship 130
Mid Metro Corridor 20
Migrant Head Start Program 17
mine safety 95
Mine Pollution Control Program 59
Mine Subsidence Insurance Fund 1
Mine Subsidence Research Program 1
Mined Land Reclamation Review Program 10
mineral extraction industries 95
mineral resources 96
Miners Examining Board 95
minimum wage 83
minority college faculty 74
minority college students 74
Minority and Female Business Enterprise Council 76
Minority and Women's Business Advocate Program 19
Minority Graduate Incentive Program 74
Minority Teacher Incentive Grant Program 74
Minority Teachers of Illinois Scholarship 117
Mississippi River Corridor 20
mobile radio service 23
Modernization Assessment Grants 19
Modernization Retooling Loans 19
Moholy-Nagy Workshops 53
Monetary Award Program (MAP) 48, 117
Motor Fuel Tax 111
Motor Vehicle Theft Prevention Council 97
Motorcycle Helmet Study 126
Multi-Cultural Advisory Committee (MCAC) 92
Multi-Disciplinary Program 13
Municipal Compliance Plan 59
Municipal Jail and Lockup Standards 38
Municipal Water Pollution Prevention 59
municipalities 21

-N-

N-1-1 service codes 23
NAMS (National Air Monitoring Station Network) 57
National Air Monitoring Station Network (NAMS) 57
National Fire Incident Reporting System (NFIRS) 65
National Guard 130
National Guard/Naval Militia Grant Program 48, 117
National Highway System 122
National Land Reclamation Center 1

National Merit Scholarship Program 48
National Pollutant Discharge Elimination System 59
National School Lunch Program 90
natural gas industry 95, 96
natural gas regulation 24
Natural History Survey (INHS) 52
nature preserves 33
neglect at DMHDD facilities 93
Network of Accelerated Schools 44
New Traffic Signals Project 125
Next Steps Program 108
NFIRS (National Fire Incident Reporting System) 65
nitrogen dioxide pollution 57
Non-Freeway 3R Safety 126
non-hazardous solid waste landfills 63
Nonpoint Source Control Program 58
Nonpoint Source Management Plan 59
Northern Illinois Corridor 20
Northwest Passage Corridor 20
nuclear facilities 98
nuclear waste disposal 24
nursing licensing 102
nutrition 103

-O-

Occupant Protection Education Program 124
Occupant Restraint Promotion 124
occupational therapy licensing 102
occupational training 22
Occupational Disease Registry 106
Occupational Employment Statistics (OES) 51
Occupational Wage Survey 51
OES (Occupational Employment Statistics) 51
off-track parlors 107
Offense Code Table 39
Office of Housing Coordination Services (OHCS) 75
Office of the Auditor General 15
Office of the Commissioner of Savings and Residential Finance 114
Office of the State Fire Marshal 65
Office of the State Guardian (OSG) 69
Office of the State's Attorneys Appellate Prosecutor 14
OHCS (Office of Housing Coordination Services) 75
oil production 95
Ombudsman Program 3
Ombudsman, Taxpayer 112

on-track parlors 107
One Church, One Child 17
open mine shafts 1
operating tax rate 46
Operation Cash Crop Program 100
Operation GreenLight 123, 127
Operation Home Front 129
Operation Straight ID 116
Operation Valkyrie 99
Operation Welcome Home 129
operator service provider 23
Opportunities Program 103
Opportunity Loan Program 48, 117
optometry licensing 102
OSG (Office of the State Guardian) 69
ozone pollution 57

- P -

P-Q-P (Priorities, Quality and Productivity) Initiative 72, 74
Parents Too Soon Program 17
parimutuel betting 107
park districts 21
parks, state 33
parole 34, 101
particulate matter pollution 57
Partners in Purchase 13
pastureland 9
Patient Origin Data Set 70
Paul Douglas Teacher Scholarship Program 48, 117
PCS (personal communications services) 23
Peer Resistance Skills Program 116
PEERS (Providing Effective Education in Resistance Skills) 116
Pell Grant Program 48
pension investments, state 81
PERFORM design package for forms 16
performance audits 15, 86
Performance Audit Program 15
Perinatal Tracking System 106
Perkins Loan Program 48
personal communications services (PCS) 23
Pesticide Monitoring Subnetwork 58
pesticides in water 68
petroleum industry 95, 96
Pharmaceutical Assistance Program 111
pharmacist licensing 102

Pick-3 88
Pick-4 88
PIMS (Police Information Management System) 40
Plan for Radiological Accidents 98
Plant and Apiary Protection, Bureau of 6
Plugging and Restoration Program 95
PLUS Loan Program 48, 117
podiatric medical licensing 102
police 99, 100
police traffic training 124
Police Information Management System (PIMS) 40
Pollutant Standards Index 57
pollution, mining 95
pollution prevention 62
Pollution Prevention Program 55
POW compensation 130
Preparing for Adult Life Program 17
Preparing for Success 17
Presenters Development Program 13
PreStart 34, 37
prices, farm 7
primary airports 120
Priorities, Quality and Productivity (P-Q-P) Initiative 72, 74
prison alternative 37
prison crowding 34, 42
prison education 34
prison industries 36
prison population 35
Prisoner Review Board 101
prisoners 34, 41
prisons 34
private detective licensing 102
private security licensing 102
probation supervision 39
Procurement Assistance Centers 19
Program for Limited English Speaking Elderly 4
Project Advance 103, 104
Project Chance 51, 103, 104
Project CHOICES 44
Project Cornerstone 17
Project Futures 11, 17
Project Graduation 124
Project J.O.I.N. 17
Project SAFE 11
Project Y.E.S. (Youth Employment Services) 51
property insurance 79

Property Tax 111, 113
Property Tax Appeal Board 113
Proposed Public Transportation Improvement Program 127
Proposed Rail Improvement Program 128
prosecution systems 40
Protective Services Program 17
Provider Participation Fee Program 89
Providing Effective Education in Resistance Skills (PEERS) 116
psychologist licensing 102
public accountant licensing 102
public act review, rulemaking 2
public aid 104
public debt 32
public health 105
public health policy 106
public pensions 78
public prosecutors 14
public safety 83
public safety, finances 29
public safety, state budget 67
public school aid 46
public school entitlements 46
public school financing 47
Public Data Set 70
Public Employee Safety Program 83
Public Transportation Program 127
Public Treasurers' Investment Pool (IPTIP) 129
Public Water Supply System 58
Pull Tabs and Jar Games Tax 111

-Q-

Qualified Medicare Beneficiary Program 103
Quality Assurance Program 15
Quality Control Survey, government forms 16

-R-

rabies 6
Racing Board, Illinois 107
Racing Privilege Tax 111
radiation safety 98
Radiological Accidents Plan 25
radon 98
RAID (Remove Alcohol Impaired Drivers) 124
Rail Crossing Diagnostic Team 126

Rail Freight Program 128
Rail/Highway Grade Crossings Program 126
Rail Passenger Program 128
rail-highway grade crossings 26
Railroad Hazardous Materials Program 25
RAMP (Resource Allocation and Management Program) 73
Rapid Automated Prosecution System (RAPS) 40
RAPS (Rapid Automated Prosecution System) 40
Rate Moderation Plan 24
Reading Recovery 44
Ready Access Program 129
real estate licensing 102
Real Estate Transfer Tax 111
recidivism 35, 37
reclamation, land 1
recreation areas 33
Recruitment Resource Directory 76
recycling 36, 52, 62
recycling rate 63
Recycling Grants Program 63
Reduction and Recycling Techniques Program 55
Refugee Assistance 17
Refugee Resettlement Program 103
refugees 103
refuse disposal 63
Regional Groundwater Protection Program 68
Regular Education Initiative 43
Regulatory Technical Advisory Workgroup 60
reliever airports 120
Remove Alcohol Impaired Drivers (RAID) 124
Rental Rehabilitation Program 19
Replacement Vehicle Tax 111
Reproduction Services, government forms 16
Research and Development Corridor 20
Research Oriented Data Set 70
residential finance associations 114
Residential Energy Assistance Grant Program 19
Residential Services Authority 27
Resource Allocation and Management Program (RAMP) 73
respite services 109
Responsible Safety Voice to Peers (RSVP) 116
restoration, land 1
Restricted Driving Permit 116
Restricted Status List 60
resurfacing/widening highways 121
Resurfacing-Restoration-Rehabilitation Safety 126

700

retirement systems funds 29
retooling 19
retraining 19
revenue bonds 32
revenues 29, 66
revolving door phenomenon, mental health 89
Risk Retention Groups (RRGs) 79
Riverboad Gambling Fees 111
riverboat casinos 66, 111
riverboat statistics 66
road districts 21
RRGs (Risk Retention Groups) 79
RSVP (Responsible Safety Voice to Peers) 116
rulemaking, emergency 2
rulemaking, general 2
rulemaking, peremptory, 2
runways, airport 119
rural advocacy 19
rural education initiatives 44
rural health care 70
rural land conversion 8, 9
Rural Business Technical Assistance Grant Program 19
Rural Community Fire Protection Grant Program 10
Rural Reference System Program 126

-S-

Safe Celebration Program 116
SAFE (Sample Automation Facility Evaluation) Database 60
Safety Belt Education Program 124
Safety-related RS and WRS Project 125
salaries, teacher 49
sales tax 111
SALS (State Adult Literacy Survey) 50
Sample Automation Facility Evaluation (SAFE) Database 60
SAMs (Service Area Meetings) 92
sanitary districts 21
sanitary landfills 63
savings and loan associations 114
SBDC (Small Business Development Centers) 19
SBEP (State Building Energy Program) 56
Scholars Program 47
scholarships, postsecondary education 48, 117
school aid and entitlements 46
school construction bonds 32
school district finance 45

school districts, teacher salaries 49
school facilities 45
school finance 44, 45
School Bus Safety Implementation Project 124
School for the Deaf 108
School for the Visually Impaired 108
School Improvement Change Grants 44
Science Literacy Program 53
scientific surveys 52
Screening, Assessment and Support Services Initiative 91
secondary schools, statistics 45
Secretary of State 115, 116
Seed Laboratory 6
Selected Reserve Incentive Program 94
self insurance 77, 79
Self-Employment Training (SET) 22
senior citizens 4
Senior Citizens Real Estate Tax Deferral 111, 113
Senior Community Service Employment Program 3
Senior Health Insurance Program 78
Senior Helpline 4
sentences, determinate and indeterminate 35
SEP (Special Exception Permits) 60
SEPS (Substate Employment Projections System) 51
Service Area Meetings (SAMs) 92
Service PLESE 4
Service Resource Center 71
SET (Self-Employment Training) 22
sewer regulation 24
Sex Offender Treatment Program 34
Shock Incarceration Program 37
shorthand reporter licensing 102
ShowVan Tour 88
Single Family Energy Efficient New Construction Program 56
Single Family Housing Program 75
Single Parent Employment Development Program 103
Skid Resistant Overlays Project 125
Skid-Accident Reduction Program 126
slamming, electric utility 24
SLAMS (State/Local Air Monitoring Station Network) 57
SLIAG (State Legalization Impact Assistance Grant) 50, 103
SLS (Supplemental Loans for Students) Program 48, 117
small business assistance 19
Small Business Development Centers (SBDC) 19
Small Business Means Big Business for Illinois Program 129
Smart Money Program 129

702

SOC (Synthetic Organic Chemical) 68
SOC (Synthetic Organic Chemical) Regulations 60
social assistance, finances 29
social worker licensing 102
SODI (Surveillance of Occupational Diseases and Injuries) 106
soil conservation 6
soil erosion 10, 59
soil surveys 6, 10
Soil and Water Conservation Districts (SWCD) 10
Soil Conservation Cost-Share Program 10
Soil Conservation Service 10
Soil Erosion and Sediment Control Program 10
Soil Testing Program 6
Solid Waste Landfill Capacity Certification 63
South Central Corridor 20
South Suburban Regional Economic Development Corridor 20
Southeast Central Corridor 20
Southern Illinois Corridor 20
Southwestern Illinois Corridor 20
special education cooperatives, teacher salaries 49
Special Exception Permits 60
Special Purpose Monitoring Station Network (SPMS) 57
speech pathology licensing 102
SPMS (Special Purpose Monitoring Station Network) 57
Sport Fish Consumption Advisories 58
Stafford Loan Progam 48, 117
STAR Schools Program 44
state agencies, appropriations 31
state agencies, budget 67
state bonds 32
State Adult Literacy Survey (SALS) 50
State Approving Agency 130
State Area Readiness Command 94
State Audit Program 86
State Board of Investment 81
State Building Energy Program (SBEP) 56
State Cancer Registry 106
State Employees' Retirement System 81
State Fair 6
State Geological Survey 52
State Guardian 69
State Highway District 122
State Highway System Program 123
State House, Amtrak 128
State Labor Relations Board 85
State Legalization Impact Assistance Grant (SLIAG) 50, 103

State/Local Air Monitoring Station Network (SLAMS) 57
State Matching Assistance Funds 123
State Mining Board 95
State Museum 52, 53
State Museum Society 53
State Pesticide Management Plan 68
State Police 99, 100
State Scholar Program 48, 117
State Water Plan Task Force 58, 60
State Water Survey 52
State Watershed Priority Committee 10
state's attorneys 14
Statewide Motor Vehicle Theft Prevention Strategy 97
Statewide Reading Series 13
Statewide School Weatherization Program 47
statutory appropriations 31
Stewardship Incentive Program 10
student loan defaults 117
Student Assistance Commission 48, 117
Student Loan Fund 117
Student-to-Student Grant Program 48, 117
substance abuse 11, 12
Substate Employment Projections System (SEPS) 51
sulfur dioxide pollution 57
Summer Intern Program 14
sunset review of licensing 102
Supplemental Loans for Students (SLS) Program 48, 117
Support Justice Program 103
Supported Employment Program 108
Supreme Court 39, 118
Supreme Court Rule 296 Child Support Enforcement Program 39
surface water 52
Surface Mining Advisory Council 95
Surface Transportation Program 122
Surface Water Treatment Rule (SWTR) 60
Surveillance of Occupational Diseases and Injuries (SODI) 106
Sustainable Agriculture Program 6, 10
SWCD (Soil and Water Conservation Districts) 10
SWTR (Surface Water Treatment Rule) 60
Symphonies and Ensemble Music Program 13
Synthetic Organic Chemical (SOC) Regulations 60

- T -

T-by-2000 6, 10, 59
TAOEP (Truants' Alternative and Optional Education Program) 44
Targeted Jobs Tax Credit (TJTC) 51
Targeted Watershed Approach 59
TASC (Treatment Alternatives to Special Clients) 11
Task Force on Crime and Corrections 34, 37
Task Force on School Finance 47
tax abatements 113
tax appeals 112
tax exemption for veterans 130
Tax Increment Financing (TIF) 113
taxes 29, 111, 112
Taxpayer Ombudsman 112
Taxpayer's Bill of Rights 112
teacher salaries 49
Teacher of the Year Award 44, 47
Teacher Salary Study 49
Teacher Service Record 49
teachers 45
Technology Challenge Grants 19
Technology Commercialization Program 19
Technology Venture Investment Program 19
teenagers, mental health 91
TEFAP (The Emergency Food Assistance Program) 103
telecommunications 23
Telemarketing Program 36
telephone services 23
temperature-based termination, public utilities 24
Textbook Loan Program 47
The Emergency Food Assistance Program (TEFAP) 103
Theater Program 13
thoroughbred racing 107
Those Who Excel Program 44
TIF (Tax Increment Financing) 113
timepieces, historic 30
TIRC (Training Information and Resource Center) 51
title insurance 64
TJTC (Targeted Jobs Tax Credit) 51
tourism 19, 20
Township Bridge Program 123
townships 21
Toxic Chemical Inventory 62
Toxic Chemical Release Inventory Reporting Form 62
Toxic Release Inventory (TRI) Database 61

Toxic Substances Section 83
Toxicity Impact Assessment 61
Toxicity Testing Program 58
toxicology 61
Toxicology Program 11
trade 19
traffic enforcement 87
traffic safety improvements 121
Traffic Control Plan 126
Traffic Safety Division 125
Traffic Signal Computerization Program 123
training 19
Training Information and Resource Center (TIRC) 51
Transitional Assistance, public aid 103
transportation, historic 29, 30
transportation bonds 32
Traveling Exhibits 13
Treasurer, State of Illinois 129
Treatment Alternatives to Special Clients (TASC) 11
tree nurseries, state 33
TRI (Toxic Release Inventory) 61
Tri-Agency Children's Program 17
Trial Advocacy Program 14
Trichinosis Control Program 6
Triplicate Prescription Control Program 11
truancy 42
Truants' Alternative and Optional Education Program (TAOEP) 44
Truth-in-Taxation 113

-U-

unclaimed property 64
underage drinking and driving 116
Underground Injection Control Program 95
underinsured 70
unemployment benefits 51
Unemployment Insurance Trust Fund 51
unfair labor practice charges 84
unfair labor practices 85
Unified Delinquency Intervention Services Program 17
Uniform Complaint Book 14
unILoan Program 48, 117
uninsured 70
uninsured health coverage 28
universal service, telephone 23
Universal Telephone Assistance Program 23

universities, statistics 73
Unregulated Contaminant Project 60
Upgraded Traffic Signals Project 125
Upper Mississippi River Spill Plan 61
urban health care 70
Urban Air Toxins Monitoring Program 57
Used Tire Recovery Program 52, 63
Utilities Taxes 111

- V -

VA (Veterans' Affairs) 130
VCTMS (Violent Crimes Task Force) 99
Vehicle Use Tax 111
venture investment 19
Veteran Grant Program, 48, 117
veterans 130
Veterans' Affairs (VA) 130
veterans benefits 90, 130
veterans' homes 130
Veterans' Home at LaSalle 130
Veterans' Home at Manteno 130
Veterans' Home at Quincy 130
Veterans' Linked Deposit Program 129
veterinary licensing 102
Victim Impact Panels 116
victims of crime 101
Victims of Crime Act (VOCA) 40
video-dialtone 23
Vienna Ethanol Research Plant 36
Violent Crimes Task Force (VCTMS) 99
Visual Arts Program 13
visually handicapped 110
visually impaired 108
vital statistics 105
VOC (Volatile Organic Chemical) 68
VOC Regulations 60
VOCA (Victims of Crime Act) 40
Vocational Rehabilitation Program 108
Volatile Organic Chemical (VOC) Regulations 60
Voluntary Limestone Program 6
Volunteer Lake Monitoring Program 10, 58, 59
Volunteer Stream Monitoring Program 10

- W -

WADA (weighted average daily attendance) 46
wage claims 83
wagering pools 107
wagering tax 66
Wagner-Peyser Plan 51
waste generation 63
waste management 55
waste reduction 52
watches, historic 30
water and sewer regulations 24
water pollution 10
water pollution control 58
water quality 59
water quality standards 68
water use 33
Water Quality Management Planning Program 10, 58, 59
Water Supply Operator Certification Advisory Board 60
Watershed Land Treatment Program 6
Watershed Program 10
weather 7
weatherization 19
weighted average daily attendance (WADA) 46
Weights and Measures Program 6
welfare recipients 104
welfare-to-work 103
Well Site Survey Program 68
Wellhead Protection Program 58, 60, 68
Western Illinois Corridor 20
Western Illinois Meat Processing Plant 36
Wetland Management Plan 58
wetlands 29, 30
Wetlands Advisory Committee 58
Wetlands Inventory 10
WFI (Women's Finance Incentive) 129
Widened Traveled Way Project 125
wigwag signals 26
Wolfpack 99
women's business opportunities 19
Women's Finance Incentive (WFI) 129
Worker Right-to-Know 83
workers' compensation 77
Workforce Diversity Program 51
Workplace Literacy Program 50

- Y -

Young Authors Program 44
Young Parents Program 104
youth, emotionally disturbed 27
youth services 17
youth with disabilities 43
Youth Alcoholism and Substance Abuse Prevention Fund 11
Youth Drug Abuse Prevention Fund 12
Youth Employment Services 51
Youth Model Court Initiative 116
Youth on Campus Program 19
Youth Suicide Prevention Program 91
Youthful Intoxicated Driver's Visitation Program 116

IL85:D01

JIM EDGAR
SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

Dear Sir/Madam:

The Illinois Documents Unit of the Illinois State Library needs______copies of the following publication(s) for the Illinois Documents Depository Program. According to our records these were not received under P.A. 77-1690.

Your cooperation in supplying this item will be appreciated. If you need additional information about the Illinois Documents Depository Program, please call (217) 782-6304. Jane Rishel will be glad to answer your questions.

Mailing labels are enclosed for your convenience.

____
Illinois Documents Section
Illinois State Library

For reply ______________________________ Date: ______________

____
Signature

____
Agency

IL85:D02

JIM EDGAR
SECRETARY OF STATE

DEC. 1 5 1985

OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

The following title you requested was forwarded to the Illinois State Library:

The Illinois Documents Section does not maintain extra copies of publications for distribution. The publication you wish is available only on interlibrary loan. If you wish, you may borrow a copy from the State Library for your use.

Thank you for your interest.

Sincerly,

Jane Rishel
Illinois Documents Coordinator

IL85:D03

DEC. 13 1985

Depository Inspection Analysis

JIM EDGAR
Secretary of State
and State Librarian

Illinois Documents Section
Illinois State Library

Date of Visit ____________

LIBRARY: ____________ CITY/STATE: ____________

STAFF: ____________ TITLE: ____________

____________ ____________

____________ ____________

____________ ____________

____________ ____________

____________ ____________

TYPE OF LIBRARY

____ Special Library
____ Public Library
____ Library System
____ Community College Library
____ University Library
____ Other

POINT SCORES

____ I. Organization of the Depository Collection
____ II. Maintenance of the Depository Collection
____ III. Staffing
____ IV. Space Standards
____ V. Service to the General Public
____ VI. Cooperation with the Illinois State Library
____ VII. Interlibrary Cooperation

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712

I. ORGANIZATION OF THE DEPOSITORY COLLECTION

A. Shipments are checked

_____ (1) within three working days

_____ (2) within seven working days

_____ (3) within a longer time period

B. Each publication is dated

_____ (1) with the date of receipt

_____ (2) with date of processing

_____ (3) in a special manner (________________)

_____ (4) not dated

C. Record (holdings/check-in/accessions/main entry) is

_____ (1) kept for all documents

_____ (2) kept only for serials/periodicals/series

_____ (3) kept for some documents (____________)

_____ (4) not kept

D. The records shows (check one or more)

_____ (1) the library's holdings

_____ (2) call numbers

_____ (3) location where documents may be found

_____ (4) additional information (number changes, agency changes, etc)

E. The record is kept

_____ (1) as shelf list for staff only

_____ (2) as part of the public catalog

_____ (3) both for staff use and public use

F. The depository items are cataloged by the following method(s)

_____ (1) OCLC record

_____ (2) original cataloging

_____ (3) not all items cataloged

_____ (4) no items cataloged

G. Not all items are cataloged because of (check one or more)

_____ (1) staffing

_____ (2) library policy regarding certain publications

_____ (3) other _______________________

_____ (4) not applicable

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H. The classification adopted by the library for the precise identification of depository documents is

_____ (1) Dewey

_____ (2) LC

_____ (3) another system (____________________)

_____ (4) no classification (explain)

I. After documents have been received in the library, they are retrievable for public use

_____ (1) within 3 working days of receipt

_____ (2) within 4/10 working days of receipt

_____ (3) within 11/20 working days of receipt

_____ (4) more than 20 working days of receipt

J. The library has

_____ (1) OCLC

_____ (2) no online system (if checked proceed to O)

_____ (3) in-house online system only

_____ (4) another online system

K. The library (check all that apply)

_____ (1) has OCLC but chooses not use ISL records

_____ (2) has OCLC but only uses ISL records for monographs (including microfiche)

_____ (3) has OCLC but only uses ISL records for serials (including microfiche)

_____ (4) has OCLC and uses ISL records for all depository items

_____ (5) does not have OCLC

If 1, 2, or 3 are checked, please give reasons.

L. OCLC monograph records input by ISL are updated

_____ (1) within 1 week of receipt

_____ (2) within 2 weeks of receipt

_____ (3) more than 2 weeks of receipt

_____ (4) OCLC record by ISL not used

If there are time delays of 1 month or more for some records to be updated, please explain.

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M. OCLC serial records input by ISL are updated

____ (1) within 1 week of receipt

____ (2) within 2 weeks of receipt

____ (3) more than 2 weeks of receipt

____ (4) OCLC record by ISL not used

If there are time delays of 1 month or more for some records to be updated, please explain.

N. OCLC or online system updating of records is done by the

____ (1) depository staff

____ (2) technical services staff (Acquisitions, Cataloging)

____ (3) other (________________)

O. The library maintains

____ (1) a vertical file for "ephemeral" materials

____ (2) a vertical file for publications under ___ number of pages; including ephemeral

____ (3) a vertical file for ____________________

____ (4) no vertical file, all depository items cataloged.

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II. MAINTENANCE OF THE DEPOSITORY COLLECTION

A. Physical condition of the depository collection is

_____ (1) as good as (or better than) other library materials

_____ (2) poorer than other library materials

B. A binding policy for documents

_____ (1) exists and is equal for (or better than) library binding policy

_____ (2) exists but is inferior to library binding policy

_____ (3) exists and it is a decision not to bind

_____ (4) doesn't exist; arbitrary decision governs binding

_____ (5) doesn't exist; there is no binding (explain)

C. A replacement policy for lost documents

_____ (1) usually tries to replace lost documents

_____ (2) is selective in replacing lost documents

_____ (3) tries to replace, but is unsuccessful with issuing agency

_____ (4) requests replacement from State Library

_____ (5) doesn't try to replace (explain)

D. Discards are made available to other libraries

_____ (1) regularly

_____ (2) occasionally

_____ (3) not as yet, since depository is less than 7 years old

_____ (4) not used as we strive for completeness

_____ (5) not used because of our lack of staff/time

E. Superseded publications are withdrawn

_____ (1) yes

_____ (3) not at present

_____ (2) no, but kept for reference use

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F. The depository collection is adequately protected from unlawful removal of publications

_____ (1) as well as (or better than) the rest of the library's collection

_____ (2) poorer than the rest of the library's collection

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III. STAFFING

A. A person has been designated to coordinate depository activities and act as liaison with the Illinois Document Coordinator

____ (1) yes   ____ (2) no

B. This person has or shares responsibility for each of the following aspects of depository distributions

____ (1) receipt of items

____ (2) claiming of items

____ (3) replying to correspondence/surveys

____ (4) interpreting program to library administration

____ (5) performing and/or supervising service

C. The position of the person responsible for depository documents is classified as

____ (1) professional librarian

____ (2) library technician

____ (3) library assistant

____ (4) clerical

____ (5) another category (________________)

D. The person responsible for depository documents

____ (1) holds a doctoral library degree

____ (2) holds a master's library degree

____ (3) holds an equivalent of a master's library degree (________________)

____ (4) holds a bachelor's library degree

____ (5) holds a doctoral degree in another field (________________)

____ (6) holds a master's degree in another field (________________)

____ (7) holds a bachelor's degree in another field (________________)

____ (8) holds a certificate in a field (________________)

____ (9) holds no degree

____ (10) has (______) years of library experience (complete if any of #5-9 are checked)

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E. The person responsible for depository documents

_____ (1) is the head of the library

_____ (2) reports directly to the head of the library

_____ (3) reports to an intermediate level of administration

_____ (4) does not report to anyone

F. The person responsible for depository documents has clerical assistance, or available hours from students, pages, or other non-librarians

_____ (1) equivalent to more than 3 full-time positions

_____ (2) equivalent to 3 full-time positions

_____ (3) equivalent to 2½ full-time positions

_____ (4) equivalent to 2 full-time positions

_____ (5) equivalent to 1½ full-time positions

_____ (6) equivalent to 1 full-time position

_____ (7) equivalent to ½ a full-time position

_____ (8) equivalent to ¼ a full-time position

_____ (9) lacking altogether

G. Given the size and scope of the library, as well as collection organization, additional professional staff for depository documents

_____ (1) is needed now

_____ (2) will be needed soon

_____ (3) is not needed (staff adequate)

H. Given the size and scope of the library, as well as collection organization, additional support staff for depository documents

_____ (1) is need now

_____ (2) will be needed soon

_____ (3) is not needed (staff adequate)

I. Librarians connected with the depository participate in

_____ (1) professional societies

_____ (2) documents workshops

_____ (3) professional reading

_____ (4) none of the above

J. Support staff connected with the depository have, according to their responsibilities, opportunities to participate in

_____ (1) professional societies

_____ (2) documents workshops

_____ (3) documents-related reading

_____ (4) none of the above

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IV. SPACE STANDARDS

A. Overall space for depository operations is of

_____ (1) the same (or better) quality than other areas of the library

_____ (2) poorer quality than other areas of the library

B. Overall space for depository operations appears (check all that apply)

_____ (1) clean

_____ (2) attractive

_____ (3) comfortable

_____ (4) well lighted

_____ (5) well ventilated

_____ (6) temperature controlled

_____ (7) not excessively noisy

_____ (8) functional

_____ (9) flexible

_____ (10) expandable

C. Space provided for depository public services is

_____ (1) adequate

_____ (2) inadequate

D. Space for processing new depository materials is

_____ (1) adequate

_____ (2) inadequate

E. Space for housing the depository collection is

_____ (1) adequate

_____ (2) inadequate

F. Space in the library includes suitable private work areas for (check one or more)

_____ (1) the person responsible for the depository

_____ (2) depository support staff

_____ (3) no depository staff members

G. All publications in the depository collection are accessible on request and can be retrieved (if not borrowed) within

_____ (1) one hour (or sooner)

_____ (2) one working day

_____ (3) one working week

_____ (4) more than one working week

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H. Depository publications are located in the library in such a way as to provide physical facilities for the public which

_____ (1) encourage use

_____ (2) are adequate

_____ (3) allow minimal use

_____ (4) are frustrating to use

I. Handicapped users (blind/in wheelchairs/deaf) will find the library

_____ (1) provides them easy physical access

_____ (2) provides depository service despite obstacles

_____ (3) frustrating to use

J. Tables and/or carrels for in-house use of depository publications

_____ (1) are adequate

_____ (2) will be needed in the near future

_____ (3) inadequate

K. Use of depository microfiche is serviced in the library by (check one or more)

_____ (1) adequate readers (minimum one)

_____ (2) adequate reader/printers (minimum one)

_____ (3) no equipment (explain)

L. Microfiche equipment for depository materials is

_____ (1) located where documents reference service is provided

_____ (2) convenient to where documents reference service is provided

_____ (3) distant from where documents reference service is provided

_____ (4) lacking

M. Microfiche storage for depository materials is

_____ (1) located where documents reference service is provided

_____ (2) convenient to where documents reference service is provided

_____ (3) distant from where documents reference services is provided

_____ (4) lacking

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V. SERVICE TO THE GENERAL PUBLIC

A. The depository makes Illinois publications available for free use in the library by the general public

_____ (1) yes

_____ (2) no

B. For reference-type questions about Illinois publications, the depository library maintains reference stations

_____ (1) one

_____ (2) more than one

_____ (3) none

_____ (4) general reference station for all publications/information

C. In the library at one or more points of inquiry, it is possible for a user to find (check all that apply)

_____ (1) location of wanted publications

_____ (2) answers to reference questions or referral to a source or place where answers can be found

_____ (3) guidance on the use of the collection, including the principal available reference source/catalogs/abstracts/indexes/aids

_____ (4) availability of additional resources in the region

_____ (5) assistance in borrowing documents from other libraries

_____ (6) user privileges extended to all patrons

D. The policy to circulate or not to circulate depository materials outside of the library is chiefly determined by

_____ (1) the depository staff

_____ (2) the depository staff and administration

_____ (3) the administration alone

_____ (4) the professional staff as a whole

_____ (5) the circulation department

_____ (6) another department (____________________)

E. The library provides facilities for (check all that apply)

_____ (1) using depository documents

_____ (2) making copies from documents

_____ (3) reading microforms

_____ (4) making copies from microforms

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F. The depository collection is publicized through (check all that apply and attach samples if desired)

____ (1) displays

____ (2) announcements of tiles/bibliographies

____ (3) orientations/tours/classes

____ (4) radio/television/other means

G. Reference-type assistance with regard to depository publications is available to

____ (1) all who request it

____ (2) the institution's members only

____ (3) no one at present (explain)

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VI. COOPERATION WITH THE ILLINOIS STATE LIBRARY

A. The depository library staff is familiar with the rules for depository libraries

_____ (1) all staff
_____ (2) most staff
_____ (3) supervisory staff
_____ (4) none of staff

B. Upon receipt of shipments, necessary claims are made within the amount of time specified

_____ (1) yes
_____ (2) no

C. Questionnaires and surveys received from the Illinois Document Coordinator are promptly considered and returned (if necessary)

_____ (1) no later than the date requested by IDC
_____ (2) frequently after the date requested by IDC
_____ (3) not at all (explain)

D. Has the library in recent months has occasion to file a claim for a missing item (check all that apply)

_____ (1) yes
_____ (2) no
_____ (3) relating to monographs
_____ (4) relating to serials
_____ (5) because of lost publications in collection
_____ (6) because of defective publications
_____ (7) because of damage in transit
_____ (8) because of another reason:

____
____
____

E. Was this matter handled by ISL in a manner satisfactory to your library?

_____ (1) yes
_____ (2) no (explain)

F. Does ISL contribute to the effectiveness of the depository network through

_____ (1) workshops
_____ (2) training sessions
_____ (3) consultant services offered
_____ (4) outreach to non-depositories
_____ (5) other means (__________________)
_____ (6) non of the above

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G. Do you have ideas that will increase the effectiveness of the depository program?

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VII. INTERLIBRARY COOPERATION

A. The depository library cooperates directly, or through a system to which it belongs, with other depositories

_____ (1) in the state

_____ (2) opportunity for cooperation does not exist

_____ (3) opportunity exists, but we do not cooperate

B. The depository library cooperates with the Illinois State Library in redistribution of weeded publications to depositories which can use them.

_____ (1) Yes, on a regular basis

_____ (2) do not weed

_____ (3) not as yet

C. The depository library cooperates in reporting new Illinois documents unlisted in the Illinois Documents List to the Illinois Document Coordinator

_____ (1) yes, by actively seeking out unlisted publications

_____ (2) yes, when such publications are encountered

_____ (3) choose not to do so

_____ (4) no such publications discovered as yet

D. When the depository borrows documents from other libraries, it strives to verify bibliographic information as completely as possible

_____ (1) regularly

_____ (2) occasionally

_____ (3) not at all

_____ (4) do not borrow

E. The depository provides original documents (or copies) on interlibrary loans, if so requested

_____ (1) yes, all

_____ (2) yes, most (excluding reference/high demand special collections)

_____ (3) yes, some

_____ (4) choose not to do so

F. The depository has a policy of providing photocopies of Illinois publications

_____ (1) more liberal than for other library materials

_____ (2) as liberal as for other library materials

_____ (3) less liberal than for other library materials

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VIII. ADDITIONAL COMMENTS BY THE DEPOSITORY LIBRARY CONCERNING:

1. Organization of the Depository collection

2. Maintenance of the Depository collection

3. Staffing

4. Space Standards

5. Service to the General Public

6. Cooperation with the Illinois State Library

7. Interlibrary Cooperation

IX. ADDITIONAL COMMENTS BY THE INSPECTOR CONCERNING:

1. Organization of the Depository collection

2. Maintenance of the Depository collection

3. Staffing

4. Space Standards

5. Service to the General Public

6. Cooperation with the Illinois State Library

7. Interlibrary Cooperation

IL89:D01

Sample

JIM EDGAR
SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

ILLINOIS STATE LIBRARY

TO: Illinois Depository Libraries

FROM: Illinois Documents Section, Illinois State Library

RE: Depository Weeding List

DATE: 11 May 1989

* *

Attached is a weeding list, #89-9, of Illinois documents which Illinois State University Library would like to discard. If you would like any of these items for your collection, please let me know before 14 July 1989. These documents will be given to the first library to request them. The requesting library will be required to pay shipping charges, however all documents will be sent by the delivery system if possible.

Send your request from this list to:

Kim Gonzalez
Illinois Documents Section
Illinois State Library
Centennial Building
Springfield, IL 62756
(217) 785-4128

7-9

IL89:D02

JIM EDGAR
SECRETARY OF STATE

OFFICE OF THE SECRETARY OF STATE
SPRINGFIELD, ILLINOIS 62756

ILLINOIS STATE LIBRARY

Sample

10 May 1989

Marian Carroll
Illinois State University
Milner Library
Normal, IL 61761

Dear Ms. Carroll:

Thank you for your letter concerning the disposal of Illinois documents. Your list will be sent to other libraries in the Illinois Document Depository Program as weeding list #89-9. Their requests will be returned to us by 14 July 1989. The requesting libraries understand that they are responsible for any cost incurred in shipping, however you are encouraged to use the delivery system whenever possible.

If your have any questions please call either Jane Rishel or myself.

Thank you.

Kim Gonzalez
Illinois Documents Section
Illinois State Library
Centennial Building
Springfield, IL 62756
217/785-4128

ILLINOIS DOCUMENT DEPOSITORY LIBRARIES

IL85:G01

DEC 1 9 1985

Augustana College
Denkman Memorial Library
35th Street & 7th Avenue
Documents Division
Rock Island, IL 61201

Bradley University
Cullom-Davis Library
Peoria, IL 61625

California State Library
Government Publications Sec.
P.O. Box 2037
Sacramento, CA 95809

Center for Research Libraries
5721 Cottage Grove Avenue
Chicago, IL 60637

Chicago Public Library
Government Publications Dept.
425 N. Michigan Avenue
Chicago, IL 60611

Chicago State University
Douglas Library
95th & Martin Luther King Dr.
Chicago, IL 60628

Council of State Governments
Interstate Loan Library
P.O. Box 11910
Iron Works Pike
Lexington, KY 40511

Eastern Illinois University
Booth Library
Charleston, IL 61920

Northeastern Illinois University
Founders Memorial Library
DeKalb, IL 60115

Governors State University
University Library
Park Forest South, IL 60466

Illinois State University
Milner Library
Normal, IL 61761

Illinois Valley Comm. College
Learning Resources Center
Rural Route One
Oglesby, IL 61438

Library of Congress
Exchange & Gift Division
10 First Street SE
Washington, D.C. 20540

Loyola University
E.M. Cudahy Memorial Library
6525 North Sheridan Road
Chicago, IL 60626

Michigan State Library
Documents Section
735 East Michigan Avenue
P.O. Box 30007
Lansing, MI 48909

New York State Library
Gift & Exchange Section
Albany, NY 12230

North Suburban Library System
200 West Dundee Road
Wheeling, IL 60090

Northern Illinois University
Library
5500 North St. Louis Avenue
Chicago, IL 60625

ILLINOIS DOCUMENT DEPOSITORY LIBRARIES

Northwestern University Library
Government Publications Dept.
1935 Sheridan Road
Evanston, IL 60201

Poplar Creek Public Library
1405 South Park Blvd.
Streamwood, IL 60103

Rockford Public Library
215 N. Wyman Street
Rockford, IL 61101

Southern Illinois University
Delyte W. Morris Library
Carbondale, IL 62901

Southern Illinois University
Lovejoy Library
Edwardsville, IL 62026

State Library of Pennsylvania
Technical Services
Box 1601
Harrisburg, PA 17126

University of Illinois
Inst. of Gov. & Public Affairs
1201 West Nevada
Urbana, IL 61801

University of Illinois, CC
The Library
Box 8198
Chicago, IL 60680

Western Illinois University
University Library
Document
Macomb, IL 61455

Illinois State Library
Illinois Documents Section
351 Centennial Building
Springfield, IL 62756

Overseas English Section
British Library
Great Russell Street
London, England WC1B 3DG

Quincy Public Library
526 Jersey Street
Quincy, IL 62301

Sangamon State University
Brookens Library
Springfield, IL 62708

Southern Illinois University
Law Library
Carbondale, IL 62901

State Library of Massachusetts
Documents Section
341 State House
Boston, MA 02137

University of Illinois
Documents Division
1408 W. Gregory
230 Library
Urbana, IL 61801

University of Illinois
Law Library
504 E. Pennsylvania Avenue
Champaign, IL 61820

Wabash Valley College
Bauer Media Center
2200 College Drive
Mt. Carmel, IL 62863

William Rainey Harper College
Library
Algonquin & Roselle Road
Palatine, IL 60067

IL85:G02

ILLINOIS DOCUMENTS DEPOSITORY LIBRARIANS IN ILLINOIS

Judy Belan
Augustana College Library
3520 7th Avenue
Rock Island, IL 61201
309-794-7316
OCLC Symbol: ICY ILDS Route: RBLS #4

Bauer Media Center
2200 College Drive
Mt. Carmel, IL 62863
618-262-8641 ext. 247
ILDS Route: CTLS #6

Elenore Hansen
Bradley University
Peoria, IL 61625
309-676-7611 ext. 583
OCLC Symbol: IBA ILDS Route: IVLS #3

Ann Germany
Center for Research Libraries
6050 S. Kenwood Avenue
Chicago, IL 60637
312-955-4545 ext. 32
OCLC Symbol: CRL

Jan Brooks
Chicago Public Library
Government Publications Department
425 North Michigan Avenue
Chicago, IL 60611
312-269-4006
OCLC Symbol: CGP ILDS Route: CLS #1

Natividad D. Mancuyas
Chicago State University
Douglas Library-Room 204
95th & Martin Luther King Drive
Chicago, IL 60628
312-995-2284
OCLC Symbol: IAA ILDS Route: CLS #1

Robert Chen
Eastern Illinois University
Booth Library
Charleston, IL 61920
217-581-6092
OCLC Symbol: IAD ILDS Route: LTLS #3

Ann Glascoff
Governors State University
University Library
University Park, IL 60466
312-534-5000 ext. 2232
OCLC Symbol: IAF ILDS Rte: GS #2

Marian Carroll
Illinois State University
Milner Library
Normal, IL 61761
309-438-7441
OCLC Symbol: IAI ILDS Rte: IS #3

Evelyn Moyle
Illinois Valley Comm. College
Jacobs Library
R. R. #1
Oglesby, IL 61348
815-224-2720 ext. 397
ILDS Route: SRLS

Anna J. Merritt
Inst. of Government & Public Affairs
1201 West Nevada Street
Urbana, IL 61810
217-333-3340

Roy H. Fry
Loyola University
E.M. Cudahy Memorial Library
6525 North Sheridan Road
Chicago, IL 60626
312-508-2637
OCLC Symbol: IAL ILDS Rte.: CLS #1

Deborah Grodinsky
North Suburban Library System
Reference Service
5215 Oakton Street
Skokie, IL 60077
312-679-1380
OCLC Symbol: IEE ILDS Rte.: DLS #1

Brad Baker
Northeastern Illinois University
Library Documents Department
5500 N. St. Louis Avenue
Chicago, IL 60625
312-583-4050 ext. 8178
OCLC Symbol: IAO ILDS Rte.: CLS #1

ILLINOIS DOCUMENTS DEPOSITORY LIBRARIANS IN ILLINOIS

Earl Shumaker
Northern Illinois University
Founders Memorial Library
Government Publications Dept.
DeKalb, IL 60115
815-753-1932
OCLC Symbol: JNA ILDS Route: NO #1

Michele Strange
Northwestern University Library
Government Publications Department
Evanston, IL 60201
312-492-3130
ILDS Route: IEN #1

Gary R. Klockenga
Poplar Creek Public Library
1405 S. Park Boulevard
Streamwood, IL 60103
312-837-6800
ILDS Route: DLS #1

Janice Watson
Quincy Public Library
526 Jersey Street
Quincy, IL 62301
217-222-0226
OCLC Symbol: IDQ ILDS Route: GRLS #4

Dave Sweet
Rockford Public Library
215 North Wyman Street
Rockford, IL 61101
815-965-6731 ext. 261
OCLC Symbol: JBO ILDS Route: SLS #1

Shirley Maurath
Sangamon State University Library
Springfield, IL 62708
217-786-6592
OCLC Symbol: IAS ILDS Route: SS #5

Heija B. Ryoo
Southern Illinois University
School of Law Library
Technical Services Department
Carbondale, IL 62901
618-536-7711 ext. 220
OCLC Symbol: SOL ILDS Route: SIUC #6

Marvin Solomon
Southern Illinois University
Lovejoy Library
Edwardsville, IL 62026
618-692-2422
ILDS Route: SIU-E #5

Walter Stubbs
Southern Illinois University
Morris Library
Documents Center
Carbondale, IL 62901
618-536-2163
OCLC Symbol: SOI ILDS Rte: SIUC #6

Cheryl Rae Nyberg
University of Illinois
Law Library
504 E. Pennsylvania Avenue
Champaign, IL 61820
312-996-2738
OCLC Symbol: UIU ILDS Rte: UIUC #3

Laurel Minot
University of Illinois at Chicago
Library
Box 8198
Chicago, IL 60680
OCLC Symbol: IAY ILDS Rte: UICC #2

Susan Bekiares
University of Illinois Library
200-D Library
1408 West Gregory
Urbana, IL 68101
217-333-1056
OCLC Symbol: UIU ILDS Rte: UIUC #3

Lois Mills
Western Illinois University Library
Government Publications
Macomb, IL 61455
309-298-2411 ext. 263
OCLC Symbol: IAZ ILDS Rte: WIU #4

Karen Evans
William Rainey Harper College
Algonquin & Roselle Roads
Palatine, IL 60067
312-397-3000 ext. 455
OCLC Symbol: JDD ILDS Rte: NSLS #1

IL89:G01

ILLINOIS
STATE
DOCUMENT
DEPOSITORY
PROGRAM

A DIRECTORY

Federal / State Document Depositories and Depository Librarians in Illinois

ILLINOIS STATE LIBRARY
Springfield · Illinois
August · 1987

JIM EDGAR
Secretary of State and State Librarian

BRIDGET L. LAMONT
Director · Illinois State Library

735

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FEDERAL/STATE DOCUMENT DEPOSITORIES
AND
DEPOSITORY LIBRARIANS
IN ILLINOIS

A DIRECTORY

ILLINOIS STATE LIBRARY
AUGUST, 1987

JIM EDGAR
SECRETARY OF STATE AND STATE LIBRARIAN

BRIDGET L. LAMONT
DIRECTOR, ILLINOIS STATE LIBRARY

Printed by Authority of the
State of Illinois
July 1987 – 1.5M – GA-1694

FEDERAL/STATE DOCUMENT DEPOSITORY DIRECTORY
TABLE OF CONTENTS

Preface i

Federal Depository Libraries 1

Directors of Federal Depository Libraries 13

Documents Librarians of Federal Depository Libraries 15

Federal Depositories by Library System 17

Federal Depositories by Depository Number 19

Federal Depositories by OCLC Symbol 21

Federal Depositories by Congressional District 22

100th Congressional Delegation 26

State Depository Libraries 31

Directors of State Depository Libraries 37

Document Librarians of State Depository Libraries 38

State Depositories by Library System 39

State Depositories by OCLC Symbol 40

Appendix A: Listing of Library System Abbreviations and Addresses 41

Appendix B: Documents Organizations in Illinois 42

Appendix C: U.S. Government Printing Office Library Programs Services 45

Appendix D: Membership List and Liaison Libraries 48

Appendix E: Joint Committee on Printing 51

Appendix F: Illinois State Library Staff 52

Appendix G: Sources for Acquiring Documents 53

737

PREFACE

This 1987 edition of the directory for Federal/State document depositories and depository librarians in Illinois is being issued to facilitate communication among all libraries in ILLINET and to facilitate communications from the Regional Federal/State Depository to all selective depositories in the state. Additional features of this new edition are geared to expand communications between other important components in this vital process for ensuring citizen access to Federal/State government information.

The first section is arranged alphabetically by the name of the depository institution with each entry containing the name of the library, address, telephone number, name of the director and name of the documents librarian. The depository number of the library and year of designation, library system affiliation, OCLC symbol, Illinois library delivery route number and status as a state document depository are listed in a column to the right of the main entry. The next seven sections act as indexes by various entries to the main section.

Other features in this edition include: The names and addresses of the 100th Congressional delegation, added to the section, Federal Depositories by Congressional District; a complete list of Illinois State document depositories; and the addresses for System headquarters in Appendix A. Appendix C-G contain other directory information useful to depository librarians.

This directory could not have been updated and expanded without the invaluable assistance of Marti Martin, Dennis Weller and Jane Rishel from the Illinois State Library staff.

Federal/State Document Coordinators
Illinois State Library

FEDERAL DEPOSITORY LIBRARIES

Black Hawk College
Learning Resources Center
6600 34th Avenue
Moline, IL 61265
309-796-1311

Ms. Charlet F. Key, Library Director
Ms. Charlet F. Key, Documents Librarian

Depository #	160
Year Established	1970
Library System	RBLS
OCLC Symbol	
ILDS Route #	4
State Depository	NO

Blackburn College
Lumpkin Library
Carlinville, IL 62626
217-854-3231

Mr. Robert Underbrink, Director
Ms. Lydia Forbes, Documents Librarian

Depository #	164
Year Established	1954
Library System	LCLS
OCLC Symbol	
ILDS Route #	5
State Depository	NO

Bradley University
Cullom Davis Library
Peoria, IL 61625
309-676-7611 X583

Ms. Betty Hendrickson, Acting Director
Ms. Carol Nelson, Documents Librarian

Depository #	159A
Year Established	1963
Library System	IVLS
OCLC Symbol	IBA
ILDS Route #	3
State Depository	YES

Chicago Public Library
425 North Michigan Avenue
Chicago, IL 60611
312-269-3002

Mr. John B. Duff, Commissioner
Ms. Roberta R. Palen, Documents Librarian

Depository #	144
Year Established	1876
Library System	CLS
OCLC Symbol	CGP
ILDS Route #	1
State Depository	YES

Chicago State University
Paul & Emily Douglas Library
95th Street at King Drive
Govt. Publications, Rm. 204, Lib. Bldg.
Chicago, IL 60628
312-995-2284

Dr. William C. Prigge, Dean
Ms. Natividad D. Mancuyas, Govt. Publications Librarian

Depository #	146
Year Established	1954
Library System	CLS
OCLC Symbol	IAA
ILDS Route #	1
State Depository	YES

FEDERAL DEPOSITORY LIBRARIES

Decatur Public Library
247 E. North Street
Decatur, IL 62523
217-428-6617

Mr. James Seidl, Director
Mr. Jerald Merrick, Documents Librarian

Depository #	165
Year Established	1954
Library System	RPLS
OCLC Symbol	JNE
ILDS Route #	3
State Depository	NO

DePaul University Law Library
25 E. Jackson Blvd.
7th Floor
Chicago, IL 60604
312-341-8121

Ms. Judy Gaskell, Director
Mr. William S. Mulherin, Documents Librarian

Depository #	158B
Year Established	1979
Library System	CLS
OCLC Symbol	IBC
ILDS Route #	1
State Depository	NO

Eastern Illinois University
Booth Library
Charleston, IL 61920
217-581-6092

Dr. Wilson P. Liquire, Dean of Library Services
Dr. Robert Chen, Coordinator of Docs. Services

Depository #	166
Year Established	1962
Library System	LTLS
OCLC Symbol	IAD
ILDS Route #	3
State Depository	YES

Field Museum of Natural History Library
Roosevelt Road & Lake Shore Drive
Chicago, IL 60605
312-922-9410 X280

Mr. W. Peyton Fawcett, Director
Mr. Ben Williams, Documents Librarian

Depository #	142A
Year Established	1963
Library System	CLS
OCLC Symbol	IBT
ILDS Route #	1
State Depository	NO

Freeport Public Library
314-318 W. Stephenson Street
Freeport, IL 61032
815-235-9606

Mr. John Locascio, Director
Ms. Margaret Morgan, Documents Librarian

Depository #	156
Year Established	1905
Library System	NILS
OCLC Symbol	
ILDS Route #	1
State Depository	NO

FEDERAL DEPOSITORY LIBRARIES

Galesburg Public Library
40 E. Simmons Street
Galesburg, IL 61401
309-343-6118

Mr. Bruce Barkley, Director
Ms. Enid Hanks, Documents Librarian

Depository #	158
Year Established	1896
Library System	WILS
OCLC Symbol	
ILDS Route #	4
State Depository	NO

Governors State University
University Library
University Park, IL 60466
312-534-5000 X2232

Dr. Harvey Varnet, Director
Ms. Ann Glascoff, Head, Documents Dept.

Depository #	161B
Year Established	1974
Library System	SLS
OCLC Symbol	IAF
ILDS Route #	2
State Depository	YES

Illinois Benedictine College
Theodore Lownik Library
5700 College Road
Lisle, IL 60532
312-960-1500

Mr. Bert A. Thompson, Director
Ms. Joan M. Hopkins, Public Services Librarian

Depository #	154
Year Established	1911
Library System	SLS
OCLC Symbol	ICG
ILDS Route #	1
State Depository	NO

Illinois Institute of Technology
Paul V. Galvin Library
IIT Center
35 W. 33rd Street
Chicago, IL 60616
312-567-3355

Mr. David R. Dowell, Director
Ms. Nancy L. Roberts, Documents Librarian

Depository #	146A
Year Established	1982
Library System	CLS
OCLC Symbol	IAH
ILDS Route #	2
State Depository	NO

Illinois State Library
Centennial Building
Springfield, IL 62756
217-782-2994

Mrs. Bridget L. Lamont, Director
Vacant, Federal Documents Coord.

Depository #	140
Year Established	
Library System	NA
OCLC Symbol	SPI
ILDS Route #	3
State Depository	YES

FEDERAL DEPOSITORY LIBRARIES

Illinois State University
Milner Library
Normal, IL 61761
309-438-7442

Dr. Fred M. Peterson, University Librarian
Ms. Marian Carroll, Head, Science & Govt. Pubs.

Depository #	143
Year Established	1877
Library System	CBLS
OCLC Symbol	IAI
ILDS Route #	3
State Depository	YES

Illinois Valley Community College
Jacobs Memorial Library
R. R. 1
2578 E. 350th Road
Oglesby, IL 61348-1099
815-224-2720 X397

Mr. Edward H. Anderson, Director of Learning Resources
Miss Evelyn M. Moyle, Documents Librarian

Depository #	143A
Year Established	1976
Library System	SRLS
OCLC Symbol	
ILDS Route #	1
State Depository	YES

Illinois Wesleyan University
Sheean Library
Bloomington, IL 61702
309-556-3172

Mr. Clayton Highum, Director
Mr. Robert Frizzell, Documents Librarian

Depository #	161A
Year Established	1964
Library System	CBLS
OCLC Symbol	ICO
ILDS Route #	3
State Depository	NO

IIT/Chicago Kent College of Law
77 S. Wacker Drive
Chicago, IL 60606
312-567-5014

Ms. Georgia L. Strohm, Director
Mrs. Virginia Thomas Carr, Documents Librarian

Depository #	160A
Year Established	1978
Library System	CLS
OCLC Symbol	ILK
ILDS Route #	1
State Depository	NO

John Marshall Law School
Library
315 S. Plymouth Court
Chicago, IL 60604
312-427-2737 X551

Mr. Randall T. Peterson, Director
Ms. Dorothy Li, Documents Librarian

Depository #	157A
Year Established	1981
Library System	CLS
OCLC Symbol	IUJ
ILDS Route #	1
State Depository	NO

Lake Forest College
Donnelley Library
Sheridan & College Roads
Lake Forest, IL 60045
312-234-3100 X407

Mr. Arthur H. Miller, Jr., Director
Ms. Patricia Cardenas, Assistant Librarian

Depository #	153A
Year Established	1962
Library System	NSLS
OCLC Symbol	IAK
ILDS Route #	1
State Depository	NO

Lewis University Library
Route 53
Romeoville, IL 60441
815-838-0500

Mrs. Fredereike A. Moskal, Director
Mr. Ronald E. Noon, Documents Technician

Depository #	142
Year Established	1952
Library System	BOLS
OCLC Symbol	ICX
ILDS Route #	1
State Depository	NO

Loyola University of Chicago
E.M. Cudahy Memorial Library
6525 N. Sheridan Road
Chicago, IL 60626
312-508-2646

Vacant , Director of Libraries
Mr. Roy H. Fry, Government Documents Librarian

Depository #	152A
Year Established	1966
Library System	CLS
OCLC Symbol	JFS
ILDS Route #	1
State Depository	YES

Loyola University Law Library
1 East Pearson Street
Chicago, IL 60611
312-670-2950

Mr. Francis R. Doyle, Director
Ms. Susan R. Benner, Documents Librarian

Depository #	158A
Year Established	1979
Library System	CLS
OCLC Symbol	JDS
ILDS Route #	1
State Depository	NO

MacMurray College
Henry Pfeiffer Library
Beecher & Clay Avenues
Jacksonville, IL 62650
217-245-6151 X334

Mr. Ronald B. Daniels, Director
Mrs. Penelope M. Mitchell, Public Svs. Librarian

Depository #	169
Year Established	1929
Library System	GRLS
OCLC Symbol	ICI
ILDS Route #	4
State Depository	NO

McKendree College
Holman Library
Lebanon, IL 62254
618-537-4481

Ms. Helen E. Gilbert, Director
Mr. Martin Cavanaugh, Document/Reference Librarian

Depository #	167A
Year Established	1968
Library System	KLS
OCLC Symbol	ICJ
ILDS Route #	5
State Depository	NO

Monmouth College
Hewes Library
Monmouth, IL 61462
309-457-2193

Mr. Harris Hauge, Director
Mr. Skip Burhans, Documents Librarian

Depository #	157
Year Established	1860
Library System	WILS
OCLC Symbol	ICL
ILDS Route #	4
State Depository	NO

Moraine Valley Community College
Robert E. Turner LRC
10900 S. 88th Ave.
Palos Hills, IL 60465
312-974-4300 X224

Ms. Vicky R. Smith, Executive Dean
Ms. Nancy R. Hessler, Coordinator

Depository #	147
Year Established	1972
Library System	SLS
OCLC Symbol	JAM
ILDS Route #	1
State Depository	NO

Mt. Prospect Public Library
Government Information Center
10 S. Emerson Street
Mt. Prospect, IL 60056
312-253-1214

Mr. William R. Kahles, Library Services Director
Mr. William R. Kahles, Documents Librarian

Depository #	164A
Year Established	1977
Library System	NSLS
OCLC Symbol	
ILDS Route #	1
State Depository	NO

N.I.U. College of Law
Law Library
DeKalb, IL 60115
815-753-0505

Mr. S. Blair Kauffman, Director & Assoc. Professor of Law
Ms. Mary Anne Royle, Serials/Documents Librarian

Depository #	160B
Year Established	1978
Library System	NILS
OCLC Symbol	ILY
ILDS Route #	1
State Depository	NO

Northeastern Illinois University
Library
5500 North St. Louis Avenue
Chicago, IL 60625
312-583-4050

Dr. John Gaboury, University Librarian
Ms. Patrice A. Stearley, Documents Librarian

Depository #	163A
Year Established	1961
Library System	CLS
OCLC Symbol	IAO
ILDS Route #	1
State Depository	YES

Northern Illinois University
University Libraries
Government Publications Department
DeKalb, IL 60115
815-753-9841

Dr. Theodore F. Welch, Director
Mr. Earl R. Shumaker, Head, Govt. Pubs. Dept.

Depository #	154A
Year Established	1960
Library System	NILS
OCLC Symbol	JNA
ILDS Route #	1
State Depository	YES

Northwestern University Law Library
357 E. Chicago Ave.
Chicago, IL 60611
312-908-7344

Mr. George Grossman, Director
Ms. Pegeen G. Bassett, Documents Librarian

Depository #	147A
Year Established	1978
Library System	CLS
OCLC Symbol	
ILDS Route #	1
State Depository	NO

Northwestern University Library
Government Publications Department
1935 Sheridan Road
Evanston, IL 60201
312-491-3130

Mr. John P. McGowan, University Librarian
Mr. Robert W. Baumgartner, Documents Librarian

Depository #	153
Year Established	1876
Library System	NSLS
OCLC Symbol	
ILDS Route #	1
State Depository	YES

Oak Park Public Library
834 Lake Street
Oak Park, IL 60301
312-383-8200

Ms. Barbara Ballinger, Director
Ms. Nancy Zander, Documents Librarian

Depository #	163
Year Established	1963
Library System	SLS
OCLC Symbol	IUO
ILDS Route #	1
State Depository	NO

Oakton Community College
Learning Resource Center
1600 East Golf Road
Des Plaines, IL 60016
312-635-1640

Mr. Joseph Borowski, Director
Ms. Judith Mayzel, Documents Librarian

Depository #	141A
Year Established	1976
Library System	NSLS
OCLC Symbol	IAP
ILDS Route #	1
State Depository	NO

Olivet/Nazarene University
Benner Library
Box 592
Kankakee, IL 60901
815-939-5354

Mr. Allan L. Wiens, Director
Ms. Ruth E. Kinnersley, Reference Librarian

Depository #	161
Year Established	1946
Library System	BOLS
OCLC Symbol	JBE
ILDS Route #	1
State Depository	NO

Peoria Public Library
107 Northeast Monroe St.
Peoria, IL 61602
309-672-8839

Ms. Margareth Gibbs, Director
Ms. Jean Shrier, Head, Business Department

Depository #	159
Year Established	1883
Library System	IVLS
OCLC Symbol	
ILDS Route #	3
State Depository	NO

Poplar Creek Public Library
1405 S. Park Blvd.
Streamwood, IL 60107
312-837-6800

Ms. Marlene Deuel, Director
Mr. Gary Klockenga, Documents Librarian

Depository #	164B
Year Established	1980
Library System	DLS
OCLC Symbol	JJG
ILDS Route #	1
State Depository	YES

Principia College
Marshall Brooks Library
Elsah, IL 62028
618-374-2131

Ms. Daphne Selbert, Director
Ms. Linda E. Frederick, Documents Librarian

Depository #	169A
Year Established	1957
Library System	LCLS
OCLC Symbol	IBP
ILDS Route #	5
State Depository	NO

FEDERAL DEPOSITORY LIBRARIES

Rockford Public Library
215 N. Wyman Street
Rockford, IL 61101
815-965-6731 X259

Mr. Joel C. Rosenfeld, Director
Mr. David Sweet, Documents Librarian

Depository #	155
Year Established	1895
Library System	NILS
OCLC Symbol	JBO
ILDS Route #	1
State Depository	YES

Rosary College
Rebecca Crown Library
7900 W. Division St.
River Forest, IL 60305
312-366-2490

Mrs. Inez Ringland, Director
Mr. Jack Becker, Documents Librarian

Depository #	163B
Year Established	1966
Library System	SLS
OCLC Symbol	IBE
ILDS Route #	1
State Depository	NO

Shawnee Library System
Greenbriar Road
Carterville, IL 62918
618-985-3711

Mr. James Ubel, Director
Ms. Judy Schwegman, Documents Librarian

Depository #	168A
Year Established	1971
Library System	SHLS
OCLC Symbol	IUI
ILDS Route #	6
State Depository	NO

Southern Illinois University/C
Delyte W. Morris Library
Carbondale, IL 62901
618-536-2163

Mr. Darrel Jenkins, Library Director
Mr. Walter R. Stubbs, Documents Librarian

Depository #	168
Year Established	1932
Library System	SHLS
OCLC Symbol	SOI
ILDS Route #	6
State Depository	YES

Southern Illinois University/E
Lovejoy Library
Edwardsville, IL 62026-1001
618-692-2422

Mr. Gary N. Denue, Assoc. Professor, Director
Mr. Robert J. Fortado, Documents Librarian

Depository #	167
Year Established	1959
Library System	LCLS
OCLC Symbol	IAT
ILDS Route #	5
State Depository	YES

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FEDERAL DEPOSITORY LIBRARIES

SIU School of Law Library
Southern Illinois University
Technical Services Department
Carbondale, IL 62901
618-536-7711

Professor Frank G. Houdek, Director
Ms. Heija B. Ryoo, Acq/Ser Librarian

Depository #	147B
Year Established	1978
Library System	SHLS
OCLC Symbol	SOL
ILDS Route #	6
State Depository	YES

Univ. of Illinois at Urbana-Champaign
Documents Library
1408 W. Gregory
200D Library
Urbana, IL 61801
217-333-1056

Mr. Michael Gorman, Acting University Librarian
Ms. Susan E. Bekiares, Acting Head, Documents Library

Depository #	141
Year Established	1907
Library System	LTLS
OCLC Symbol	UIU
ILDS Route #	3
State Depository	YES

University of Chicago
1100 East 57th Street
Chicago, IL 60637-1502
312-702-8708

Mr. Martin Runkle, Director
Ms. Regina Shea, Head of Reference Services

Depository #	145
Year Established	1897
Library System	CLS
OCLC Symbol	CGU
ILDS Route #	1
State Depository	NO

University of Chicago Law Library
1121 East 60th Street
Chicago, IL 60637
312-702-9612

Ms. Judith M. Wright, Director
Ms. Jane S. Strable, Documents Librarian

Depository #	145A
Year Established	1964
Library System	CLS
OCLC Symbol	CGU
ILDS Route #	2
State Depository	NO

University of Illinois at Chicago
The University Library
Box 8198
Chicago, IL 60680
312-996-2738

Dr. Beverly P. Lynch, University Librarian
Ms. Laurie Ramirez, Documents Librarian

Depository #	150
Year Established	1957
Library System	CLS
OCLC Symbol	IAY
ILDS Route #	2
State Depository	YES

FEDERAL DEPOSITORY LIBRARIES

University of Illinois Law Library
504 E. Pennsylvania Avenue
104 Law Building
Champaign, IL 61820
217-333-2914

Mr. Richard H. Surles, Jr., Director
Ms. Cheryl Nyberg, Documents/Reference Librarian

Depository #	165A
Year Established	1965
Library System	LTLS
OCLC Symbol	UIU
ILDS Route #	3
State Depository	YES

Wabash Valley College
Bauer Media Center
2200 College Drive
Mt. Carmel, IL 62863
618-262-8641

Mrs. Nadine Smith, Director
Mrs. Elaine McClane, Documents Technician

Depository #	166A
Year Established	1975
Library System	CTLS
OCLC Symbol	
ILDS Route #	6
State Depository	YES

Western Illinois University
University Library
Macomb, IL 61455
309-298-2723

Dr. Patricia A. Goheen, Director
Ms. Sheila Nollen, Govt. Pubs. & Legal Ref. Libr.

Depository #	169B
Year Established	1962
Library System	WILS
OCLC Symbol	IAZ
ILDS Route #	4
State Depository	YES

Wheaton College
Buswell Memorial Library
Franklin & Irving
Wheaton, IL 60187
312-260-5169

Mr. Paul Snezek, Director
Ms. Sharon Vance, Documents Librarian

Depository #	154B
Year Established	1964
Library System	DLS
OCLC Symbol	ICW
ILDS Route #	1
State Depository	NO

Wm. J. Campbell Lib. of the U.S. Courts
219 S. Dearborn
Room 1448
Chicago, IL 60604
312-435-5660

Ms. Janet Wishinsky, Director
Mr. Peter Young, Documents Librarian

Depository #	155A
Year Established	1979
Library System	CLS
OCLC Symbol	
ILDS Route #	1
State Depository	NO

Woodstock Public Library
414 W. Judd
Woodstock, IL 60098
815-338-0542

Ms. Margaret E. Field, Director
Ms. Julie Fee, Documents Librarian

Depository #	153B
Year Established	1963
Library System	NILS
OCLC Symbol	
ILDS Route #	1
State Depository	NO

DIRECTORS OF FEDERAL DEPOSITORY LIBRARIES

DIRECTOR	INSTITUTION
Anderson, Mr. Edward H.	Illinois Valley Community College
Ballinger, Ms.Barbara	Oak Park Public Library
Barkley, Mr. Bruce	Galesburg Public Library
Borowski, Mr. Joseph	Oakton Community College
Daniels, Mr. Ronald B.	MacMurray College
Denue, Mr. Gary N.	Southern Illinois University/E
Deuel, Ms.Marlene	Poplar Creek Public Library
Dowell, Mr. David R.	Illinois Institute of Technology
Doyle, Mr. Francis R.	Loyola University Law Library
Duff, Mr. John B.	Chicago Public Library
Fawcett, Mr. W. Peyton	Field Museum of Natural History Library
Field, Ms. Margaret E.	Woodstock Public Library
Gaboury, Dr. John	Northeastern Illinois University
Gaskell, Ms. Judy	DePaul University Law Library
Gibbs, Ms. Margareth	Peoria Public Library
Gilbert, Ms. Helen E.	McKendree College
Goheen, Dr. Patricia A.	Western Illinois University
Gorman, Mr. Michael	Univ. of Illinois at Urbana-Champaign
Grossman, Mr. George	Northwestern University Law Library
Hauge, Mr. Harris	Monmouth College
Hendrickson, Ms. Betty	Bradley University
Highum, Mr. Clayton	Illinois Wesleyan University
Houdek, Pro. Frank G.	SIU School of Law Library
Jenkins, Mr. Darrel	Southern Illinois University/C
Kahles, Mr. William R.	Mt. Prospect Public Library
Kauffman, Mr. S. Blair	N.I.U. College of Law
Key, Ms. Charlet F.	Black Hawk College
Lamont, Mrs. Bridget L.	Illinois State Library
Liquire, Dr. Wilson P.	Eastern Illinois University
Locascio, Mr. John	Freeport Public Library
Lynch, Dr. Beverly P.	University of Illinois at Chicago
McGowan, Mr. John P.	Northwestern University Library
Miller, Mr. Arthur H.	Lake Forest College
Moskal, Mrs. Fredereike A.	Lewis University Library
Peterson, Dr. Fred M.	Illinois State University
Peterson, Mr. Randall T.	John Marshall Law School
Prigge, Dr. William C.	Chicago State University
Ringland, Mrs. Inez	Rosary College
Rosenfeld, Mr. Joel C.	Rockford Public Library
Runkle, Mr. Martin	University of Chicago
Seidl, Mr. James	Decatur Public Library
Selbert, Ms. Daphne	Principia College
Smith, Mrs. Nadine	Wabash Valley College
Smith, Ms. Vicky R.	Moraine Valley Community College
Snezek, Mr. Paul	Wheaton College
Strohm, Ms. Georgia L.	IIT/Chicago Kent College of Law
Surles, Mr. Richard H.	University of Illinois Law Library
Thompson, Mr. Bert A.	Illinois Benedictine College
Ubel, Mr. James	Shawnee Library System
Underbrink, Mr. Robert	Blackburn College
Vacant	Loyola University of Chicago
Varnet, Dr. Harvey	Governors State University

DIRECTORS OF FEDERAL DEPOSITORY LIBRARIES

Welch, Dr. Theodore F.	Northern Illinois University
Wiens, Mr. Allan L.	Olivet/Nazarene University
Wishinsky, Ms. Janet	Wm. J. Campbell Lib. of the U.S. Courts
Wright, Ms. Judith M.	University of Chicago Law Library

DOCUMENTS LIBRARIANS OF FEDERAL DEPOSITORY LIBRARIES

DOCUMENTS LIBRARIAN	INSTITUTION
Bassett, Ms. Pegeen G.	Northwestern University Law Library
Baumgartner, Mr. Robert W.	Northwestern University Library
Becker, Mr. Jack	Rosary College
Bekiares, Ms. Susan E.	Univ. of Illinois at Urbana-Champaign
Benner, Ms. Susan R.	Loyola University Law Library
Burhans, Mr. Skip	Monmouth College
Cardenas, Ms. Patricia	Lake Forest College
Carr, Mrs. Virginia Thomas	IIT/Chicago Kent College of Law
Carroll, Ms. Marian	Illinois State University
Cavanaugh, Mr. Martin	McKendree College
Chen, Dr. Robert	Eastern Illinois University
Fee, Ms. Julie	Woodstock Public Library
Forbes, Ms. Lydia	Blackburn College
Fortado, Mr. Robert J.	Southern Illinois University/E
Frederick, Ms. Linda E.	Principia College
Frizzell, Mr. Robert	Illinois Wesleyan University
Fry, Mr. Roy H.	Loyola University of Chicago
Glascoff, Ms. Ann	Governors State University
Hanks, Ms. Enid	Galesburg Public Library
Hessler, Ms. Nancy R.	Moraine Valley Community College
Hopkins, Ms. Joan M.	Illinois Benedictine College
Kahles, Mr. William R.	Mt. Prospect Public Library
Key, Ms. Charlet F.	Black Hawk College
Kinnersley, Ms. Ruth E.	Olivet/Nazarene University
Klockenga, Mr. Gary	Poplar Creek Public Library
Li, Ms. Dorothy	John Marshall Law School
Mancuyas, Ms. Natividad D.	Chicago State University
Mayzel, Ms. Judith	Oakton Community College
McClane, Mrs. Elaine	Wabash Valley College
Merrick, Mr. Jerald	Decatur Public Library
Mitchell, Mrs. Penelope M.	MacMurray College
Morgan, Ms. Margaret	Freeport Public Library
Moyle, Miss Evelyn M.	Illinois Valley Community College
Mulherin, Mr. William S.	DePaul University Law Library
Nelson, Ms. Carol	Bradley University
Nollen, Ms. Sheila	Western Illinois University
Noon, Mr. Ronald E.	Lewis University Library
Nyberg, Ms. Cheryl	University of Illinois Law Library
Palen, Ms. Roberta R.	Chicago Public Library
Ramirez, Ms. Laurie	University of Illinois at Chicago
Roberts, Ms. Nancy L.	Illinois Institute of Technology
Royle, Ms. Mary Anne	N.I.U. College of Law
Ryoo, Ms. Heija B.	SIU School of Law Library
Schwegman, Ms. Judy	Shawnee Library System
Shea, Ms. Regina	University of Chicago
Shrier, Ms. Jean	Peoria Public Library
Shumaker, Mr. Earl R.	Northern Illinois University
Stearley, Ms. Patrice A.	Northeastern Illinois University
Strable, Ms. Jane S.	University of Chicago Law Library
Stubbs, Mr. Walter R.	Southern Illinois University/C
Sweet, Mr. David	Rockford Public Library
Vacant	Illinois State Library

DOCUMENTS LIBRARIANS OF FEDERAL DEPOSITORY LIBRARIES

Vance, Ms. Sharon	Wheaton College
Williams, Mr. Ben	Field Museum of Natural History Lib
Young, Mr. Peter	Wm. J. Campbell Lib. of the U.S. Co
Zander, Ms. Nancy	Oak Park Public Library

FEDERAL DEPOSITORIES BY LIBRARY SYSTEM

SYSTEM	INSTITUTION
BOLS	Lewis University Library
BOLS	Olivet/Nazarene University
CBLS	Illinois State University
CBLS	Illinois Wesleyan University
CLS	Chicago Public Library
CLS	Chicago State University
CLS	DePaul University Law Library
CLS	Field Museum of Natural History Library
CLS	Illinois Institute of Technology
CLS	IIT/Chicago Kent College of Law
CLS	John Marshall Law School
CLS	Loyola University of Chicago
CLS	Loyola University Law Library
CLS	Northeastern Illinois University
CLS	Northwestern University Law Library
CLS	University of Chicago
CLS	University of Chicago Law Library
CLS	University of Illinois at Chicago
CLS	Wm. J. Campbell Lib. of the U.S. Courts
CTLS	Wabash Valley College
DLS	Poplar Creek Public Library
DLS	Wheaton College
GRLS	MacMurray College
IVLS	Bradley University
IVLS	Peoria Public Library
KLS	McKendree College
LCLS	Blackburn College
LCLS	Principia College
LCLS	Southern Illinois University/E
LTLS	Eastern Illinois University
LTLS	Univ. of Illinois at Urbana-Champaign
LTLS	University of Illinois Law Library
NA	Illinois State Library
NILS	Freeport Public Library
NILS	N.I.U. College of Law
NILS	Northern Illinois University
NILS	Rockford Public Library
NILS	Woodstock Public Library
NSLS	Lake Forest College
NSLS	Mt. Prospect Public Library
NSLS	Northwestern University Library
NSLS	Oakton Community College
RBLS	Black Hawk College
RPLS	Decatur Public Library
SHLS	Shawnee Library System
SHLS	Southern Illinois University/C
SHLS	SIU School of Law Library
SLS	Governors State University
SLS	Illinois Benedictine College
SLS	Moraine Valley Community College
SLS	Oak Park Public Library
SLS	Rosary College
SRLS	Illinois Valley Community College

FEDERAL DEPOSITORIES BY LIBRARY SYSTEM

WILS	Galesburg Public Library
WILS	Monmouth College
WILS	Western Illinois University

FEDERAL DEPOSITORIES BY DEPOSITORY NUMBER

DEPOSITORY NUMBER	INSTITUTION
140	Illinois State Library
141	Univ. of Illinois at Urbana-Champaign
141A	Oakton Community College
142	Lewis University Library
142A	Field Museum of Natural History Library
143	Illinois State University
143A	Illinois Valley Community College
144	Chicago Public Library
145	University of Chicago
145A	University of Chicago Law Library
146	Chicago State University
146A	Illinois Institute of Technology
147	Moraine Valley Community College
147A	Northwestern University Law Library
147B	SIU School of Law Library
150	University of Illinois at Chicago
152A	Loyola University of Chicago
153	Northwestern University Library
153A	Lake Forest College
153B	Woodstock Public Library
154	Illinois Benedictine College
154A	Northern Illinois University
154B	Wheaton College
155	Rockford Public Library
155A	Wm. J. Campbell Lib. of the U.S. Courts
156	Freeport Public Library
157	Monmouth College
157A	John Marshall Law School
158	Galesburg Public Library
158A	Loyola University Law Library
158B	DePaul University Law Library
159	Peoria Public Library
159A	Bradley University
160	Black Hawk College
160A	IIT/Chicago Kent College of Law
160B	N.I.U. College of Law
161	Olivet/Nazarene University
161A	Illinois Wesleyan University
161B	Governors State University
163	Oak Park Public Library
163A	Northeastern Illinois University
163B	Rosary College
164	Blackburn College
164A	Mt. Prospect Public Library
164B	Poplar Creek Public Library
165	Decatur Public Library
165A	University of Illinois Law Library
166	Eastern Illinois University
166A	Wabash Valley College
167	Southern Illinois University/E
167A	McKendree College
168	Southern Illinois University/C

FEDERAL DEPOSITORIES BY DEPOSITORY NUMBER

168A	Shawnee Library System
169	MacMurray College
169A	Principia College
169B	Western Illinois University

FEDERAL DEPOSITORIES BY OCLC SYMBOL

OCLC SYMBOL	INSTITUTION
IBA	Bradley University
CGP	Chicago Public Library
IAA	Chicago State University
JNE	Decatur Public Library
IBC	DePaul University Law Library
IAD	Eastern Illinois University
IBT	Field Museum of Natural History Library
IAF	Governors State University
ICG	Illinois Benedictine College
IAH	Illinois Institute of Technology
SPI	Illinois State Library
IAI	Illinois State University
ICO	Illinois Wesleyan University
ILK	IIT/Chicago Kent College of Law
IUJ	John Marshall Law School
IAK	Lake Forest College
ICX	Lewis University Library
JFS	Loyola University of Chicago
JDS	Loyola University Law Library
ICI	MacMurray College
ICJ	McKendree College
ICL	Monmouth College
JAM	Moraine Valley Community College
ILY	N.I.U. College of Law
IAO	Northeastern Illinois University
JNA	Northern Illinois University
IUO	Oak Park Public Library
IAP	Oakton Community College
JBE	Olivet/Nazarene University
JJG	Poplar Creek Public Library
IBP	Principia College
JBO	Rockford Public Library
IBE	Rosary College
IUI	Shawnee Library System
SOI	Southern Illinois University/C
IAT	Southern Illinois University/E
SOL	SIU School of Law Library
UIU	Univ. of Illinois at Urbana-Champaign
CGU	University of Chicago
CGU	University of Chicago Law Library
IAY	University of Illinois at Chicago
UIU	University of Illinois Law Library
IAZ	Western Illinois University
ICW	Wheaton College

FEDERAL DEPOSITORIES BY CONGRESSIONAL DISTRICT

DISTRICT	DEPOSITORY	TYPE OF DESIGNATION
1st	Chicago	
	Chicago State University Library	Representative
	Illinois Institute of Technology Library	Representative
	University of Chicago Law Library	Representative
	University of Chicago Library	Representative
2nd	Two Representative Vacancies	
3rd	Two Representative Vacancies	
4th	Lockport	
	Lewis University Library	Senator
	Two Representative Vacancies	
5th	Two Representative Vacancies	
6th	Mt. Prospect	
	Mt. Prospect Public Library	Representative
	Wheaton	
	Wheaton College Library	Representative
7th	Chicago	
	IIT/Chicago Kent College of Law Library	Law School
	Chicago Public Library	Representative
	DePaul University, School of Law Library	Law School
	Field Museum of Natural History Library	Senator
	John Marshall Law School Library	Law School
	Loyola University, School of Law Library	Law School
	University of Illinois at Chicago	Representative
	William J. Campbell Library of the U.S. Courts	Law
	Oak Park	
	Oak Park Public Library	Representative
	River Forest	
	Rosary College Library	Representative
8th	Chicago	
	Northwestern University Law Library	Law School
	Two Representative Vacancies	

FEDERAL DEPOSITORIES BY CONGRESSIONAL DISTRICT

DISTRICT	DEPOSITORY	TYPE OF DESIGNATION
9th	Chicago	
	Loyola University of Chicago, E.M. Cudahy Memorial Library	Representative
	Evanston	
	Northwestern University Library	Representative
10th	Des Plaines	
	Oakton Community College, Learning Resources Center	Representative
	Lake Forest	
	Lake Forest College, Donnelly Library	Representative
11th	Chicago	
	Northeastern Illinois University Library One Representative Vacancy	Representative
12th	Streamwood	
	Poplar Creek Public Library	Representative
	Woodstock	
	Woodstock Public Library	Representative
13th	Lisle	
	Illinois Benedictine College, Theodore F. Lownik Library	Representative
	Palos Hills	
	Moraine Valley Community College, Robert E. Turner LRC	Representative
14th	DeKalb	
	Northern Illinois University, Founders Memorial Library	Representative
	N.I.U. College of Law Library	Law School
	Oglesby	
	Illinois Valley Community College, Jacobs Memorial Library	Representative

FEDERAL DEPOSITORIES BY CONGRESSIONAL DISTRICT

DISTRICT	DEPOSITORY	TYPE OF DESIGNATION
15th	Bloomington	
	Illinois Wesleyan University, Sheean Library	Representative
	Kankakee	
	Olivet/Nazarene University, Benner Library	Representative
	Normal	
	Illinois State University, Milner Library	Senator
	Park Forest South	
	Governors State University Library	Representative
16th	Freeport	
	Freeport Public Library	Representative
	Rockford	
	Rockford Public Library	Representative
17th	Galesburg	
	Galesburg Public Library	Representative
	Macomb	
	Western Illinois University Library	Senator
	Moline	
	Black Hawk College, Learning Resource Center	Representative
	Monmouth	
	Monmouth College, Hewes Library	Representative
18th	Jacksonville	
	MacMurray College, Henry Pfeiffer Library	Representative
	Peoria	
	Bradley University, Cullom Davis Library	Representative
	Peoria Public Library	Representative
19th	Champaign	
	University of Illinois Law Library	Representative

FEDERAL DEPOSITORIES BY CONGRESSIONAL DISTRICT

DISTRICT	DEPOSITORY	TYPE OF DESIGNATION
	Charleston	
	Eastern Illinois University, Booth Library	Representative
	Mt. Carmel	
	Wabash Valley College, Bauer Media Center	Representative
	Urbana	
	University of Illinois Library	Land-grant
20th	Carlinville	
	Blackburn College, Lumpkin Library	Representative
	Decatur	
	Decatur Public Library	Representative
	Elsah	
	Principia College, Marshall Brooks Library	Representative
	Springfield	
	Illinois State Library	Regional
21st	Edwardsville	
	Southern Illinois University Edwardsville, Lovejoy Library	Representative
	Lebanon	
	McKendree College, Holman Library	Representative
22nd	Carbondale	
	Southern Illinois University Law Library	Law School
	Southern Illinois University, Morris Library	Representative
	Carterville	
	Shawnee Library System	Representative

*Based on 1980 Census of Population figures. The compiler would like to thank Mr. Charles Seawood of the Chicago office of the Illinois Board of Elections for his invaluable help.

100TH CONGRESSIONAL DELEGATION

The Representatives are listed by Congressional District. Addresses and telephone numbers for the Washington, D.C. offices of the Representatives and Senators are recorded first. Below are their district offices and telephone numbers. For names of staff members located in these offices, consult the latest edition of the U.S. House of Representatives Telephone Directory (SuDoc: Y1.2:T23/).

REPRESENTATIVES

Charles A. Hayes
U.S. Congress
Illinois 1st Congressional District
1028 Longworth House Office Bldg.
Washington, D.C. 20515
(202) 225-4372

7801 South Cottage Grove Avenue
Chicago, Illinois 60619
(312) 783-6800

Gus Savage
U.S. Congress
Illinois 2nd Congressional District
1121 Longworth House Office Bldg.
Washington, D.C. 20515
(202) 225-0773

11434 South Halstead Street
Chicago, Illinois 60628
(312) 660-2000

Marty Russo
U.S. Congress
Illinois 3rd Congressional District
2233 Rayburn House Office Bldg.
Washington, D.C. 20515
(202) 225-5736

10634 South Cicero
Oak Lawn, Illinois 60453
(312) 353-8093 or (312) 636-4171

Jack Davis
U.S. Congress
Illinois 4th Congressional District
1234 Longworth House Office Bldg.
Washington, D.C. 20515
(202) 225-3635

101 North Joliet Street, Room 260
Joliet, Illinois 60431
(815) 740-2040

100 First National Plaza, Suite 415
Chicago Heights, Illinois 60211
(312) 754-4111

Aurora National Bank Building, Room 702
105 East Galena Boulevard
Aurora, Illinois 60505
(312) 844-3444

William O. Lipinski
U.S. Congress
Illinois 5th Congressional District
1032 Longworth House Office Bldg.
Washington, D.C. 20515
(202) 225-5701

5832 South Archer Avenue
Chicago, Illinois 60638
(312) 886-0481

Henry J. Hyde
U.S. Congress
Illinois 6th Congressional District
2104 Rayburn House Office Bldg.
Washington, D.C. 20515
(202) 225-4561

701 Lee Street, Suite 305
Des Plaines, Illinois 60016
(312) 296-4933

Grand Oak Office Center II
970 North Oak Lawn Avenue
Elmhurst, Illinois 60126
(312) 832-5950

Cardiss Collins
U.S. Congress
Illinois 7th Congressional District
2264 Rayburn House Office Bldg.
Washington, D.C. 20515
(202) 225-5006

3880 Kluczynski Federal Building
230 South Dearborn Street
Chicago, Illinois 60604
(312) 353-5754

328 West Lake
Oak Park, Illinois 60302
(312) 383-1400

Dan Rostenkowski
U.S. Congress
Illinois 8th Congressional District
2111 Rayburn House Office Bldg.
Washington, D.C. 20515
(202) 225-4061

2148 Damen Avenue
Chicago, Illinois 60647
(312) 431-1111

Sidney R. Yates
U.S. Congress
Illinois 9th Congressional District
2234 Rayburn House Office Bldg.
Washington, D.C. 20515
(202) 225-2111

3920 Kluczynski Federal Building
230 South Dearborn
Chicago, Illinois 60604
(312) 353-4596

2100 Ridge
Evanston, Illinois 60204
(312) 328-2610

John Edward Porter
U.S. Congress
Illinois 10th Congressional District
1131 Longworth House Office Bldg.
Washington, D.C. 20515
(202) 225-4835

104 Wilmot Road, Suite 410
Deerfield, Illinois 60015
(312) 940-0202

1650 Arlington Heights Road, Suite 104
Arlington Heights, Illinois 60004
(312) 392-0303

601A County Building
18 North County Street
Waukegan, Illinois 60085
(312) 662-0101

Frank Annunzio
U.S. Congress
Illinois 11th Congressional District
2303 Rayburn House Office Bldg.
Washington, D.C. 20515
(202) 225-6661

3816 Kluczynski Federal Building
230 South Dearborn Street
Chicago, Illinois 60604
(312) 353-2525

4747 West Peterson Avenue, Room 201
Chicago, Illinois 60646
(312) 736-0700

Philip M. Crane
U.S. Congress
Illinois 12th Congressional District
1035 Longworth House Office Bldg.
Washington, D.C. 20515
(202) 225-3711

1450 South New Wilke Road, Suite 101
Arlington Heights, Illinois 60005
(312) 394-0790

56 North Williams Road
Crystal Lake, Illinois 60014
(815) 459-3399

100TH CONGRESSIONAL DELEGATION

Harris W. Fawell
U.S. Congress
Illinois 13th Congressional District
511 Cannon House Office Bldg.
Washington, D.C. 20515
(202) 225-3515

911 North Elm Street
Hinsdale, Illinois 60521
(312) 655-2052

J. Dennis Hastert
U.S. Congress
Illinois 14th Congressional District
515 Cannon House Office Bldg.
Washington, D.C. 20515
(202) 225-2976

100 Lafayette Street
Ottawa, Illinois 61350
(815) 434-5666

2560 Foxfield Drive, Suite 340
St. Charles, Illinois 60174
(312) 584-2071

107 West Exchange Street
Sycamore, Illinois 60178
(815) 895-4343

Edward R. Madigan
U.S. Congress
Illinois 15th Congressional District
2312 Rayburn House Office Bldg.
Washington, D.C. 20515
(202) 225-2371

70 Meadowview Center, Suite 200
Kankakee, Illinois 60901
(815) 937-0875

219 South Kickapoo Street
Lincoln, Illinois 62656
(217) 735-3521

2401 East Washington St., Suite 101
Bloomington, Illinois 61701
(309) 662-9371

Lynn M. Martin
U.S. Congress
Illinois 16th Congressional District
1208 Longworth House Office Bldg.
Washington, D.C. 20515
(202) 225-5676

416 East State Street
Rockford, Illinois 61104
(815) 987-4326

420 Avenue A
Sterling, Illinois 61081
(815) 626-1616

Lane Evans
U.S. Congress
Illinois 17th Congressional District
328 Cannon House Office Bldg.
Washington, D.C. 20515
(202) 225-5905

3919 - 16th Street
Moline, Illinois 61265
(309) 793-5760

125 East Main
Galesburg, Illinois 61401
(309) 342-4411

Room 10, City Hall
Monmouth, Illinois 61462
(309) 734-9304

208 1/2 North Lafayette
Macomb, Illinois 61455
(309) 837-5263

Robert H. Michel
U.S. Congress
Illinois 18th Congressional District
2112 Rayburn House Office Bldg.
Washington, D.C. 20515
(202) 225-6201

100 NE Monroe, Room 107
Peoria, Illinois 61602
(309) 671-7027

236 West State Street
Jacksonville, Illinois 62650
(217) 245-1431

766

100TH CONGRESSIONAL DELEGATION

Terry L. Bruce
U.S. Congress
Illinois 19th Congressional District
419 Cannon House Office Bldg.
Washington, D.C. 20515
(202) 225-5001

106 North Vermillion Street, Room 505
Danville, Illinois 61832
(217) 446-7445

P.O. Box 206
Olney, Illinois 62450
(618) 395-8585

Cattle Bank
102 East University Avenue
Champaign, Illinois 61820
(217) 398-0020

Richard J. Durbin
U.S. Congress
Illinois 20th Congressional District
417 Cannon House Office Bldg.
Washington, D.C. 20515
(202) 225-5271

1307 South 7th Street
P.O. Box 790
Springfield, Illinois 62703
(217) 492-4062

363 South Main Street
P.O. Box 1506
Decatur, Illinois 62523
(217) 428-4745

531 Hampshire Street, Room 305
Quincy, Illinois 62301
(217) 228-1042

Melvin Price
U.S. Congress
Illinois 21st Congressional District
2110 Rayburn House Office Bldg.
Washington, D.C. 20515
(202) 225-5661

Federal Building
650 Missouri Avenue
East St. Louis, Illinois 62201
(618) 482-9423

1990C Troy Road
Edwardsville, Illinois 62025
(618) 656-9575

Kenneth J. Gray
U.S. Congress
Illinois 22nd Congressional District
2109 Rayburn House Office Bldg.
Washington, D.C. 20515
(202) 225-5201

P.O. Box 398
Herrin, Illinois 62948
(618) 997-3341

234 West Main
West Frankfort, Illinois 62896
(618) 937-6402

4821 Bond Avenue
Alorton, Illinois 62207
(618) 874-2221

100TH CONGRESSIONAL DELEGATION

SENATORS

Alan J. Dixon
316 Hart Senate Office Bldg.
Washington, D.C. 20510
(202) 224-2854

3996 Kluczynski Federal Building
230 South Dearborn Street
Chicago, Illinois 60604
(312) 353-5420

117 Post Office & Courthouse
Sixth & Monroe Streets
Springfield, Illinois 62701
(217) 492-4126

227 Federal Building
105 South Sixth Street
Mount Vernon, Illinois 62864
(618) 244-6703

10 East Washington
Belleville, Illinois 62220
(618) 235-0998

8787 State Street, Room 204
East St. Louis, Illinois 62203
(618) 398-7920

Paul Simon
462 Dirksen Senate Office Bldg.
Washington, D.C. 20510
(202) 224-2152

Kluczynski Federal Building
230 South Dearborn Street
Chicago, Illinois 60604
(312) 353-4952

3 West Old Capitol Plaza, Suite 1
Springfield, Illinois 62701
(217) 492-4960

250 West Cherry Street, Room 115-B
Carbondale, Illinois 62901
(618) 457-3650

8787 State Street, Room 212
East St. Louis, Illinois 62203
(618) 398-7707

STATE DEPOSITORY LIBRARIES

Augustana College
Library
3520 7th Avenue
Rock Island, IL 61201
309-794-7316

Library System	RBLS
OCLC Symbol	ICY
ILDS Route #	4
Federal Depository	NO

Mr. John Caldwell, Director
Ms. Colleen M. Conway, Catalog Librarian

Bradley University
Cullom Davis Library
Peoria, IL 61625
309-676-7611 X583

Library System	IVLS
OCLC Symbol	IBA
ILDS Route #	3
Federal Depository	YES

Ms. Betty Hendrickson, Acting Director
Ms. Eleonore E. Hansen, Bibliographic Services Librarian

Center for Research Libraries
6050 S. Kenwood Avenue
Chicago, IL 60637
312-955-4545 X32

Library System	CLS
OCLC Symbol	CRL
ILDS Route #	
Federal Depository	NO

Mr. Donald B. Simpson, President
Mrs. Ann Germany, Order Librarian

Chicago Public Library
425 North Michigan Avenue
Chicago, IL 60611
312-269-3002

Library System	CLS
OCLC Symbol	CGP
ILDS Route #	1
Federal Depository	YES

Mr. John B. Duff, Commissioner
Ms. Roberta R. Palen, Head, Govt. Publications Dept.

Chicago State University
Paul & Emily Douglas Library
95th Street at King Drive
Govt. Publications, Rm. 204, Lib. Bldg.
Chicago, IL 60628
312-995-2284

Library System	CLS
OCLC Symbol	IAA
ILDS Route #	1
Federal Depository	YES

Dr. William C. Prigge, Dean
Ms. Natividad D. Mancuyas, Govt. Publications Librarian

STATE DEPOSITORY LIBRARIES

Eastern Illinois University
Booth Library
Charleston, IL 61920
217-581-6092

Library System	LTLS
OCLC Symbol	IAD
ILDS Route #	3
Federal Depository	YES

Dr. Wilson P. Liquire, Dean of Library Services
Dr. Robert Chen, Coordinator of Docs. Services

Governors State University
University Library
University Park, IL 60466
312-534-5000 X2232

Library System	SLS
OCLC Symbol	IAF
ILDS Route #	2
Federal Depository	YES

Dr. Harvey Varnet, Director
Ms. Ann Glascoff, Head, Documents Dept.

Illinois State Library
Centennial Building
Springfield, IL 62756
217-782-2994

Library System	NA
OCLC Symbol	SPI
ILDS Route #	3
Federal Depository	YES

Mrs. Bridget L. Lamont, Director
Ms. Jane Rishel, Illinois Documents Coordinator

Illinois State University
Milner Library
Normal, IL 61761
309-438-7442

Library System	CBLS
OCLC Symbol	IAI
ILDS Route #	3
Federal Depository	YES

Dr. Fred M. Peterson, University Librarian
Ms. Marian Carroll, Head, Science & Govt. Pubs.

Illinois Valley Community College
Jacobs Memorial Library
R. R. 1
2578 E. 350th Road
Oglesby, IL 61348-1099
815-224-2720 X397

Library System	SRLS
OCLC Symbol	
ILDS Route #	1
Federal Depository	YES

Mr. Edward H. Anderson, Director of Learning Resources
Miss Evelyn M. Moyle, Documents Librarian

STATE DEPOSITORY LIBRARIES

Inst. of Government & Public Affairs
1201 W. Nevada Street
Urbana, IL 61801
217-333-3340

Library System	
OCLC Symbol	
ILDS Route #	
Federal Depository	NO

Dr. Robert F. Rich, Director
Ms. Anna J. Merritt, Assistant Director

Loyola University of Chicago
E.M. Cudahy Memorial Library
6525 N. Sheridan Road
Chicago, IL 60626
312-508-2646

Library System	CLS
OCLC Symbol	JFS
ILDS Route #	1
Federal Depository	YES

Vacant , Director of Libraries
Mr. Roy H. Fry, Government Documents Librarian

North Suburban Library System
Reference Service
5215 Oakton Street
Skokie, IL 60077
312-679-1380

Library System	NSLS
OCLC Symbol	IEE
ILDS Route #	1
Federal Depository	NO

Mr. Robert McClarren, Director
Ms. Deborah Grodinsky, Librarian

Northeastern Illinois University
Library
5500 North St. Louis Avenue
Chicago, IL 60625
312-583-4050

Library System	CLS
OCLC Symbol	IAO
ILDS Route #	1
Federal Depository	YES

Dr. John Gaboury, University Librarian
Ms. Patrice A. Stearley, Documents Librarian

Northern Illinois University
University Libraries
Government Publications Department
DeKalb, IL 60115
815-753-9841

Library System	NILS
OCLC Symbol	JNA
ILDS Route #	1
Federal Depository	YES

Dr. Theodore F. Welch, Director
Mr. Earl R. Shumaker, Head, Govt. Pubs. Dept.

STATE DEPOSITORY LIBRARIES

Northwestern University Library
Government Publications Department
1935 Sheridan Road
Evanston, IL 60201
312-491-3130

Library System	NSLS
OCLC Symbol	
ILDS Route #	1
Federal Depository	YES

Mr. John P. McGowan, University Librarian
Ms. Michele Strange, Documents Librarian

Poplar Creek Public Library
1405 S. Park Blvd.
Streamwood, IL 60107
312-837-6800

Library System	DLS
OCLC Symbol	JJG
ILDS Route #	1
Federal Depository	YES

Ms. Marlene Deuel, Director
Mr. Gary Klockenga, Documents Librarian

Quincy Public Library
526 Jersey Street
Quincy, IL 62301
217-222-0226

Library System	GRLS
OCLC Symbol	IDQ
ILDS Route #	4
Federal Depository	NO

Mr. Lester I. McKiernan, Administrative Librarian
Ms. Patricia A. Tomczak, Reference Librarian

Rockford Public Library
215 N. Wyman Street
Rockford, IL 61101
815-965-6731 X259

Library System	NILS
OCLC Symbol	JBO
ILDS Route #	1
Federal Depository	YES

Mr. Joel C. Rosenfeld, Director
Mr. David Sweet, Documents Librarian

Sangamon State University
Brookens Library
Shepherd Road
Springfield, IL 62708
217-786-6592

Library System	RPLS
OCLC Symbol	IAS
ILDS Route #	5
Federal Depository	NO

Mr. Brian Alley, Director
Ms. Shirley Maurath, Documents Librarian

STATE DEPOSITORY LIBRARIES

Southern Illinois University/C
Delyte W. Morris Library
Carbondale, IL 62901
618-536-2163

Library System	SHLS
OCLC Symbol	SOI
ILDS Route #	6
Federal Depository	YES

Mr. Darrel Jenkins, Library Director
Mr. Walter R. Stubbs, Documents Librarian

Southern Illinois University/E
Lovejoy Library
Edwardsville, IL 62026-1001
618-692-2422

Library System	LCLS
OCLC Symbol	IAT
ILDS Route #	5
Federal Depository	YES

Mr. Gary N. Denue, Assoc. Professor, Director
Mr. Marvin Solomon, Documents Librarian

SIU School of Law Library
Southern Illinois University
Technical Services Department
Carbondale, IL 62901
618-536-7711

Library System	SHLS
OCLC Symbol	SOL
ILDS Route #	6
Federal Depository	YES

Professor Frank G. Houdek, Director
Ms. Heija B. Ryoo, Acq/Ser Librarian

Univ. of Illinois at Urbana-Champaign
Documents Library
1408 W. Gregory
200D Library
Urbana, IL 61801
217-333-1056

Library System	LTLS
OCLC Symbol	UIU
ILDS Route #	3
Federal Depository	YES

Mr. Michael Gorman, Acting University Librarian
Ms. Susan E. Bekiares, Acting Head, Documents Library

University of Illinois at Chicago
The University Library
Box 8198
Chicago, IL 60680
312-996-2738

Library System	CLS
OCLC Symbol	IAY
ILDS Route #	2
Federal Depository	YES

Dr. Beverly P. Lynch, University Librarian
Ms. Laurie Ramirez, Documents Librarian

STATE DEPOSITORY LIBRARIES

University of Illinois Law Library
504 E. Pennsylvania Avenue
104 Law Building
Champaign, IL 61820
217-333-2914

Library System	LTLS
OCLC Symbol	UIU
ILDS Route #	3
Federal Depository	YES

Mr. Richard H. Surles, Jr., Director
Ms. Cheryl Nyberg, Documents/Reference Librarian

Wabash Valley College
Bauer Media Center
2200 College Drive
Mt. Carmel, IL 62863
618-262-8641

Library System	CTLS
OCLC Symbol	
ILDS Route #	6
Federal Depository	YES

Mrs. Nadine Smith, Director
Mrs. Elaine McClane, Documents Technician

Western Illinois University
University Library
Macomb, IL 61455
309-298-2723

Library System	WILS
OCLC Symbol	IAZ
ILDS Route #	4
Federal Depository	YES

Dr. Patricia A. Goheen, Director
Ms. Sheila Nollen, Govt. Pubs. & Legal Ref. Libr.

William Rainey Harper College
Algonquin & Roselle Roads
Palatine, IL 60067
312-397-3000 X2455

Library System	NSLS
OCLC Symbol	JDD
ILDS Route #	1
Federal Depository	NO

Vacant, Chairman, Library Services
Ms. Mary L. Severs, Catalog Librarian

DIRECTORS OF STATE LIBRARIES

DIRECTOR	INSTITUTION
Alley, Mr. Brian	Sangamon State University
Anderson, Mr. Edward H.	Illinois Valley Community College
Caldwell, Mr. John	Augustana College
Denue, Mr. Gary N.	Southern Illinois University/E
Deuel, Ms. Marlene	Poplar Creek Public Library
Duff, Mr. John B.	Chicago Public Library
Gaboury, Dr. John	Northeastern Illinois University
Goheen, Dr. Patricia A.	Western Illinois University
Gorman, Mr. Michael	Univ. of Illinois at Urbana-Champaign
Hendrickson, Ms. Betty	Bradley University
Houdek, Professor Frank G.	SIU School of Law Library
Jenkins, Mr. Darrel	Southern Illinois University/C
Lamont, Mrs. Bridget L.	Illinois State Library
Liquire, Dr. Wilson P.	Eastern Illinois University
Lynch, Dr. Beverly P.	University of Illinois at Chicago
McClarren, Mr. Robert	North Suburban Library System
McGowan, Mr. John P.	Northwestern University Library
McKiernan, Mr. Lester I.	Quincy Public Library
Peterson, Dr. Fred M.	Illinois State University
Prigge, Dr. William C.	Chicago State University
Rich, Dr. Robert F.	Inst. of Government & Public Affair
Rosenfeld, Mr. Joel C.	Rockford Public Library
Simpson, Mr. Donald B.	Center for Research Libraries
Smith, Mrs. Nadine	Wabash Valley College
Surles, Mr. Richard H.	University of Illinois Law Library
Vacant	William Rainey Harper College
Vacant	Loyola University of Chicago
Varnet, Dr. Harvey	Governors State University
Welch, Dr. Theodore F.	Northern Illinois University

DOCUMENT LIBRARIANS OF STATE LIBRARIES

DOCUMENTS LIBRARIAN	INSTITUTION
Bekiares, Ms. Susan E.	Univ. of Illinois at Urbana-Champaign
Carroll, Ms. Marian	Illinois State University
Chen, Dr. Robert	Eastern Illinois University
Conway, Ms. Colleen M.	Augustana College
Fry, Mr. Roy H.	Loyola University of Chicago
Germany, Mrs. Ann	Center for Research Libraries
Glascoff, Ms. Ann	Governors State University
Grodinsky, Ms. Deborah	North Suburban Library System
Hansen, Ms. Eleonore E.	Bradley University
Klockenga, Mr. Gary	Poplar Creek Public Library
Mancuyas, Ms. Natividad D.	Chicago State University
Maurath, Ms. Shirley	Sangamon State University
McClane, Mrs. Elaine	Wabash Valley College
Merritt, Ms. Anna J.	Inst. of Government & Public Affair
Nollen, Ms. Sheila	Western Illinois University
Moyle, Miss Evelyn M.	Illinois Valley Community College
Nyberg, Ms. Cheryl	University of Illinois Law Library
Palen, Ms. Roberta R.	Chicago Public Library
Ramirez, Ms. Laurie	University of Illinois at Chicago
Rishel, Ms. Jane	Illinois State Library
Ryoo, Ms. Heija B.	SIU School of Law Library
Severs, Ms. Mary L.	William Rainey Harper College
Shumaker, Mr. Earl R.	Northern Illinois University
Solomon, Mr. Marvin	Southern Illinois University/E
Stearley, Ms. Patrice A.	Northeastern Illinois University
Strange, Ms. Michele	Northwestern University Library
Stubbs, Mr. Walter R.	Southern Illinois University/C
Sweet, Mr. David	Rockford Public Library
Tomczak, Ms. Patricia A.	Quincy Public Library

STATE DEPOSITORIES BY LIBRARY SYSTEM

SYSTEM	INSTITUTION
	Inst. of Government & Public Affairs
CBLS	Illinois State University
CLS	Center for Research Libraries
CLS	Chicago Public Library
CLS	Chicago State University
CLS	Loyola University of Chicago
CLS	Northeastern Illinois University
CLS	University of Illinois at Chicago
CTLS	Wabash Valley College
DLS	Poplar Creek Public Library
GRLS	Quincy Public Library
IVLS	Bradley University
LCLS	Southern Illinois University/E
LTLS	Eastern Illinois University
LTLS	Univ. of Illinois at Urbana-Champaign
LTLS	University of Illinois Law Library
NA	Illinois State Library
NILS	Northern Illinois University
NILS	Rockford Public Library
NSLS	North Suburban Library System
NSLS	Northwestern University Library
NSLS	William Rainey Harper College
RBLS	Augustana College
RPLS	Sangamon State University
SHLS	Southern Illinois University/C
SHLS	SIU School of Law Library
SLS	Governors State University
SRLS	Illinois Valley Community College
WILS	Western Illinois University

STATE DEPOSITORIES BY OCLC SYMBOL

OCLC SYMBOL	INSTITUTION
CGP	Chicago Public Library
CRL	Center for Research Libraries
IAA	Chicago State University
IAD	Eastern Illinois University
IAF	Governors State University
IAI	Illinois State University
IAO	Northeastern Illinois University
IAS	Sangamon State University
IAT	Southern Illinois University/E
IAY	University of Illinois at Chicago
IAZ	Western Illinois University
IBA	Bradley University
ICY	Augustana College
IDQ	Quincy Public Library
IEE	North Suburban Library System
JBO	Rockford Public Library
JDD	William Rainey Harper College
JFS	Loyola University of Chicago
JJG	Poplar Creek Public Library
JNA	Northern Illinois University
SOI	Southern Illinois University/C
SOL	SIU School of Law Library
SPI	Illinois State Library
UIU	University of Illinois Law Library
UIU	Univ. of Illinois at Urbana-Champaign

773

LISTING OF LIBRARY SYSTEM ABBREVIATIONS AND ADDRESSES
APPENDIX A

Bur Oak Library System (BOLS)
405 Earl Road
Shorewood, Illinois 60436
(815) 729-3345

Chicago Library System (CLS)
425 North Michigan Avenue
Chicago, Illinois 60611
(312) 269-2984

Corn Belt Library System (CBLS)
1809 West Hovey Avenue
Normal, Illinois 61761
(309) 452-4486

Cumberland Trail Library System (CTLS)
12th & McCawley Streets
Flora, Illinois 62839
(618) 662-2741

DuPage Library System (DLS)
127 South First Street
P.O. Box 268
Geneva, Illinois 60134
(312) 232-8457

Great River Library System (GRLS)
515 York Street
Quincy, Illinois 62301
(217) 223-2560

Illinois Valley Library System (IVLS)
845 Brenkman Road
Pekin, Illinois 61554
(309) 353-4110

Kaskaskia Library System (KLS)
306 North Main Street
P.O. Box 325
Smithton, Illinois 62285
(618) 235-4220

Lewis & Clark Library System (LCLS)
P.O. Box 368
Edwardsville, Illinois 62025
(618) 656-3216

Lincoln Trail Library System (LTLS)
1704 West Interstate Drive
Champaign, Illinois 61821
(217) 352-0047

North Suburban Library System (NSLS)
200 West Dundee Road
Wheeling, Illinois 60090
(312) 459-1300

Northern Illinois Library System (NILS)
4034 East State Street
Rockford, Illinois 61108
(815) 229-0330

River Bend Library System (RBLS)
P.O. Box 125
Coal Valley, Illinois 61240
(309) 799-3155

Rolling Prairie Library System (RPLS)
345 West Eldorado Street
Decatur, Illinois 62522
(217) 429-2586

Shawnee Library System (SHLS)
Greenbriar Road
Carterville, Illinois 62918
(618) 985-3711

Starved Rock Library System (SRLS)
900 Hitt Street
Ottawa, Illinois 61350
(815) 434-7537

Suburban Library System (SLS)
125 Tower Drive
Burr Ridge P.O.
Hinsdale, Illinois 60521
(312) 325-6640

Western Illinois Library System (WILS)
1518 South Henderson
Galesburg, Illinois 61401
(309) 343-2380

DOCUMENTS ORGANIZATIONS IN ILLINOIS
APPENDIX B

Illinois is fortunate to have several active documents groups which are instrumental in furthering the development and use of document resources in the State. The following list and description of these groups is appended to this directory as additional, useful information. Current officers or contact persons are listed under each organization.

ILLINOIS LIBRARY ASSOCIATION GOVERNMENT DOCUMENTS ROUNDTABLE (ILA-GODORT)

The Illinois Library Association Government Documents Roundtable, affiliated with the American Library Association Government Documents Roundtable, devotes its efforts to informing Illinois libraries and librarians of issues and events concerning government documents. The purpose of the organization is: 1) to further the development and usefulness of government documents collections; 2) to increase communication between documents librarians and other librarians; 3) to contribute to the extension and improvement of education and training of documents librarians. Each year a program is offered to educate staff on timely concerns affecting public access to documents. For example, a recent program dealt with U.S. Department of Labor Statistics. The Round Table also publishes the ILA-GODORT Newsletter which circulates news about organization activities, as well as general information regarding government publications and related sources. The Executive Board of the Round Table also attempts to influence and educate government officials and citizens about issues that are of concern to documents librarians. ILA-GODORT encourages individuals to become involved who, not only are working in the documents area, but also who want to be kept informed of the rapidly changing developments in this area.

1987 ILA GODORT EXECUTIVE BOARD

President

Earl Shumaker
Head, Government Publications Dept.
University Libraries
Northern Illinois University
DeKalb, Illinois 60115
(815) 753-9841

President-Elect

Nancy Roberts
Documents Librarian
Illinois Institute of Technology
IIT Center
Galvin Library/Documents
35 West 33rd Street
Chicago, Illinois 60616
(312) 567-3355

Secretary-Treasurer

David Sweet
Documents Librarian
Rockford Public Library
215 North Wyman Street
Rockford, Illinois 61101
(815) 965-6731 X261

Past-Chairperson

Jane Running
Illinois State Library
Centennial Building
Springfield, Illinois 62756
(217) 785-5602

DOCUMENTS ORGANIZATIONS IN ILLINOIS
APPENDIX B

Members at Large

Jane Rishel (2 year term)
State Documents Coordinator
Illinois State Library
Centennial Building
Springfield, Illinois 62756
(217) 782-6304

Jean Shrier
Head, Business Department
Peoria Public Library
107 NE Monroe Street
Peoria, Illinois 61602
(309) 672-8844

Ann Glascoff, Editor
University Library
Governors State University
University Park, Illinois 60466
(312) 534-5000 X2232

Evelyn Moyle (2 year term)
Documents Librarian
Illinois Valley Community College
Jacobs Library
R. R. #1
Oglesby, Illinois 61348
(815) 224-2720 X397

CHICAGO ACADEMIC LIBRARY COUNCIL (CALC) - DOCUMENTS SUBCOMMITTEE

The Chicago Academic Library Council (CALC) is a group of university libraries in the Chicago area that cooperate to improve library services for their clientele. In 1980 the CALC Documents Subcommittee was convened by Ann Glascoff of Governors State University for the purpose of opening "channels of communication between Chicago area documents librarians."* The group consists of the documents librarians of the member institution;

Chicago State University
DePaul University
Governors State University
Illinois Institute of Technology
Northeastern Illinois University
Roosevelt University
University of Illinois at Chicago Circle

In addition, documents librarians of the following institutions have been invited to join in the meetings and activities of the organization:

Chicago Public Library
DePaul University Law Library
IIT/Chicago Kent College of Law
Loyola University Law Library
University of Illinois--Medical Center

The subcommittee elects a chair and secretary. Meetings are held four to five times per year at participating institutions. The meetings consist of tours of documents collections and special libraries or government agencies such as the Northeastern Illinois Planning Commission, talks by librarians and other information specialists and discussions of concern to documents librarians. The organization has produced the CALC Directory, a directory of major document-related resources held by participants.
*Minutes of the first CALC Documents Subcommittee meeting, November 1980.

Contact Person:

Marjorie Bengtson
University of Illinois at Chicago
University Library
801 South Morgan, Box 8198
Chicago, Illinois 60680
(312) 996-2716

CODSULI (Council of Directors of State University Libraries in Illinois) DOCUMENTS LIBRARIANS

The documents librarians of state-supported institutions of higher education meet once a year to discuss the depository library program, collection development and collection sharing. The following institutions are defined as CODSULI libraries:

Chicago State University
Eastern Illinois University
Governors State University
Illinois State University
Northeastern Illinois University
Northern Illinois University
Sangamon State University (non-depository)
Southern Illinois University at Carbondale
Southern Illinois University at Edwardsville
University of Illinois at Chicago - University Library
University of Illinois at Chicago - Medical Center (non-depository)
University of Illinois at Urbana
University of Illinois Law Library
Western Illinois University

The Federal and State Documents Coordinators from the Illinois State Library are also invited to attend. The group does not have a formal structure of officers. Institutions volunteer to host the annual meetings. The contact person listed below will host the Fall, 1987 meeting.

Contact Person:

Earl Shumaker, Head
Government Publications Department
Northern Illinois University
University Libraries
DeKalb, Illinois 60115
(815) 753-9841

U.S. GOVERNMENT PRINTING OFFICE LIBRARY PROGRAMS SERVICE
APPENDIX C

Public Printer (Ralph E. Kennickell, Jr.)	(202) 275-3034
Superintendent of Documents (Donald E. Fossedal)	(202) 275-3345
Director, Library Programs Service (Mark F. Scully)	(202) 275-1114

LIBRARY PROGRAMS SERVICE

	STOP	Area Code (202)
Director of Library Programs Service (Scully)	SL	275-1114
Secretary (Mrs Samuels)		275-1114
Staff Assistant (Ms Brungart)		275-1114

LIBRARY DIVISION SLL

Chief (Ms Trivizas)	275-2756
Secretary (Ms Williams)	275-2757
Library Inspection Team:	
Chief (McClane)	275-1119
Gulati	275-1123
Ms Hoa	275-1122
( )	275-1122
Paskoski	275-1123
Tate	275-1109

CLASSIFICATION & CATALOGING BRANCH SLLC

Chief (Baldwin)	275-1121
Cataloging Section 1:	
Chief (Ponce)	275-1128
Cataloging Section 2:	
Chief (Tansey)	275-1140
Cataloging Section 3:	
Chief (Mrs MacGilvray)	275-1130
Administrative Librarian (Martin)	275-1140

DEPOSITORY ADMINISTRATION BRANCH SLLA

Chief (Ms McGarr)	275-1071
Acquisitions Staff:	
Senior Technician (Ziegler)	275-1070
Acquisitions Technicians:	
Ms Daniel	275-1040
Mrs Decker	275-1070
Loughran	275-1070
Wiggins	275-1040
Coordination & Control Unit:	
Supervisor (Lewter)	275-1063
Library Technicians:	
Mrs Morelli	275-0877
Ms Ferguson	275-0877
Mrs Keller	275-1063
Information Processing Unit:	
Supervisor (Mrs Johnson)	275-1153
Library Technician (Ms Wright)	275-1153
Micrographics Section:	
Chief (Mrs Spence)	275-1051

DEPOSITORY DISTRIBUTION DIVISION SLD

Chief (Redd)	275-1014
Secretary (Ms Powell)	275-1014
Supply Technician ( )	275-3081

DEPOSITORY PROCESSING BRANCH SLDP

Chief ( )	275-1007
Processing Section:	
Foreman (Gray)	275-1009
Receiving Section:	
Foreman (Teele)	275-9033
Supply Clerk (Ms Chance)	275-2897
Stock Control Section:	
Foreman (Montgomery)	275-1009

DEPOSITORY MAILING BRANCH SLDM

Chief (Miss Davis)	275-1006
Checking & Shipping Section:	
Foreman (Smith)	275-1009
Claims Section:	
Supervisor (Ms Massey)	275-1024

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U.S. GOVERNMENT PRINTING OFFICE LIBRARY PROGRAMS SERVICE

APPENDIX C

In *Administrative Notes*, volume 6, number 6 (May 1985), pages 24-26, the Library Programs Service provided guidance for depository librarians with urgent or complicated questions for which the standard *Depository Inquiry Form* is not suitable. This information is being included in this publication for the convenience of Illinois depository librarians.

When writing to the Library Programs Service, include your depository library number, your business phone number, and the times you can be reached by phone. Address your letters to the specific area within LPS that deals with your particular concern.

For questions regarding: Library Programs Service policy,

write to: U.S. Government Printing Office
Director
Library Programs Service (SL)
Washington

or call: (202) 275-1114

For questions regarding depository designations or operations, the *Instructions to Depository Libraries*, Inspections, Bienniel Survey, depository and/or Regional depository responsibilities,

write to: U.S. Government Printing Office
Chief, Inspection Team
Washington, D.C. 20401

or call: (202) 275-1119

For questions concerning:

Automation/direct mail -- (202) 275-1060

Survey/selection update -- (202) 275-1153

Microfiche/unusual Microfiche Claims -- (202) 275-1060

or write to: U.S. Government Printing Office
Chief, Depository Administration Branch
Library Programs Service (SLLA)
Washington, D.C. 20401

or call: (202) 275-1071

U.S. GOVERNMENT PRINTING OFFICE LIBRARY PROGRAMS SERVICE
APPENDIX C

For questions concering the Monthly Catalog, GPO Cataloging or Classification contact:

U.S. Government Printing Office
Chief, Classification & Cataloging Branch
Library Programs Service (SLLC)
Washington, D.C. 20401

or call: (202) 275-1121

For questions concerning:

Classification -- Classification Hotline

write to:
U.S. Government Printing Office
Chief, Classification & Cataloging Branch
Library Program Service (SLLC)
Washington, D.C. 20401

or call: (202) 275-1131

For claims: the library must follow the claiming procedure found in Section 10 of the Instructions to Depository Libraries.

If the library does not receive a response within 4 weeks, then the librarian can inquire about the claim by submitting a copy of the Depository Library Inquiry Form. (Do not submit a second claim.)

For unusual paper claim problems,

write to:
U.S. Government Printing Office
Chief, Depository Mailing Branch (SLDM)
Library Programs Service
Washington, D.C. 20401

or call: (202) 275-1006

Problems with missing or delayed shipments,

write to:
U.S. Government Printing Office
Chief, Depository Processing Branch
Library Programs Service (SLDP)
Washington, D.C. 20401

or call: (202) 275-1007

Chronic distribution problems can be directed to:

write to:
U.S. Government Printing Office
Chief, Depository Distribution
Library Programs Service (SLD)
Washington, D.C. 20401

or call: (202) 275-1014

ILLINET FEDERAL DEPOSITORY LIBRARY COORDINATING COUNCIL
MEMBERSHIP LIST AND LIAISON LIBRARIES
APPENDIX D

ILLINET FEDERAL DEPOSITORY LIBRARY COORDINATING COUNCIL

The Coordinating Council, an advisory body to the Illinois State Library, was established by the Illinois State Plan for ILLINET Federal Document Depositories. The Coordinating Council's functions include:

1. Reviewing the performance of the Federal Depository Library Program in Illinois;
2. Making recommendations to the regional depository at the Illinois State Library and the Government Printing Office regarding the Federal Depository Library Program;
3. Reviewing and revising the Illinois State Plan;
4. Encouraging and coordinating cooperative efforts in the state;
5. Implementing objectives of the State Plan; and
6. Enlisting continuing support for the State Plan.

In pursuit of these goals, the Coordinating Council meets several times a year at libraries around the state. All depository librarians and other interested people are encouraged to attend meetings and to share their ideas and concerns with the Council.

In 1986 the Council completed a comprehensive survey of the 56 federal depository libraries in Illinois on current practices and policies. A discussion of the results appeared in the May 1986 issue of Illinois Libraries. The Coordinating Council and ILA/GODORT have formed a Government Publications Continuing Education Committee to identify needs and investigate means for increasing the awareness and use of government documents throughout the ILLINET system.

ILLINET FEDERAL DEPOSITORY LIBRARY COORDINATING COUNCIL
MEMBERSHIP LIST AND LIAISON LIBRARIES
APPENDIX D

COORDINATING COUNCIL	LIAISON LIBRARIES
Mr. Brad Baker Ass. Univ. Libr. for Administration Svs. Northeastern Illinois University Library 5500 North St. Louis Avenue Chicago, Illinois 60625 312-583-4050, X4468	Lake Forest College Mt. Prospect Public Library Northeastern Illinois University Northwestern University Oakton Community College Poplar Creek Public Library Wheaton College
Ms. Ann Glascoff Ass't. Director for Technical Svs. Governors State University University Library University Park, Illinois 60466 312-534-5000, X2232	Chicago State University Governors State University Illinois Benedictine College Moraine Valley Community College Oak Park Public Library Rosary College University of Chicago
Ms. Virginia Thomas Carr Documents Librarian IIT/Chicago-Kent College of Law Library 77 South Wacker Drive Chicago, Illinois 60606 312-567-5968	DePaul University Law School IIT/Chicago-Kent College of Law John Marshall Law School Loyola University Law Library Northwestern University Law Library University of Chicago Law Library Wm. J. Campbell Library of the U.S. Courts
Ms. Lois Mills Documents Librarian Western Illinois University University Library Macomb, Illinois 61455 309-298-2723	Blackburn College Bradley University Galesburg Public Library MacMurray College Monmouth College Peoria Public Library Western Illinois University
Ms. Evelyn Moyle Documents Librarian Illinois Valley Community College Jacobs Memorial Library R.R. 1 Oglesby, Illinois 61348 815-224-2720 X397	Decatur Public Library Illinois State University Illinois Valley Community College Illinois Wesleyan University Lewis University Library Olivet/Nazarene College Principia College Southern Illinois University/E

ILLINET FEDERAL DEPOSITORY LIBRARY COORDINATING COUNCIL
MEMBERSHIP LIST AND LIAISON LIBRARIES
APPENDIX D

COORDINATING COUNCIL	LIAISON LIBRARIES
Ms. Cheryl Nyberg* Ass't. Law Librarian/Documents & Reference University of Illinois Law Library 504 East Pennsylvania Avenue 104 Law Building Champaign, Illinois 61802 217-333-2914	Eastern Illinois University McKendree College Shawnee Library System Southern Illinois University/C SIU Law Library University of Illinois at Urbana University of Illinois Law Library Wabash Valley College
Mr. David Sweet Documents Librarian Rockford Public Library 215 North Wyman Street Rockford, Illinois 61101 815-965-6731	Black Hawk College Freeport Public Library Northern Illinois University NIU College of Law Rockford Public Library Woodstock Public Library
(Mr. Baker and Ms. Glascoff are temporarily acting as liaisons to these libraries.)	Chicago Public Library Field Museum of Natural History Illinois Institute of Technology Loyola University of Chicago University of Illinois at Chicago
Ms. Judy Schwegman Documents Librarian Shawnee Library System Greenbriar Road Carterville, Illinois 62918 618-985-3711	(New Member-Unassigned)
Federal Documents Coordinator Chairperson (Position Vacant) Illinois State Library Centennial Building Springfield, Illinois 62756 217-782-5012	

*Ms. Nyberg is the Assistant Chairperson of the Coordinating Council.

JOINT COMMITTEE ON PRINTING
APPENDIX E

Joint Committee on Printing
SH-818 Hart Senate Office Building
Washington, D.C. 20510
(202) 224-5241

100th Congress Membership

Frank Annunzio, Illinois, Chairperson
Wendell H. Ford, Kentucky, Vice-Chairman
Mark O. Hatfield, Oregon
Ted Stevens, Alaska
Dennis DeConcini, Arizona
Joseph M. Gaydos, Pennsylvania
Albert Gore, California
Pat Roberts, Kansas
Robert E. Badham, California
Leon Panetta, California

Key Staff Aids

Richard Oleszewski, Staff Director
Michael DiSilvestro, Deputy Staff Director
Anthony J. Zagami, General Counsel
Faye Padgett, Asst. Staff Director
Roy C. Breimon, Admin. Manager
James C. Bradley, Professional Staff Member
Nevin Brown, Professional Staff Member
Fletcher L. Herring, Jr., Professional Staff Member
Bernadine Hoduski, Professional Staff Member
Gerald S. Kleiman, Professional Staff Member
Bernard Lazorchak, Professional Staff Member
Ann Cook, Professional Staff Member
John Wenstrup, Special Assistant
Lawrence F. Kennedy, Publications Director
Duane Nystrom, Asst. Publications Director

ILLINOIS STATE LIBRARY STAFF
APPENDIX F

The Illinois State Library is organized along functional lines. It is therefore important to know what functions reside in which departments and which staff within those departments are responsible for documents related areas. The following list of staff should give some guidance on whom to call when questions arise.

I. Reference Questions

Information Services, Reference - (217) 782-5430

Staff

Kathryn Harris, Head of Reference
Jeanne Oliver, Patent Depository Library Coordinator
Jane Running, Legislative Reference Librarian
Arlyn Sherwood, Map Librarian

II. Technical Problems (Acquisitions Questions, Missing Shipping Lists, Item Cards, and Acquiring Illinois Documents)

Collection Development Services - (217) 782-7791

Staff

Margaret Herman, Coordinator (217) 782-7791
Pauline Rothwell, Federal Documents Acquisitions Libr. (217) 782-2178
Jane Rishel, State Documents Coordinator (217) 782-6304

III. Technical Problems (Cataloging and Weeding Lists)

Cataloging Services - (217) 782-7612

Staff

Federal Documents Coordinator (217) 782-5012
Patricia B. Ourth, Federal Documents Cataloger (217) 785-5210
Dennis Weller, Library Technical Specialist (Weeding Lists)
(217) 782-7612

IV. Depository Policy Matters

Federal Documents Coordinator (217) 782-5012
Jane Rishel, State Documents Coordinator (217) 782-6304

733

SOURCES FOR ACQUIRING DOCUMENTS
APPENDIX G

Chicago Bookstore
219 South Dearborn Street
Federal Building, Room 1365
Chicago, Illinois 60604
(312) 353-5133

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

For faster service, charge (VISA, MASTERCARD) and deposit account orders may be placed by calling (202) 783-3238 or the Chicago Bookstore.

Standing Order Service

This service is now available for many recurring publications and publications issued in series. For information write:

Sales Media Branch
Stop SSMM
U.S. Government Printing Office
Washington, D.C. 20402

or call: (202) 275-3314

Free Services

A few publications may be acquired free. These include Government Periodicals and Subscription Services (Price List 36), The Subject Bibliography Index, U.S. Government Books, and Government Depository Libraries.

These titles should be requested in writing from:

Publication Order Branch
Stop SSOP
U.S. Government Printing Office
Washington, D.C. 20402

Illinois Documents List

Monthly cummulation of state publications received by the Illinois Documents Section, Illinois State Library under requirements of the state depository program.

Publications of the State of Illinois

Yearly compilation of state publications, arranged alphabetically by issuing agency. Separate section on microforms.

Both titles are available free of charge from:

Illinois Documents Section
Illinois State Library
Centennial Building
Springfield, Illinois 62756

IL89:I01

GUIDELINES FOR DISCARDING STATE DEPOSITORY PUBLICATIONS

These procedures for discarding state publications only apply to those depository items received through the Illinois State Document Depository Program. Any non-depository state publications the depository library acquires are not subject to these guidelines.

Because the Illinois State Library retains ownership of depository publications, it is necessary to notify and request approval from the State Library of the intent to discard depository items. This insures the continued accessibility of depository publications for citizens in all areas of Illinois.

Procedures to be followed:

1. Publications for discarding must have been received seven or more years prior to date of the disposal request. Exceptions are ephemeral items, superseded materials, earlier editions, or items received in both paper and microfiche formats. Paper copies may be withdrawn if microfiche is kept. However, (except for ephemeral and superseded items) all items discarded must be listed .

2. Each page of the list to be compiled should include the library's name and the page number.

3. For each entry on the list, the following should be supplied:
    a. Title
    b. Issuing agency
    c. Date of publication or, if a serial, inclusive dates (numbers, volumes, years, etc.)
    d. Format, if other than paper
    e. Specify for example, "replaced by microform" or "superseded by..." if less than seven years from receipt date

4. Lists should be no more than 50 pages.

5. Paper used for each list must be 20 lb. Lighter paper cannot be copied adequately.

6. Lists must be typed on one side only to facilitate copying.

7. After the list has been compiled, one copy is sent to the Illinois Documents Coordinator for approval and dissemination to depository libraries.

The Illinois State Library is responsible for duplication and mailing of all lists. A letter will be sent from the Illinois Documents Coordinator to the discarding library giving the date the lists were sent to depositories and the date all lists must be returned. These dates are determined by the Illinois Documents Coordinator.

After the date for all claiming has passed, the discarding library will be sent a letter indicating any claims from depositories and authorization to dispose of any remaining documents. The claiming libraries are responsible for the shipping costs of any items. Shipping is by the least expensive method with the Intersystems Library Delivery Service to be use whenever possible.

It should be noted that no library is required to discard any depository publications.

Any questions a depository has about discarding depository publications should be addressed to the Illinois Documents Coordinator. The telephone number is: 217/782-6304.

ILLINOIS DOCUMENT DEPOSITORIES

In-state Depositories

- Augustana College
- Bradley University
- Center for Research Libraries
- Chicago Public Library
- Chicago State University
- Eastern Illinois University
- Governors State University
- Illinois State Library
- Illinois State University
- Illinois Valley Community College
- Institute of Government and Public Affairs, University of Illinois, Urbana-Champaign
- Loyola University
- Northeastern Illinois University
- Northern Illinois University
- North Suburban Library System
- Northwestern University
- Poplar Creek Public Library District
- Quincy Public Library
- Rockford Public Library
- Sangamon State University
- Southern Illinois University, Carbondale
- Southern Illinois University, Edwardsville
- Southern Illinois University Law Library, Carbondale
- University of Illinois, Chicago
- University of Illinois, Urbana-Champaign
- University of Illinois Law Library, Urbana-Champaign
- Wabash Valley College
- Western Illinois University
- William Rainey Harper College

Out-of-state Depositories

- The British Library
- California State Library
- Council of State Governments Library
- Library of Congress
- Michigan State Library
- New York State Library
- State Library of Massachusetts
- State Library of Pennsylvania

Bridget L. Lamont
Director
Illinois State Library

Printed by Authority of the
State of Illinois
July 1988 - 20M - GA 1646

IL89:J01

ACCESS TO STATE PUBLICATIONS

JIM EDGAR
Secretary of State
and
State Librarian

ILLINOIS
STATE
DOCUMENT
DEPOSITORY
PROGRAM

Information can change how we live, what we do, where we live, and how we relate to one another. The General Assembly recognized the need to provide Illinois citizens with information in 1967, when it amended the State Library Act to require state agencies to deposit copies of their publications with the Illinois State Library for distribution to depository libraries.

These depositories, located across Illinois and out of state, provide citizens easy access to information, ease state agencies' burden to provide copies of publications to anyone requesting them, and allow wider dissemination of public information to Illinois citizens.

According to the law, each state agency must deposit 40 copies of all its publications, priced and unpriced, with the Illinois State Library for distribution to depositories. "State agency" is defined as any unit of state government which expends appropriations of state funds. (This includes state universities. However, state universities deposit three copies, while university presses deposit two copies.)

The publications deposited with the State Library include the floor debates from the Illinois General Assembly, tourism information, annual reports from state agencies, statistical reports, and income tax information. Formats vary from paper to microforms to any other medium.

All depositories make publications available for public use according to the regulations governing the depository program. These depositories are selected on the basis of their ability to provide public access to the material deposited, their interest in the publications of the State of Illinois, and their geographic location. Depository libraries are inspected periodically to ensure compliance with the program's requirements.

In-state depositories are all members of ILLINET (Illinois Library and Information Network) and can share their resources. Libraries search other library collections by various means to locate depository publications requested by local patrons. These publications can then be sent to the requesting library through the Intersystems Library Delivery Service. The system, which operates 24 hours a day, includes 307 routes and 2,086 direct drop-off points.

In order to inform a wider audience of the publications produced by state agencies, the Illinois Documents Section of the State Library publishes both a monthly listing, "**Illinois Documents List**," and a yearly listing, "**Publications of the State of Illinois**," of all items received through the state document depository program. Both publications are free, and interested citizens, libraries, or government officials may be added to the mailing lists by writing Illinois Documents Section, Illinois State Library, Centennial Building, Springfield, IL 62756, or by calling (217) 782-6304.

"I know no safe depository of the ultimate powers of society but the people themselves; and if we think them not enlightened enough to exercise their control with a wholesome discretion, the remedy is not to take it from them, but to inform their discretion."
—Thomas Jefferson

IL89:K02

LIST OF NEWSLETTERS RECEIVED FROM ILLINOIS AGENCIES.

DOES NOT INCLUDE UNIVERSITY PUBLICATIONS

CAPITAL DEVELOPMENT BOARD.
Bid information.
Melissa Skillbeck 217/782-2864
Stratton Building, Fl 3 Springfield, IL 62706

CHICAGO TRANSIT AUTHORITY.
CTA transit news.
Rick Willis 312/664-7200
Rm. 734, Merchandise Mart Plaza Chicago, IL 60654

DEPARTMENT OF AGRICULTURE.
AgScene. 217/782-4884
Illinois State Fairgrounds, P.O. Box 19281 Springfield, IL 62794

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES.
Sharing. 217/785-1776
Office of Public Information
714 Stratton Building Springfield, IL 62706
State of Illinois Center post. 312/917-2141
100 W. Randolph, Ste. 11-800 Chicago, IL 60601

DEPARTMENT OF CHILDREN AND FAMILY SERVICES. OFFICE OF COMMUNICATIONS.
Hotline.
Cindy Schleyhahn 217/785-1700
406 E. Monroe Springfield, IL 62701

DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS.
Illinois economic report. 217/782-3233
620 Adams Springfield, IL 62701

DEPARTMENT OF COMMERCE AND COMMUNITY AFFAIRS. ILLINOIS JOB TRAINING COORDINATING COUNCIL.
Relay.
Connie Cozzolino 217/785-6253
620 E. Adams Springfield, IL 62701

DEPARTMENT OF CONSERVATION. OFFICE OF PUBLIC INFORMATION.
Outdoor highlights. (Price: $8.00 per year)
Gary Thomas 217/782-7454
524 S. 2nd Springfield, IL 62706

DEPARTMENT OF CORRECTIONS.
Perspectives.
Brian Fairchild 217/522-2666
1301 Concordia Court Springfield, IL 62794

DEPARTMENT OF EMPLOYMENT SECURITY.
Illinois labor market review.
Program & Planning 312/793-2316
401 S. State Chicago, IL 60605

DEPARTMENT OF ENERGY AND NATURAL RESOURCES.
Illinois energy data review.
Illinois resources.
SSC: exploring the universe in Illinois.
Gale Steinhour 217/785-2800
325 W. Adams, Rm. 300 Springfield, IL 62704

DEPARTMENT OF ENERGY AND NATURAL RESOURCES. STATE GEOLOGICAL SURVEY.
ISGS geonews.
Mary Z. Glockner 217/344-1481
615 E. Peabody Dr. Champaign, IL 61820

DEPARTMENT OF ENERGY AND NATURAL RESOURCES. STATE MUSEUM.
Impressions.
Nancy M. Wells 217/782-5992
Spring & Edwards Springfield, IL 62706
The living museum.
G. Dennis Campbell 217/782-7386
Spring & Edwards Springfield, IL 62706

DEPARTMENT OF ENERGY AND NATURAL RESOURCES. STATE WATER SURVEY.
Water survey currents.
J. Loreena Ivens 217/333-2850
2204 Griffith Dr. Champaign, IL 61820

DEPARTMENT OF FINANCIAL INSTITUTIONS.
[Newsletter].
Joanne Mitchell 312/917-2000
100 W. Randolph, Ste. 15-700 Chicago, IL 60601

DEPARTMENT OF HISTORIC PRESERVATION.
Historic Illinois. (Price: $7.00 per year)
Evelyn R. Moore 217/785-5730
Old State Capitol Springfield, IL 62701

DEPARTMENT OF INSURANCE.
Illinois insurance.
Nan Nases 217/782-4515
320 W. Washington Springfield, IL 62767

DEPARTMENT OF MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES.
Focus. 217/782-2753
401 Stratton Bldg. Springfield, IL 62706

DEPARTMENT OF NUCLEAR SAFETY.
Radiological response abilities.
Tammi E. Gengenbacher 217/546-8100
1035 Outer Park Dr. Springfield, IL 62704

DEPARTMENT OF PUBLIC AID.
Family. 217/782-3458
Office of Public Information
316 S. 2nd Street Springfield, IL 62762

DEPARTMENT OF PUBLIC HEALTH. DIVISION OF EDUCATION AND INFORMATION.
Health education issues.
Janet Larson 217/785-2060
525 W. Jefferson St. Springfield, IL 62761

DEPARTMENT OF PUBLIC HEALTH. DIVISION OF EPIDEMIOLOGIC STUDIES.
Registry newsletter.
Robert M. Zettler 217/785-1873
605 W. Jefferson St. Springfield, IL 62761

DEPARTMENT OF REHABILITATION SERVICES.
DORS openers.
Marian Fuller, Mark Sturgell 217/782-8733
P.O. Box 19429 Springfield, IL 62794

DEPARTMENT OF REVENUE.
Revenue.
Taxation today.
Susan Taylor 217/782-3128
101 W. Jefferson Springfield, IL 62794

DEPARTMENT OF STATE POLICE.
10-43 magazine.
Kristin Ives 217/782-5084
201 Armory Springfield, IL 62706

DEPARTMENT OF STATE POLICE. I SEARCH.
Missing children bulletin.
David Copi 217/782-5227
200 Armory Building Springfield, IL 62706

DEPARTMENT OF TRANSPORTATION.
Transportation newsletter.
Chris Schwarberg 217/782-6953
2300 S. Dirksen Parkway Springfield, IL 62764

DEPARTMENT OF TRANSPORTATION. BUREAU OF SMALL BUSINESS ENTERPRISES.
Small business exchange.
Joyce M. Hommel-Lawton 217/785-5947
2300 S. Dirksen Pkwy., Rm. 338 Springfield, IL 62764

DEPARTMENT OF TRANSPORTATION. DIVISION OF AERONAUTICS.
Illinois aviation.
Richard M. Ware 217/785-8516
#1 Langhorne Bond Dr. Springfield, IL 62707

DEPARTMENT OF TRANSPORTATION. DIVISION OF TRAFFIC SAFETY.
Traffic safety update.
Tom Easterly 217/785-2778
2300 S. Dirksen Parkway Springfield, IL 62764

DEPARTMENT ON AGING.
Network news.
Jan Costello 217/785-3371
421 East Capitol Ave. Springfield, IL 62701

ENVIRONTMENTAL PROTECTION AGENCY.
Progress.
Joan Muraro 217/782-3397
2200 Churchill Road Springfield, IL 62706

ENVIRONMENTAL PROTECTION AGENCY. DIVISION OF WATER POLLUTION CONTROL.
Digester/over the spillway.
Joan Muraro 217/782-3397
2200 Churchill Road Springfield, IL 62706

ENVIRONMENTAL PROTECTION AGENCY. VEHICLE EMISSION TEST PROGRAM.
Air team emissions newsletter.
Maggie Catt 217/785-9276
2200 Churchill Road Springfield, IL 62794

GENERAL ASSEMBLY. CITIZENS COUNCIL ON PUBLIC AID.
Focus. 217/782-4546
300 W. Monroe Springfield, IL 62706

GENERAL ASSEMBLY. ILLINOIS COMMISSION ON INTERGOVERNMENTAL COOPERATION.
Intergovernmental issues. 217/782-6924
Pamm Collebrusco, Melissa Cornell, David Griffith
707 Stratton Building Springfield, IL 62706

GENERAL ASSEMBLY. LEGISLATIVE RESEARCH UNIT.
First reading.
Dorothy Nadasdy 217/782-6851
222 South College, Suite A Springfield, IL 62704

GOVERNOR'S COUNCIL ON HEALTH AND PHYSICAL FITNESS.
GCHF newsletter.
JoAnn Lemaster 217/785-8216
525 W. Jefferson Springfield, IL 62706

GOVERNOR'S PLANNING COUNCIL ON DEVELOPMENTAL DISABILITIES.
D D directions. 217/782-9697
840 S. Spring, Fl. 2 Springfield, IL 62704

GOVERNOR'S PLANNING COUNCIL ON DEVELOPMENTAL DISABILITIES. (ILLINOIS PUBLIC HEALTH ASSOCIATION)
Early intervention
Birth to Three Clearinghouse, GPCDD 217/785-1364
840 Spring St. Springfield, IL 62706

ILLINOIS ARTS COUNCIL.
Illinois Arts Council news.
Barbara Gold 312/917-6750
100 W. Randolph, Ste. 10-500 Chicago, IL 60601

ILLINOIS COMMUNITY COLLEGE BOARD.
Newsletter. 217/785-0123
509 S. 6th, Rm. 400 Springfield, IL 62701

ILLINOIS COMMUNITY COLLEGE TRUSTEES ASSOCIATION.
Illinois trustee. 217/528-2858
Marriott Commerce Building
509 S. 6th Springfield, IL 62701

ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY.
The compiler.
Kevin Morison 312/793-8550
120 S. Riverside Plaza Chicago, IL 60606

ILLINOIS EDUCATIONAL LABOR RELATIONS BOARD.
Docket and decisions.
Lynn Padovan 217/782-9068
525 W. Adams Springfield, IL 62706

ILLINOIS OCCUPATIONAL INFORMATION COORDINATING COMMITTEE.
Newsletter. 217/785-0789
217 East Monroe, Suite 203 Springfield, IL 62706

ILLINOIS OFFICE OF VOLUNTARY CITIZEN PARTICIPATION.
The Illinois volunteer.
Diane Goldstick (Public Info. Officer) 312/917-2789
100 W. Randolph, 16 Fl. Chicago, IL 60601

ILLINOIS STATE ACADEMY OF SCIENCE.
Illinois science news.
Roberta M. Meehan

ILLINOIS STATE HISTORICAL SOCIETY.
Dispatch.
Chris Harbison 217/782-4836
Old State Capitol Springfield, IL 62701

ILLINOIS STATE LABOR RELATIONS BOARD.
ISLRB 217/785-3155
320 W. Washington, Ste. 500 Springfield, IL 62701

MILITARY AND NAVAL DEPARTMENT.
Illinois guard chronicle.
Col. Carl Johnson 217/785-3569
Camp Lincoln, 1301 N. MacArthur Springfield, IL 62702

OFFICE OF SECRETARY OF STATE. COMMUNICATIONS DEPARTMENT.
The Secretary states.
Jack Hrabak 217/785-8235
474 Centennial Building Springfield, IL 62756

OFFICE OF SECRETARY OF STATE. CORPORATIONS DEPARTMENT.
The Inc.
Janice R. Lane 217/782-1835
330 Centennial Building Springfield, IL 62756

OFFICE OF SECRETARY OF STATE. SECURITIES DEPARTMENT.
Securities exchange.
Leigh Draper 217/785-4939
900 S. Spring Springfield, IL 62704

OFFICE OF SECRETARY OF STATE. STATE ARCHIVES.
For the record...
Bob Bailey 217/782-3674
Archives Building Springfield, IL 62756

OFFICE OF SECRETARY OF STATE. STATE LIBRARY.
Illinois nodes.
Katie Adams 217/782-7846
275 Centennial Building Springfield, IL 62756
Passing the word.
Jan Grimes 217/785-6925
431 S. 4th Springfield, IL 62756

OFFICE OF SECRETARY OF STATE. VEHICLE SERVICES DEPARTMENT.
Vehicle services update.
Thomas Clay 217/782-3089
312 Centennial Building Springfield, IL 62756

OFFICE OF THE STATE'S ATTORNEYS APPELLATE PROSECUTOR.
Newsletter.
Donald Hays 217/782-1628
151 Bruns Ln., Ste. 102 Springfield, IL 62702

OFFICE OF THE STATE FIRE MARSHAL.
Office of the State Fire Marshal newsletter.
Earle F. Heffley 217/785-0969
3150 Executive Park Dr. Springfield, IL 62703

STATE EMPLOYEES RETIREMENT SYSTEM OF ILLINOIS.
SERS-O-GRAM. 217/753-0440
SERS informer.
P.O. Box 19255, 2815 W. Washington Springfield, IL 62794

TEACHERS RETIREMENT SYSTEM OF THE STATE OF ILLINOIS.
TRS report.
TRS topics.
Melinda Carson 217/785-0374
2815 W. Washington Springfield, IL 62794

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STATE OF INDIANA

INDIANA STATE LIBRARY
140 North Senate Avenue
Indianapolis, IN 46204
(317) 232-3675

Charles Ray Ewick, Director

DIVISIONS:
BLIND AND PHYSICALLY HANDICAPPED
CATALOG
DATA SERVICES
EXTENSION
GENEALOGY
INDIANA
REFERENCE AND LOAN

RECORDER OF DOCUMENTS
DEC [illegible] 1985
LOUISIANA STATE LIBRARY

December 9,1985

Ms. Grace G. Moore
Recorder of Documents
Louisiana State Library
P.O. Box 131
Baton Rouge, LA 70821

Dear Ms. Moore:

This is in response to Ms. Lusk's letter of November 25, 1985. At this time the State Library has not produced any new material on state documents. However we see 1986 as a year of some changes and hope to have new brochures and promotional material developed. The past legislative assembly changed the document depository law a little. Three copies of the Indiana Code are enclosed and one copy of the enrolled act is also included. Indiana is also now publishing the Indiana Administrative Code for its rules and regulation. I have enclosed three copies of the entries for the depository program. It is basically the same as the separately published Rules and Regulation of 1974.

I hope to have more to add to the Documents on Documents collection in the future.

Sincerely,

Byron E. Swanson

Byron E. Swanson
Indiana State Documents Coordinator
Indiana Division

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FACTS

This list was prepared by members of the Government Documents Round Table, Iowa Library Association to help libraries in using and acquiring essential Iowa documents.

SOME BASIC IOWA DOCUMENTS

Calendar of Summer Arts Fairs. Annual. Iowa Arts Council, State Capitol Complex, Des Moines, Iowa 50319.
Gives date, location, fee, contact person and brief information about arts fairs and festivals.

Doing Business in Iowa. Iowa Development Commission, Des Moines, Iowa 50319.
Gives information about operating a business in Iowa. Topics covered include economic development, taxation and tax exemptions, corporations, environment, labor legislation, and job insurance.

Iowa Local History - A Teachers' Guide by Margaret Atherton Bonney. Iowa State Historical Department, 402 Iowa Avenue, Iowa City, Iowa 52240.
Guide for teachers and students in the study of local history. Includes list of sources.

Iowa Tourism Events. Iowa Development Commission, Des Moines, Iowa 50319. Annual.
Gives dates and locations of tourism events of general statewide interest.

Iowa's State Parks and Recreation Areas. Iowa Conservation Commission, Wallace State Office Building, Des Moines, Iowa 50319.
Location, facilities, telephone number of parks and recreation areas.

Licensed Occupations in Iowa; an Index of Current Occupational Licensing Requirements. Iowa Department of Job Service, 1000 East Grand Avenue, Des Moines, Iowa 50319.
Gives information about occupational licensing required by the State of Iowa. Also gives job description, working conditions, and employment outlook for each occupation.

Opportunities in Apprenticeship. Iowa Department of Job Service, 1000 East Grand Avenue, Des Moines, Iowa 50319.
Gives information about apprenticeship programs. Lists the occupations in Iowa in which apprentices are used and gives the approximate length of training. Does not list individual companies or industries.

DIRECTORIES

Directory of Iowa Alcohol and Drug Abuse Services. Annual. Iowa Department of Substance Abuse, 5th Floor, Colony Building, 507 10th Street, Des Moines, Iowa, 50319.

Lists substance abuse programs by towns, includes major services and indicates those which provide financial support for clients in need. Also lists parent/community groups, counselor training programs, and state and national resources.

Directory of Iowa Manufacturers. Iowa Development Commission, Des Moines, Iowa 50319. Biennial. $15.

Contains an alphabetical list, geographical list, industrial list by standard industrial classfication product index for Iowa manufacturers.

Health Care Facilities in Iowa. State Department of Health. Lucas State Office Building, Des Moines, Iowa 50319.

Directory of health care institutions in Iowa including facilities certified under the Medicare program as well as long-term care facilities.

Iowa Educational Directory. Publications Section, Department of Public Instruction, Grimes State Office Building, Des Moines, Iowa 50319. $2.00

Includes names, addresses, telephone numbers of public and private schools, estimated enrollment, grade spans and names of Chief Administrators. A list of nonapproved schools (those schools not in compliance with Iowa State Education Standards) is included.

Iowa Official Directory of State and County Officers. Secretary of State, Capitol Building, Des Moines, Iowa 50319. Biennial.

Lists state officers and county officers by counties. Includes telephone numbers.

Official Directory of the Legislature.

The official directory of the General Assembly with names, addresses, telephone numbers, committees and staff.

Iowa Official Register. Office of the Secretary of State, Capitol Building, Des Moines, Iowa 50319.

1982- Abridged Edition 1985-86

Intended specifically for school children, this edition contains some of the material in the Iowa Official Register.

Election Statistics formerly part of the Iowa Official Register will be issued separately.

Sometimes referred to as the "Red Book".

Contains biographies of state officials, legislators, judges, and county officials.

Quick Reference Guide to Postsecondary Education in Iowa. Department of of Public Instruction. [1984], Looseleaf. 136 p. Free.

Intended for use by school counselors and other staff members. It contains basic facts about colleges, universities and area colleges and some specialized schools.

STATISTICS

The Budget in Brief. State Comptroller, Capitol Building Des Moines, Iowa 50319.

Summary of the biennial budget. Includes Governor's Budget Message along with tables with departmental requests and Governor's recommendations and revenue sources and estimates.

Iowa Agricultural Statistics. Iowa Crop and Livestock Reporting Service, 833 Federal Building, Des Moines, Iowa 50309.

Contains statistical information on agriculture in Iowa. In addition to current information there is some historical data.

Statistical Profile of Iowa. Iowa Development Commission, 600 East Court Avenue, Des Moines, Iowa 50309. Annual.

Continues the Statistical Abstract of Iowa begun in 1969.

This abstract contains economic, social, and physical data about Iowa. Data on agriculture, industry, international exports and imports, travel, transportation, the workforce and employment, economy, energy, income taxes, wholesale-retail trade, communications, construction, education, finance, insurance, real estate, housing, medical care, climate, crime, mining, population is presented. Information is statewide, by county, SMSA's and some cities.

The book is a single source for many statistical questions and it can be used to locate more detailed statistics through the footnotes at the end of the tables.

Vital Statistics of Iowa. Iowa State Department of Health, Lucas State office Building, Des Moines, Iowa 50319. Annual 1975-

Historical data is included with the current information. Summary tables are by counties and by cities over 10,000 population.

Charts give a graphic presentation of selected vital statistics. Some charts cover a period of time for comparison.

LAWS AND REGULATIONS

How a Bill Becomes a Law. Public Information Office. Iowa General Assembly, Capitol Building, Des Moines, Iowa 50319.

Pamphlet giving steps in the progress of legislation from a bill to a law.

Code of Iowa 1985 3v. + Index. $90. plus $3.60 tax. Iowa State Printing Division, Grimes State Office Building, Des Moines, Iowa 50319.

Iowa Administrative Code. 1975- looseleaf. Iowa State Printing Division, Grimes State Office Building, Des Moines, Iowa 50319.

Rules of state administrative agencies.
$670.00 plus $26.80 tax* (Includes 1 year subscription to Code Supplement and Iowa Administrative Bulletin.)
Iowa Administrative Code Supplement. $137.00 plus $5.48 tax*
Iowa Administrative Bulletin. $117.00 plus $4.68 tax*

Iowa Court Rules. 2nd ed. May, 1981. Looseleaf. Iowa State Printing Division, Grimes State Office Building, Des Moines, Iowa 50319.

Beginning with the Iowa Code 1983 the Court Rules are no longer published in the Iowa Code. Complete set $53.00 plus $2.12 tax*

Contains Rules of Civil Procedures, Rules of Criminal Procedure, Iowa Rules of Evidence, Rules of Appellate Procedure and Supreme Court Rules. The Supreme Court Rules include the Iowa Bar Rules; Grievance Commission Rules; Judicial Conduct Code; Client Security and Attorney Discipline; Continuing Education; Judicial Administration; Professional Responsibilitiy; Rules or Procedure and Forms for Involuntary Hospitalization of the Mentally Ill; Rules for Involuntary Commitment or Treatment of Substance Abusers; Rules of Probate Procedure; Rules for Interpreters for Hearing Impaired Persons; and Rules of Juvenile Procedure.

Iowa Fishing Regulations. Iowa Conservation Commission. Wallace State Office Building, Des Moines, Iowa 50319.

Iowa Hunting and Trapping Regulations. Iowa Conservation Commission. Wallace State Office Building, Des Moines, Iowa 50319.

*Governmental units are not required to pay sales tax.

IA85:J01

DEPOSITORY LIBRARIES for Iowa publications and locations

PERMANENT DEPOSITORY libraries —

retain publications permanently and make them available for loan

*1. State Library - Des Moines
2. University of Iowa - Iowa City

FULL DEPOSITORY libraries

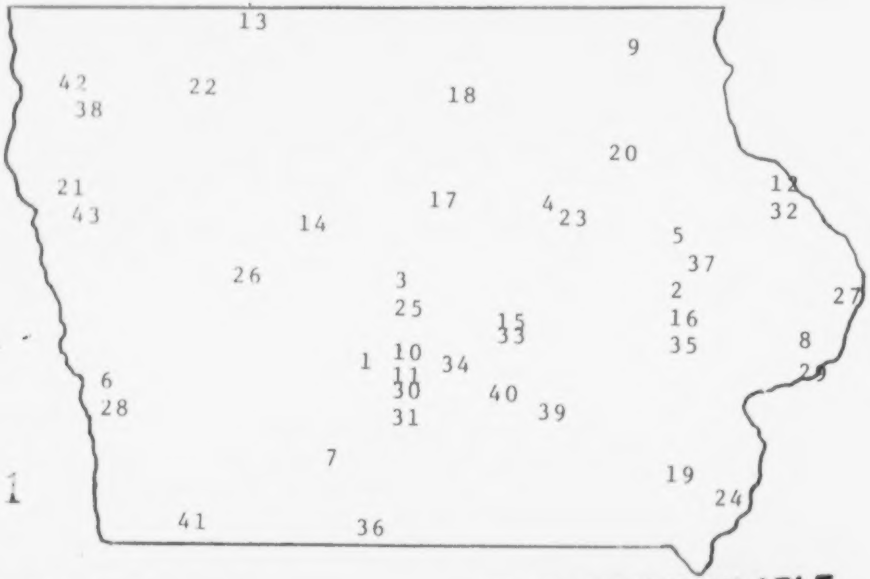
receive all publications

3. Iowa State University - Ames
4. University of Northern Iowa - Cedar Falls
5. Cedar Rapids Public Library
6. Free Public Library - Council Bluffs
7. Southwestern Community College - Creston
8. Davenport Public Library
9. Luther College Library - Decorah
10. Drake University - Des Moines
11. Public Library of Des Moines
12. Loras College - Dubuque
13. Iowa Lakes Community College - Estherville
14. Fort Dodge Public Library
15. Grinnell College
16. University of Iowa Law Library - Iowa City
17. Ellsworth Community College - Iowa Falls
18. Mason City Public Library
19. Iowa Wesleyan College - Mount Pleasant
20. Oelwein Public Library
21. Sioux City Public Library
22. Spencer Public Library
23. Waterloo Public Library
24. Southeastern Community College - West Burlington

CORE DEPOSITORY libraries -

25. Ames Public Library
26. Carroll Public Library
27. Clinton Public Library
28. Iowa Western Community College - Council Bluffs
29. Marycrest College - Davenport
30. Drake University Law Library - Des Moines
31. Grandview College - Des Moines
32. Carnegie-Stout Public Library - Dubuque
33. Stewart Library - Grinnell
34. Simpson College - Indianola
35. Iowa City Public Library
36. Graceland College - Lamoni
37. Cornell College - Mt. Vernon
38. Northwestern College - Orange City
39. William Penn College - Oskaloosa
40. Central College - Pella
41. Shenandoah Public Library
42. Sioux Center Public Library
43. Morningside College - Sioux City

Center for Research Libraries - Chicago
Library of Congress - Washington, D.C.



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*Numbers correspond to locations on map

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1/83

The Depository Library Center for IOWA publications

FREE

INFORMATION

MAPS

LAWS

REPORTS

RECREATION GUIDES

JOBS

8.2

STATE LIBRARY COMMISSION OF IOWA

IT'S THE LAW

In 1978, the Sixty-Seventh General Assembly passed "An Act relation to the establishment of a depository library center within the Iowa library department."

WHAT DOES THE LAW MEAN TO YOU

It means that citizens throughout Iowa can easily find out what publications state agencies have issued and obtain copies of those which interest them.

THE DEPOSITORY CENTER

The Center collects and distributes the official publications of approximately 120 Iowa state government agencies to depository libraries.

Thousands of new publications are issued each year and include directories, reports, regulations, newsletters, pamphlets and other printed material paid for with public funds.

Most Iowa libraries have some Iowa publications. What they don't have, they borrow for you from Iowa publications depository libraries. These depositories, selected on the basis of geographical location and population to be served, are sent copies of Iowa publications by the Depository Center.

All Iowa residents have access to Iowa documents through the depository system. Residents of other states have access through interlibrary loan.

HOW DO YOU OBTAIN THESE MATERIALS

Go to (or call) your local library. Even if your local library is not a depository library ... the staff there can get you the material you need from the depository library through interlibrary loan.

QUESTIONS you may have

(a sampling)

WHERE do you find the latest information or statistics of Iowa government on:

... agriculture
- recreation areas
- licensing requirements on various occupations
- jobs available ... state jobs and careers
- educational facilities
- aliens owning Iowa land
- benefits to older Iowans and disadvantaged persons
- coal mining and deposits
- nutrition
- corn for energy
- fishing and hunting regulations
- maps
- energy
- drivers' manual and tests
- taxes
- names and address of state officials
- libraries and how they can serve your needs in industries

ANSWERS to all of these questions and many more can be found at your library.

KEEP INFORMED ABOUT YOUR STATE GOVERNMENT AND ITS SERVICES

For Information:
DEPOSITORY LIBRARY CENTER
Capitol Complex
Des Moines, Iowa 50319
515-281-6718

IA85:J02

LEARN ABOUT IOWA

- GOVERNMENT
- TRAVEL
- STATISTICS
- LAWS, REGULATIONS
- LIVESTOCK MARKETS
- FISHING, HUNTING
- ENERGY
- MAPS
- EDUCATION
- HEALTH
- HOMEMAKING
- FARMING
- LIBRARIES
- STATE OFFICIALS
- ELECTIONS
- AND MUCH MORE

from the publications of
Iowa state agencies

VISIT YOUR NEAREST IOWA DEPOSITORY

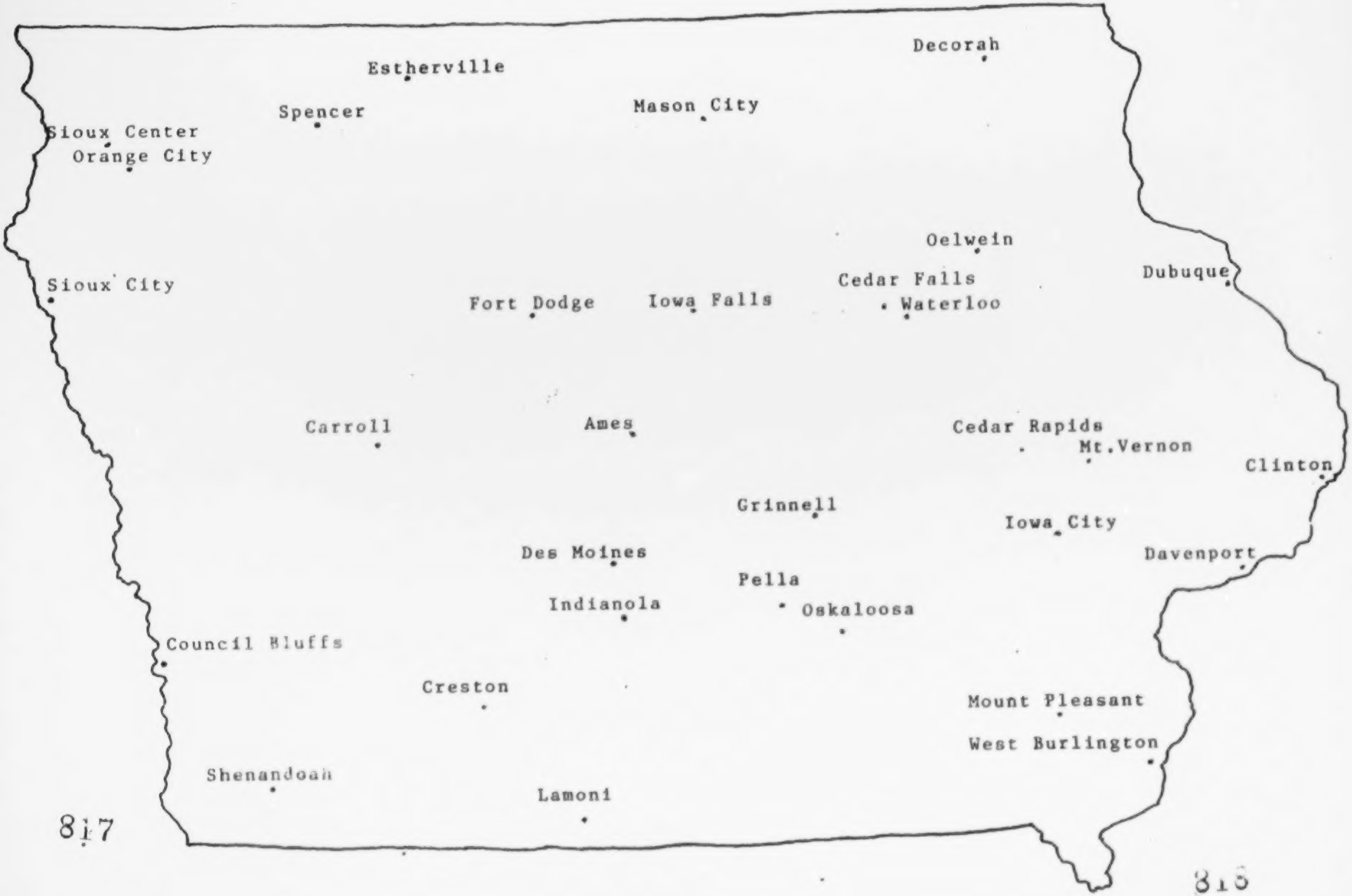
KNOW YOUR NEAREST IOWA DEPOSITORY

- *AMES
  - Iowa State Univ.
  - Public Library
- *CARROLL
  - Public Library
- *CEDAR FALLS
  - Univ. of N. Iowa
- *CEDAR RAPIDS
  - Public Library
- *CLINTON
  - Public Library
- *COUNCIL BLUFFS
  - Iowa Western C.C.
  - Public Library
- *CRESTON
  - Southwestern C.C.
- *DAVENPORT
  - Marycrest College
  - Public Library
- *DECORAH
  - Luther College
- *DES MOINES
  - Drake University
  - Grandview College
  - Public Library
  - State Library
- *DUBUQUE
  - Loras College
  - Public Library
- *ESTHERVILLE
  - Iowa Lakes C.C.
- *FORT DODGE
  - Public Library
- *GRINNELL
  - Grinnell College
  - Public Library
- *INDIANOLA
  - Simpson College
- *IOWA CITY
  - Public Library
  - Univ. of Iowa
- *IOWA FALLS
  - Ellsworth C.C.
- *LAMONI
  - Graceland College
- *MASON CITY
  - Public Library
- *MOUNT PLEASANT
  - Ia. Wesleyan C.
- *MT. VERNON
  - Cornell College
- *OELWEIN
  - Public Library
- *ORANGE CITY
  - Northwestern C.
- *OSKALOOSA
  - William Penn C.
- *PELLA
  - Central College
- *SHENANDOAH
  - Public Library
- *SIOUX CENTER
  - Public Library
- *SIOUX CITY
  - Morningside C.
  - Public Library
- *SPENCER
  - Public Library
- *WATERLOO
  - Public Library
- *WEST BURLINGTON
  - Southeastern C.C.

A Place To Know

Depository Library Center
Capitol Complex
Des Moines, Iowa 50319
515-281-6718

DEPOSITORY LIBRARIES FOR IOWA DOCUMENTS


Decorah
Estherville
Mason City
Spencer
Sioux Center
Orange City
Oelwein
Cedar Falls
Dubuque
Sioux City
Fort Dodge
Iowa Falls
Waterloo
Carroll
Ames
Cedar Rapids
Mt.Vernon
Clinton
Grinnell
Iowa City
Des Moines
Davenport
Pella
Indianola
Oskaloosa
Council Bluffs
Creston
Mount Pleasant
West Burlington
Shenandoah
Lamoni

IOWA

Depository for Iowa Documents

PR6331

Bookmark

IA 85:J03

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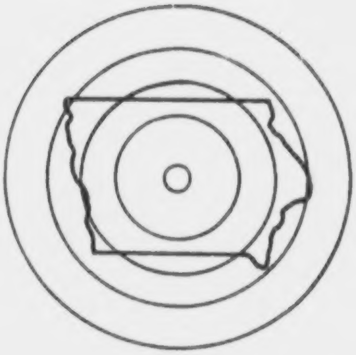
IA85:J03

IA85:J04

88 502

All Around Iowa...



Iowa Depository Libraries have Iowa publications.

Contact your Local Library

A program of
The State Library of Iowa

PR1792

BEST COPY AVAILABL

IA85:J05

Iowa
Depository

for Iowa Publications

Iowa Documents

Contact your Local
Library

A program of
The State Library of Iowa

PR6331

IA85:J06

DECAL

Iowa

DEPOSITORY

for IOWA PUBLICATIONS

823

IA88:J01

It's The Law

In 1978, the Sixty-Seventh General Assembly passed "An Act relating to the establishment of a depository library center within the Iowa library department."

What The Law Means To You

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Thousands of new publications are issued each year and include directories, reports, regulations, newsletters, pamphlets and other printed material paid for with public funds.

Most Iowa libraries have some Iowa publications. What they don't have, they borrow for you from Iowa depository libraries. These depositories, selected on the basis of geographical location and population to be served, are sent copies of Iowa publications by the Depository Center.

All Iowa residents have access to Iowa documents through the depository system. Residents of other states have access through interlibrary loan.

How To Obtain These Materials

Go to (or call) your local library. Even if your local library is not a depository library ... the staff there can get you the material you need from the depository library through interlibrary loan ... or they can tell you how to obtain a copy from the agency.

Information Needs You May Have

(a sampling)

WHERE do you find the latest information or statistics of Iowa government on

- Agriculture
- Driving Regulations
- Educational Facilities
- Elections
- Fishing, Hunting, Trapping
- Hospitals and Care Facilities
- Laws, Regulations
- Licensing Requirements
- Manufacturing
- Maps
- Name and Address of State Officials
- Nutrition
- Recreation Areas
- Taxes
- Transportation

Answers to your information needs can be found at your library.

Keep Informed About Your State Government And Its Services Through Your Depository Library

STATE LIBRARY OF IOWA

For Information:
Depository Library Center
Capitol Complex
Des Moines, Iowa 50319
515-281-6718

A Service Of The State Library Of Iowa

Depository Libraries for Iowa publications and locations

Permanent Depository libraries -

retain publications permanently and make them available for loan

*1 State Library - Des Moines
2 University of Iowa - Iowa City

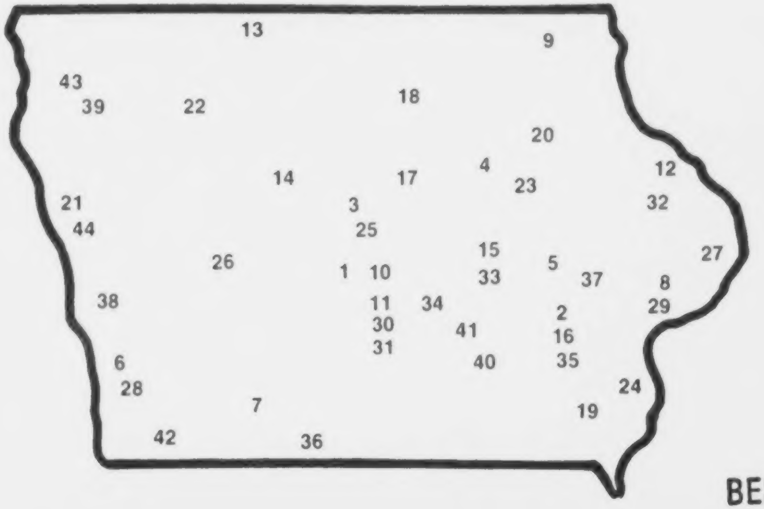
Full Depository libraries - receive all publications

3 Iowa State University - Ames
4 University of Northern Iowa - Cedar Falls
5 Cedar Rapids Public Library
6 Free Public Library - Council Bluffs
7 Southwestern Community College - Creston
8 Davenport Public Library
9 Luther College Library - Decorah
10 Drake University - Des Moines
11 Public Library of Des Moines
12 Loras College - Dubuque
13 Iowa Lakes Community College - Estherville
14 Fort Dodge Public Library
15 Grinnell College
16 University of Iowa Law Library - Iowa City
17 Ellsworth Community College - Iowa Falls
18 Mason City Public Library
19 Iowa Wesleyan College - Mount Pleasant
20 Oelwein Public Library
21 Sioux City Public Library
22 Spencer Public Library
23 Waterloo Public Library
24 Southeastern Community College - West Burlington

Core Depository libraries -

25 Ames Public Library
26 Carroll Public Library
27 Clinton Public Library
28 Iowa Western Community College - Council Bluffs
29 Marycrest College - Davenport
30 Drake University Law Library - Des Moines
31 Grandview College - Des Moines
32 Carnegie-Stout Public Library - Dubuque
33 Stewart Library - Grinnell
34 Simpson College - Indianola
35 Iowa City Public Library
36 Graceland College - Lamoni
37 Cornell College - Mt. Vernon
38 Onawa Public Library
39 Northwestern College - Orange City
40 William Penn College - Oskaloosa
41 Central College - Pella
42 Shenandoah Public Library
43 Sioux Center Public Library
44 Morningside College - Sioux City

Center for Research Libraries - Chicago
Library of Congress - Washington, D.C.



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Iowa

DEPOSITORY

for IOWA PUBLICATIONS

827

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IA88:J02

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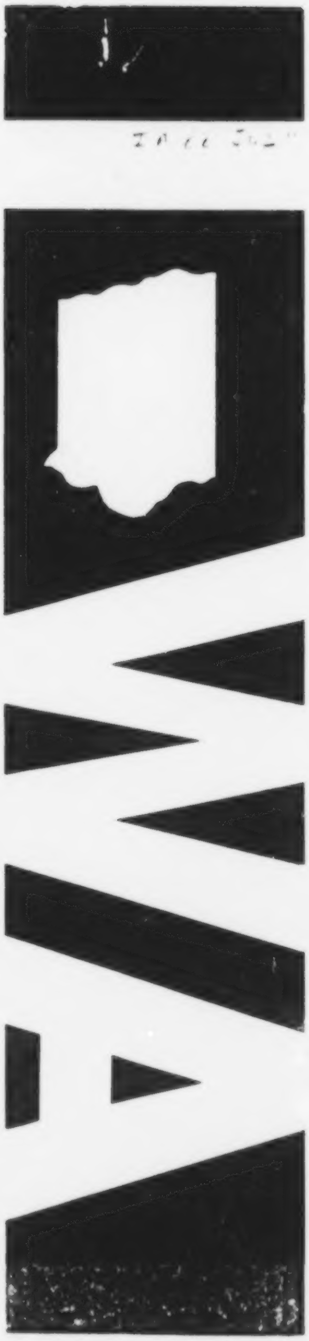
PR6331

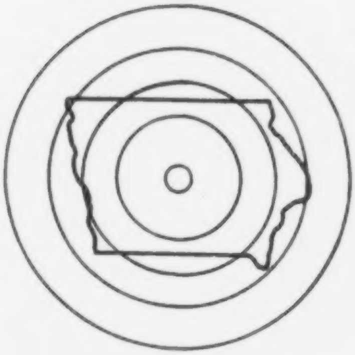


IA 88 J02

Depository for Iowa Documents

IA 88 J02
(2)

All Around Iowa...



Iowa Depository Libraries have Iowa publications.

Contact your
Local Library

A program of
The State Library of Iowa

PR1792

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828

IA88:J02

(3-4)

IA88:J02 (3)

DOCUMENTS

FROM A TO Z

- Alfalfa
- Bagworm
- Canoeing
- Deer
- Education
- Fruit Trees
- Gardening
- Horn Flies
- Interfacings
- Job Hunting
- Kindergarten
- Laws
- Mass Transit

CONTACT YOUR LOCAL LIBRARY

- Nutrition
- Okoboji Lakes
- Pavements
- Quilts
- Refugees
- Soil Conservation
- Taxation
- Urban Policy
- Voters
- Wildlife
- X-rays
- Youth
- Zoning

IOWA DEPOSITORY LIBRARIES
HAVE IOWA PUBLICATIONS

A Program of the
STATE LIBRARY OF IOWA

PR1792

IA88 J02 (4)

We the People...

Celebrating the CONSTITUTION

1787 - 1987

STATE LIBRARY OF IOWA

IA88:J02

(5-7)

IA88: J02 (5)

UNITED STATES CONSTITUTION

1787 ★ BICENTENNIAL ★ 1987

We the People

STATE LIBRARY OF IOWA

IA88: J02 (6)

1787 - 1987

Bicentennial Celebration of The Constitution of The United States of America

E PLURIBUS UNUM

We the People...

STATE LIBRARY OF IOWA

IA88: J02 (7)

The Constitution

1787 - 1987

We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common Defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this CONSTITUTION for the United States of America.

Article. I.

STATE LIBRARY OF IOWA

830 BEST COPY AVAILABLE

KY

KY93:B01

Brereton C. Jones, Governor
Sherry K. Jelsma, Secretary
Education & Humanities Cabinet
James A. Nelson, State Librarian
and Commissioner

Kentucky Department for Libraries & Archives
Serving Kentucky's Need To Know

Rebecca Gardner, Member Committee of Eight
State & Local Documents Task Force
Government Documents Round Table, ALA

Dear Rebecca:

Sorry for the delay in getting this information to you.

The State Publications Program at KDLA currently manages the publications it receives utilizing Rbase 2.1 software running on a VAX 3100 platform. Rbase allows us to store and search bibliographic information as well as generate a variety of reports including the **Kentucky Checklist of State Publications**. Additionally, Rbase allows us to connect state publications holdings with other related agency records via record group code. This can be particularly helpful when attempting to locate related information that may be held in the agency's office files.

As to policies, we are in the process of creating a brochure for the State Publications Program. Unfortunately, this brochure isn't ready so I have included a copy of our program handout.

Once again, my apologies for the delay. I hope the information will be useful.

Sincerely,

Bill

William C. Richardson, Coordinator
State Publications Program

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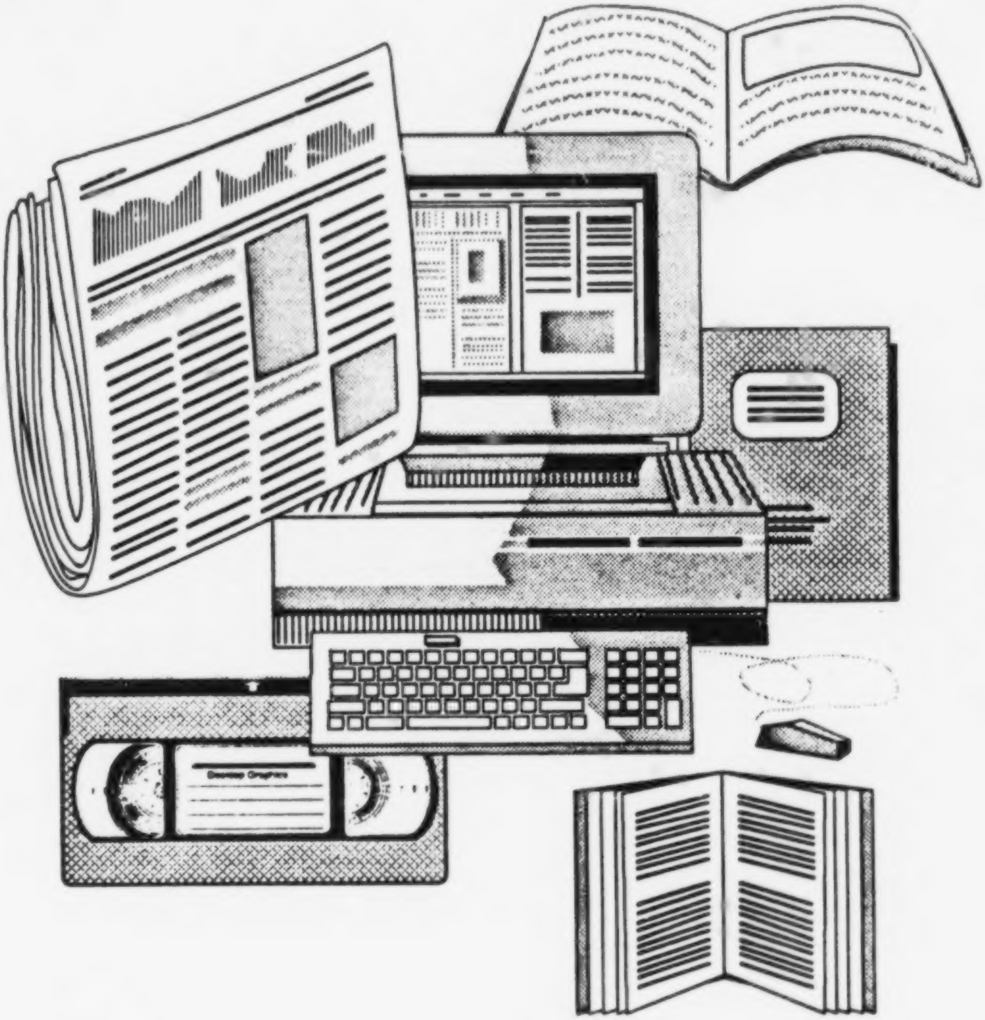
300 Coffee Tree Road P.O. Box 537 Frankfort, Kentucky 40602-0537 (502) 875-7000
An Equal Opportunity Employer M/F/H

Printed on ♲ recycled paper

KY93:I01

Kentucky's
State Publications Program



Serving Kentucky's Need to Know

State Publications Management Services

State government agencies publish hundreds of reports, brochures, and studies each year. Kentucky law provides that state agencies forward **three copies of all publications produced for general public distribution** to the Public Records Division. Within the division, the State Publications Program coordinates the collection and bibliographic control of these publications, and facilitates dissemination of published state agency information through its own publications program.

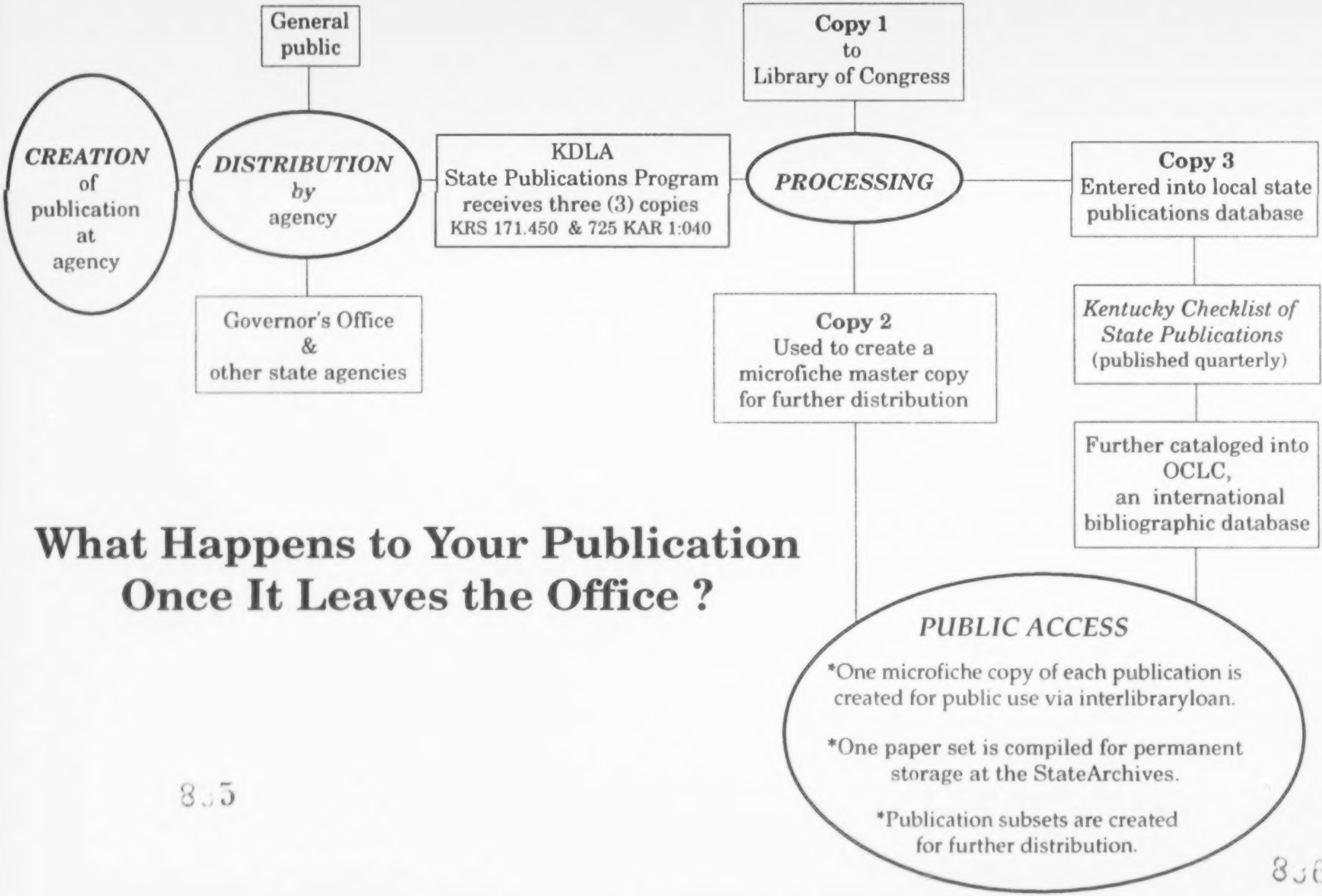
The *Kentucky Checklist of State Publications* provides access to these materials by listing all publications received by the Public Records Division. Published quarterly, the *Checklist* is distributed to libraries and other research institutions across the United States and abroad. Additionally, the *Checklist* is made available to Kentucky state agency managers who use it to gain access to government reports. Managers may also appreciate the wider audience their activities reach through the publication's distribution network.

Once state publications are received, bibliographic entries are added to the publications database. The publications are then microfilmed for preservation. One original paper copy is held permanently in the archives, with the *Checklist* serving as an index to the microfilm collection.

The State Publications Program is also in the process of updating its *Publication Guide for Kentucky State Agencies*. The Guide is designed to assist agency personnel, with no previous publishing experience, in the creation and production of state publications. The State Publications Program Coordinator will be happy to provide publishing workshops as well as individual consultation.

Contact:
William C. Richardson, Coordinator
State Publications Program
Public Records Division
300 Coffee Tree Road
Frankfort, KY 40602-0537

What Happens to Your Publication Once It Leaves the Office ?



CREATION
of
publication
at
agency

General
public

DISTRIBUTION
by
agency

Governor's Office
&
other state agencies

KDLA
State Publications Program
receives three (3) copies
KRS 171.450 & 725 KAR 1:040

Copy 1
to
Library of Congress

PROCESSING

Copy 2
Used to create a
microfiche master copy
for further distribution

Copy 3
Entered into local state
publications database

Kentucky Checklist of
State Publications
(published quarterly)

Further cataloged into
OCLC,
an international
bibliographic database

PUBLIC ACCESS

*One microfiche copy of each publication is created for public use via interlibraryloan.

*One paper set is compiled for permanent storage at the StateArchives.

*Publication subsets are created for further distribution.

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34-41

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171.440. **Commission meetings.** — The commission shall meet in the city of Frankfort, but the commission may, by majority vote, hold special or regular meetings in other locations when the work of the commission would be facilitated thereby. The commission shall hold not less than four (4) meetings during each calendar year and may hold such special meetings as may be necessary to transact the business of the commission. All meetings shall be called by the director when directed by the chairman, or when requested in writing by any two (2) members of the commission. (Enact. Acts 1958, ch. 49, § 4.)

171.450. **Department procedures and regulations.** — (1) The department shall establish:

(a) Procedures for the compilation and submission to the department of lists and schedules of public records proposed for disposal;

(b) Procedures for the disposal or destruction of public records authorized for disposal or destruction;

(c) Standards for the reproduction of public records by photographic or microphotographic process;

(d) Procedures for collection and distribution by the central depository of all reports and publications, except the Kentucky Revised Statutes editions, issued by any department, board, commission, officer or other agency of the Commonwealth for general public distribution after July 1, 1958.

(2) The department shall enforce the provisions of KRS 171.410 to 171.740 by appropriate rules and regulations.

(3) The department shall make copies of such rules and regulations available to all officials affected by KRS 171.410 to 171.740 subject to the provisions of KRS chapter 13.

(4) It is intended that such rules and regulations be drawn in cooperation with the various state agencies and subdivisions. Such rules and regulations when approved by the department shall be binding on all state and local agencies, subject to the provisions of KRS chapter 13. The department shall perform any acts deemed necessary, legal and proper to carry out the duties and responsibilities imposed upon it pursuant to the authority granted herein. (Enact. Acts 1958, ch. 49, § 5; 1970, ch. 92, § 34.)

Opinions of Attorney General. Requests for disposal or destruction of the records of the office of county treasurer must be submitted to the state archives and records commission for determination and the request must be initially channeled through the director of state archives and records service. OAG 65-207.

Disposal of municipal records is subject to the rules and regulations of the archives and records commission. OAG 69-108.

There is no statutory authority to permit a delegation of the function of making the final decision as to the inclusion or exclusion of documents to be deposited with the department of library and archives to the director of the department. OAG 75-114.

The state's departments, boards, and agencies cannot be themselves required to distribute to depository libraries, copies of their reports and publications issued for general public distribution since this function is specifically reserved to the department of library and archives as the central depository for state records but can be required to deposit a sufficient number for distribution. OAG 75-114.

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725 KAR 1:030. Disposal or destruction of public records; procedure.

RELATES TO: KRS Chapter 171
STATUTORY AUTHORITY: KRS 171.450
NECESSITY AND FUNCTION: KRS 171.450 requires the department to establish procedures for the compilation and submission to the department of lists and schedules for the disposal or destruction of public records authorized for disposal or destruction.

Section 1. Each constitutional, statutory, and executive authority of state and local government shall dispose of records as outlined in "State Records Retention and Disposal Schedules," a system developed by the Public Records Division, unless otherwise provided for in this regulation.

Section 2. Authorization for the destruction of public records may be given in two (2) ways. It may be as listed in the unit State Records Retention and Disposal Schedule or it may be requested in writing by the agency for a specific request of an emergency nature. Authorization may also be given for the disposal of records for agencies pending completion of Records Retention and Disposal Schedules for their unit. Requests for the disposal or destruction of records must be submitted in writing by the agency head to the Director, Public Records Division, who will submit the request to the State Librarian for approval. No public record may be destroyed or disposed of without the final signature of approval of the State Librarian, Chairman of the State Archives and Records Commission. The State Librarian may designate the Director, Public Records Division, to approve disposal requests provided they are presented at the next commission meeting.

Section 3. No public record may be transferred from a state or local unit of government to another state or local unit of government or to a nonpublic agency unless provided for in the Kentucky Revised Statutes or unless the removal is approved by the State Librarian, who is also the Director of the Department for Libraries and Archives. (2 Ky.R. 536; eff. 7-7-76.)

725 KAR 1:040. Collection and distribution of reports and publications.

RELATES TO: KRS 171.500
STATUTORY AUTHORITY: KRS 171.450
NECESSITY AND FUNCTION: KRS 171.450 requires the department to establish procedures for collection and distribution by the central depository of all reports and publications issued by any department, board, commission, officer or other agency of the Commonwealth for general public distribution.

Section 1. The designated records officer of each agency or department of state government is responsible for depositing each month with the Department for Libraries and Archives, Public Records Division, three (3) copies of all reports and publications issued by his agency for general public distribution. Reports and publications as used in this regulation shall be construed in the broadest sense to include typed, printed, mimeographed, and multilithed publications. In case of doubt by any records officer as to whether a particular publication or report constitutes a publication or report, the records officer should consult with the Director, Public Records Division, and work out a mutual agreement.

Section 2. For purposes of retrieval, each specific edition of each publication title included in a specific edition of the Checklist of Kentucky State Publications shall have a number assigned by the Department for Libraries and Archives, to be called the official number of the publication, consisting of the last two (2) digits of the year of inclusion of that publication in that checklist followed by that publication's assigned number within that checklist. (2 Ky.R. 536; eff. 6-2-76.)

725 KAR 1:050. Records management program.

RELATES TO: KRS Chapter 171
STATUTORY AUTHORITY: KRS 171.450(2), 171.520
NECESSITY AND FUNCTION: KRS 171.450(2) requires that the department shall enforce the provisions of KRS 171.410 to 171.740 by appropriate rules and regulations. KRS 171.520 requires the department to prescribe the policies and principles to be followed by state and local agencies in the conduct of their records management programs; to ensure the maintenance and security of records deemed appropriate for preservation; to facilitate the segregation and disposal of records of temporary value and to promote the effective and economical use of space, equipment and supplies needed for the purpose of creating, maintaining, and servicing records. KRS 171.520 also authorizes the department to administer and grant any money appropriated to it for providing and improving records management programs of state and local agencies. This proposed administrative regulation is to assure uniform policies in the administration of grants to local governments for the improvement of records management programs.

Section 1. Eligibility of Applicants. Any local government office interested in improving the management and preservation of its public records may apply for a grant under the local records program by completing application forms available through the department. For the purposes of this program, a local government office should conform to the definition of "public agency" as cited in KRS 61.870(1).

Section 2. Application Procedures. All applications must be submitted on the official application form and include a detailed project description, plan of work, and budget request. Entries on the application form and any required supporting documents should be typed and completed as fully as possible, with additional sheets attached if necessary. In signing the application and in accepting a grant award, applicants agree, in carrying out their projects, to abide by specific conditions set by the department.

Section 3. Categories for Funding. Any project which seeks to improve the management and preservation of local public records will be considered. Categories for funding include, but

ITEMS NOT TO INCLUDE IN YOUR STATE PUBLICATIONS SHIPMENTS TO KDLA

--- Agendae or minutes of meetings

--- Book marks, business cards

--- News releases - including flyers, posters or public notices

--- Advertisements, including printed litter bags/trash bags, stickers, ballons, tickets, etc.

--- Preliminary drafts

--- Any material considered an internal agency record and covered by a "Records Schedule." Examples include grant proposals, forms, project reports not mandated for publication, curriculum guides or other internal instructional aids.

--- Any publication created and/or produced by the federal government or another state.

LA

LA84:D01

Louisiana State Library

June 15, 1984

Public Documents, the official bibliography of Louisiana state agency publications is issued by the Recorder of Documents office in the State Library. It lists documents provided to the Recorder of Documents by the issuing agencies for distribution to the public documents depositories, and to provide citizen access to information concerning state government.

The semi-annual list of publications of your agency which you submit in accordance with R.S. 25:123, should cover the period January-June 1984. Please indicate on the attached form if no publications have been published by your agency. Your report will enable us to check the publications which you have sent for distribution during the last six months in preparation of the entries in Public Documents. If there are any publications which you have not already sent, please do so now. The number of copies needed is indicated on the attached form. If you cannot supply the full quota, send as many copies as are available. A minimum of three copies is needed in order that both historical collection depositories, LSU Library and Louisiana State Library, will have complete holdings, and the publication can be listed in Public Documents.

Thank you for your interest and cooperation in the documents program.

Sincerely yours,

Grace G. Moore

(Mrs.) Grace G. Moore
Recorder of Documents

GGM:gca
Enclosure

STATE LIBRARY OPERATIONS DIVISION
SPECIAL SERVICES BRANCH · RECORDER OF DOCUMENTS SECTION
P. O. BOX 131 · BATON ROUGE, LOUISIANA 70821-0131 (760 RIVERSIDE NORTH 70802-5232)
Louisiana Department of Culture, Recreation and Tourism
Phone (504) 342-4929

RECORDER OF DOCUMENTS

LOUISIANA STATE LIBRARY
P.O. Box 131
Baton Rouge, Louisiana 70821-0131
(Telephone 342-4929)

REPORT FROM STATE AGENCIES ON PUBLICATIONS

For the period January-June 1984

Name and address of agency: (correct if necessary)

Did your agency issue any publications, January-June 1984? **CIRCLE:** Yes No
If yes, please list titles and dates:

TITLE OF PUBLICATION	DATE

If you have not already done so, please send me _____ copies of each publication.
Title of any discontinued publication ____________________
Date of last issue ____________________
Liaison officer of agency ____________________
(appointed in accordance with R. S. 25:124.B)
Telephone number: ____________________ Date: ____________________

Please return this form before **July 15, 1984.**

Deliveries can be made to the Louisiana State Library, 760 Riverside North.

Your continuing cooperation in the State Public Documents Depository Program is appreciated.

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PUBLIC DOCUMENT DEPOSITORY SYSTEM
RULES AND REGULATIONS

100 General Rules

101 Authority

These rules are promulgated by the State Librarian who serves as the Assistant Secretary of Culture, Recreation and Tourism, Office of the State Library as authorized by R.S. 25:122B and as required by the Administrative Procedures Act (R.S. 49:953).

102 Organization

The State Public Documents Depository Program is created as a unit of the State Library under the direction of the State Librarian who employs a graduate librarian to head the office.

103 Purpose

The State Librarian has the duty to establish a depository system to facilitate the accessibility and preservation of state documents for the use of the public.

104 Public Information, Submissions, or Requests

State agencies or others seeking information about these rules and regulations or wishing to make submissions or requests are invited to contact the Recorder of Documents at the following address. If further clarification is needed, the State Librarian should be contacted.

Recorder of Documents
Louisiana State Library
P. O. Box 131
Baton Rouge, LA 70821
Phone: (504) 342-4929
Linc 421-4929

105 Advisory Council

In pursuing the mission to provide citizens of the state access to state government publications, the Recorder of Documents will seek the advice of an Advisory Council. Members will be appointed by the State Librarian, and will include representatives of state agencies, state depositories, and other interested persons. Functions of the Council shall be to advise on the selection, organization, distribution, and bibliographic control of publications; to recommend policy and procedures for the effective and efficient operation of the office of the Recorder of Documents and to provide a forum for the exchange of information and ideas.

200 Deposit of Publications

201 Agency Responsibility

State agencies as defined in R.S. 25:121.1 are required to deposit copies of their public documents with the Recorder of Documents immediately upon publication.

202 Public Documents Required to be Deposited

The public documents required to be deposited are those defined in (R.S. 25:121.1) "Public Document" means informational matter, regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency, including material published with federal funds or by sub-state planning districts. This definition incorporates publications released by private bodies such as research and consultant firms under a contract with and/or under the supervision of any state agency, and specifically includes reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals or magazines, committee minutes, transcripts of public hearings, journals, statutes, codes, pamphlets, lists, books, charts, maps, surveys, other printed matter, microfilm, microfiche, and all items for sale.

203 Public Documents not Required to be Deposited

Correspondence and inter-office or intra-office memoranda and records of an archival nature are excluded.

Audiovisual materials, including audiotapes, videotapes, films, filmstrips, slides, and other audiovisual materials may be excluded except that state agencies shall preserve one copy of each such public document or the liaison officer shall deposit one copy of each with the Recorder of Documents for preservation.

For the purposes of the Recorder of Documents, some informational materials may or may not fall within this definition of audiovisual materials, depending on the physical format, quantity reproduced, and purpose of the reproduction. Examples are maps, works of art, photographs, building plans and specifications, and computer produced copy or microcopy. It will be necessary for the Recorder of Documents to make a determination about such materials on an individual basis after consulting with the publishing agency.

204 Core Collection

Core collection refers to those basic public documents which all depositories shall receive.

The needs of the public will be served best by distributing to all depositories those public documents which are the most useful and essential. Fewer copies of other state agency publications may be needed to meet the needs of the depository system. Therefore, in the interest of economy and efficiency, the Recorder of Documents with the aid of the Advisory Council will identify a core collection to be deposited in all participating libraries.

205 Number of Copies to be Deposited

The Recorder of Documents and the Advisory Council will determine the appropriate number of copies of each public document not included in the Core Collection which will be required to be deposited to meet the needs of the depository program in accordance with the contract between the depository and the State Librarian.

206 Liaison Officer of Agencies

Every state agency shall designate one of its staff members as the liaison officer for the agency and shall notify the Recorder of Documents on or before the first day of July of the identity of the liaison officer, and shall immediately notify the Recorder of Documents of any new liaison officer should a change occur. The liaison officer of each state agency shall have the duty to provide the Recorder of Documents with copies of all public documents of the agency, to compile and forward to the Recorder of Documents lists of the public documents of the agency, and to provide other related information as may be requested by the Recorder of Documents.

207 Application of Rules

If a state agency is in doubt whether a specific publication is required to be deposited as set forth in the above rules, or if the number of copies to be deposited is questioned, the liaison officer of the agency shall consult with the Recorder of Documents for assistance in interpreting the regulations. If the agency is not satisfied with the determination of the Recorder of Documents, a written request should be submitted to the State Librarian, who shall make the final ruling.

208 Noncompliance by Agency

Noncompliance of an agency will result in a written notice of the noncompliance from the State Librarian to the chief administrative officer of the agency. This notice shall state the alleged noncompliance, a specific date on which such noncompliance must be remedied, and that further noncompliance will result in a report to the Attorney General and the Governor.

209 Agency List of Publications

Every state agency shall provide to the Recorder of Documents a complete list of its public documents upon request of the Recorder of Documents.

300 Depository Library System

301 Statutory Depositories

Louisiana State Library and Louisiana State University Library at Baton Rouge are legally designated complete depository libraries. They shall be the historical depository libraries, shall receive two copies of all public documents received by the Recorder for distribution, and shall retain permanently one copy of each.

302 Other Depositories

Libraries, including those in state agencies and other institutions in Louisiana wishing to receive public documents through the depository system shall submit a written application to the State Librarian requesting designation as a Complete Depository, a Selective Depository, or a Limited Depository.

(1) Complete Depositories shall receive one copy of all public documents received by the Recorder of Documents for distribution and shall retain one copy for a minimum of six years.

(2) Selective Depositories shall receive one copy of the Core Collection and all public documents received by the Recorder for distribution in the predetermined categories they select and shall retain one copy for a minimum of six years.

(3) Limited Depositories shall receive one copy of those public documents identified in the list of Core Collection titles and shall retain the latest edition of each.

303. Designation of Depositories and Contracts

The State Librarian shall review the applications submitted, and shall grant depository status to applicants, taking into consideration user needs, geographic coverage, and level of service to be provided.

The State Librarian and the Administrator of the library/institution receiving depository status shall execute a contract which shall designate the depository status of the library/institution, the date depository status shall become effective, and shall include a statement of agreement to abide by the depository law, and the rules and regulations promulgated and adopted by the State Librarian.

304. Termination of Depository Contract

Termination of the contract between the Louisiana State Library and the depository shall be by written notice six months in advance of the proposed date of termination. The state documents received shall be retained by the depository until the normal retention date, unless otherwise advised by the Recorder of Documents.

Failure of a depository to abide by the depository law, rules and regulations and guidelines shall result in termination of depository contract by the State Librarian upon six months written notice.

305. Guidelines

The Recorder of Documents shall issue guidelines to (1) aid state agencies in complying with the Louisiana Public Documents Law and the Rules and Regulations of the State Librarian, (2) for the proper maintenance, housing, and servicing of public documents and which describe other responsibilities of the depositories, and which (3) delineate the functions and responsibilities of the Recorder of Documents.

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Louisiana
STATE DOCUMENTS DEPOSITORY MANUAL

Edited by

Grace G. Moore
Recorder of Documents
State Library of Louisiana

1992

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STATE LIBRARY OF LOUISIANA

July 28, 1992

Ms. Lauri Sebo Kram
Public Affairs Services
University of California
405 Hilgard Avenue
Los Angeles, CA 90024-1575

Dear Lauri,

I am sending you three copies of the Louisiana State Documents Depository Manual issued by the State Library of Louisiana, for the Documents on Documents collection.

Sincerely,

Grace

(Mrs.) Grace G. Moore
Recorder of Documents

GGM:gcl
Enclosures (3)

P. O. Box 131 • 760 North Third Street 70802-5232
Baton Rouge, Louisiana 70821-0131
Telephone: (504) 342-4929 Fax: (504) 342-3547

Louisiana Department of Culture, Recreation and Tourism • An Equal Opportunity Employer

Louisiana
STATE DOCUMENTS DEPOSITORY MANUAL

Edited by

Grace G. Moore
Recorder of Documents
State Library of Louisiana

1992

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This public document was published at a total cost of $975.00. One hundred fifty copies of this public document were published in this first printing at a cost of $975.00. This document was published by the State Library of Louisiana, P.O. Box 131, Baton Rouge, LA 70821 to provide assistance to the depositories in maintaining their collections under authority of R.S. 25:123B(3). This material is printed in accordance with the standards for printing by all state agencies established pursuant to R.S. 43:31.

TABLE OF CONTENTS

Introduction 1

Administration 2

Louisiana Public Documents Depository System 3

Louisiana State Documents Depositories 6

State Documents Depositories By Location 8

Publications Issued By Recorder of Documents 11

Louisiana Publications 13

Kinds of Depositories 15

Depository Designation 16

Types of Publications Distributed 17

Core Collection: Basic Louisiana State Documents 18

Core Collection List 19

Publications Selected By Depositories 21

Selection List 23

Distribution to Depositories 26

Technical Processing 28

Claims 32

Classification System for Louisiana Documents 34

Retention and Weeding Policy 37

Depository Inspections 40

Appendix A: Public Document Depository System 42

Appendix B: Rules and Regulations (LAC) 44

Appendix C: Guidelines 50

Appendix D: Depository Designation 56

Appendix E: Depository Inspection Criteria 57

Appendix F: State Agency Semi-annual Report on Publications 60

Appendix G: Depository Rankings 62

Appendix H: Retention Period 64

INTRODUCTION

The *Louisiana State Documents Manual* is intended for use in Louisiana state documents depository libraries. It is a collection of information to help explain state publications, their uses and management, and the depository program as administered by the State Library of Louisiana.

The essential elements of the Louisiana Public Documents Depository System are: the designated depositories, the state agencies, and the Recorder of Documents. The cooperation and understanding of all three are needed in order to provide Louisiana citizens with access to information about our state government. The interest in the depository program and the cooperation of the depositories and the state agencies is appreciated.

The *Manual* presents the law, the rules and regulations, and the guidelines developed to implement them. It provides guidance for the administration of a state documents depository, explains designation, the geographic location of depositories, and discusses the claiming process, the shipping schedule, the Louisiana documents classification schedule, and the retention procedure. A brief historical background of the establishment of the state documents depository program in Louisiana is included.

The *Manual* is being issued in loose-leaf format to allow the Recorder of Documents to update and expand the information as the program continues to evolve.

ADMINISTRATION

The Louisiana Public Document Depository Program is established in the Office of the State Library, Louisiana Department of Culture, Recreation and Tourism. The program is administered by the Recorder of Documents under the direction of the State Librarian as a Section in the User Services Division.

The librarian who administers the documents depository program is Grace G. Moore, Recorder of Documents. The office is located in the State Library of Louisiana building. Correspondence should be addressed to:

Recorder of Documents
State Library of Louisiana
P.O. Box 131
Baton Rouge, LA 70821
(504)342-4929
LINC: 8-421-4929
FAX: (504)342-3547

LOUISIANA PUBLIC DOCUMENTS DEPOSITORY SYSTEM

The Recorder of Documents administers the Louisiana Public Documents Depository System at the State Library of Louisiana under the direction of the State Librarian. The depository library program was established in the office of the Secretary of State in 1948 by Act 493. In 1977, the functions of the program were transferred to the Office of the State Library in the Department of Culture, Recreation and Tourism. The intent of the program is to make state public documents accessible to the public as a basic right of citizenship. The depository system was developed to provide the most efficient distribution and the maximum availability of Louisiana documents. The Recorder of Documents, as administrator of the program, is responsible for obtaining state agency publications, listing them, and distributing them to the designated depositories for state documents.

There are 41 designated depositories for Louisiana state documents. Thirty-nine are located strategically throughout the state and two are out-of-state. The Library of Congress, Washington, D.C., is a complete depository, and the British Library, London, England, is a selective depository.

Most of the depositories are in college or university libraries or large public libraries in the major metropolitan areas of Louisiana. The State Library of Louisiana in Baton Rouge and the Louisiana and Lower Mississippi Valley Collection in Hill Memorial Library of Louisiana State University in Baton Rouge are the two statutory depositories, usually referred to as Historical Collection Depositories. They are complete public documents depositories.

Of the nine other complete depositories, seven are in academic libraries, one is in a public library, and one is the Library of Congress. Twenty-four selective depositories include ten academic, six public, and eight special libraries. There are six limited depositories: three academic and three public libraries.

The depositories are responsible for making Louisiana documents accessible to the public and for providing free service in their use. State documents are maintained and housed in the depositories which follow rules, regulations, and guidelines in administering the depository.

Twice a year the Recorder sends a letter to the over 300 state agencies to remind them of the legal responsibility to provide copies of their publications for distribution to the depositories. Each state agency designates a liaison officer to facilitate the process of submitting a list of the agency's publications and ensuring the delivery of the documents to the Recorder.

The Recorder of Documents consults with the liaison officer to interpret the regulations and to assure agency compliance with the rules. The State Librarian is authorized to resolve disputes and to secure the compliance of state agencies with the rules and regulations of the program.

The Louisiana Advisory Council for the State Documents Depository Program is established to recommend policies for the efficient operation of the program and to provide a forum for the exchange of ideas and information that would lead to improvements in the program. The thirteen member council, appointed by the State Librarian, meets twice a year.

The Louisiana statute that provides the legal basis for the program (Appendix A) is interpreted in the rules and regulations (Appendix B) promulgated by the State Librarian in 1982. These rules govern the operation of the Public Document Depository System and coordinate the inter-related responsibilities of the Recorder of Documents, the designated state documents depositories, the state agencies and the Advisory Council. The cooperation of the elements of the program promote the efficient and effective operation of the system.

LOUISIANA STATE DOCUMENTS DEPOSITORIES

Constituted under R.S. 1950, 25:121

Current December 31, 1989

1951 Avoyelles Parish Library
202 S. Main St.
Marksville, LA 71351

1948 Calcasieu Parish Public Library System
Lake Charles, LA 70601

1948 Centenary College Library
Shreveport, LA 71104

1968 Delgado Community College
Moss Memorial Library
615 City Park Ave.
New Orleans, LA 70119

1948 Dillard University Library
2601 Gentilly Blvd.
New Orleans, LA 70122

1953 East Baton Rouge Parish Library
7711 Goodwood Blvd.
Baton Rouge, LA 70806

1950 Grambling State University Library
Grambling, LA 71245

1950 Jefferson Parish Library
Metairie, LA 70010

1987 Law Library of Louisiana
100 Supreme Court building
Civic Center,
New Orleans, LA 70112

1971 Louisiana College
Richard W. Norton Library
Pineville, LA 71360

1955 Louisiana House of Representatives
Legislative Research Library
P. O. Box 44012
Baton Rouge, LA 70804

1948 ** Louisiana State Library
Baton Rouge, LA 70821

1948 ** Louisiana State University Library
Baton Rouge, LA 70803

1966 LSU at Eunice Library
Eunice, LA 70535

1966 * LSU in Shreveport Library
1 University Place
Shreveport, LA 71115

1952 Louisiana State University Law Library
Baton Rouge, LA 70893

1949 LSU Medical Center Library
1542 Tulane Avenue
New Orleans, LA 70112

1948 * Louisiana Tech University
Prescott Memorial Library
Ruston, LA 71272

1948 Loyola University Library
6363 St. Charles Ave.
New Orleans, LA 70118

1951 Loyola University Law Library
7164 St. Charles Ave.
New Orleans, LA 70118

1948 * McNeese State University
Lether E. Frazar Memorial Library
Lake Charles, LA 70609

1948 * New Orleans Public Library
219 Loyola Ave.
New Orleans, LA 70140

1960 * Nicholls State University Library
Thibodaux, LA 70301

1948 * Northeast Louisiana University Library
Monroe, LA 71201

1948 * Northwestern State University
Watson Library
Natchitoches, LA 71457

1948 Ouachita Parish Library
1800 Stubbs Ave.
Monroe, LA 71201

1948 Rapides Parish Library
411 Washington St.
Alexandria, LA 71301

1964 St. Bernard Parish Library
1125 E. St. Bernard St.
Chalmette, LA 70043

1949 Shreve Memorial Library
400 Edwards St.
Shreveport, LA 71102

---

*Complete depository

**Historical collection depository

LOUISIANA STATE DOCUMENTS DEPOSITORIES (Continued)

1962 Southeastern Louisiana University
Library
Hammond, LA 700401

1948 Southern University Library
Baton Rouge, LA 70813

1979 Southern University Law Library
Baton Rouge, LA 70813

1976 Southern University in New Orleans
Library
6400 Press Dr.
New Orleans, LA 70126

1948 Tulane University Library
Freret St.
New Orleans, LA 70118

1955 Tulane University Law Library
New Orleans, LA 70118

1959 * University of New Orleans
Earl K. Long Library
New Orleans, LA 70148

1948 * University of Southwestern University
University Libraries
Lafayette, LA 70501

1950 Washington Parish Library
825 Free St.
Franklinton, LA 70438

1976 Xavier University Library
Pine and Palmetto Sts.
New Orleans, LA 70125

Other Depository Libraries

1959 British Museum
London WCIB 3DG
England

1949 * Library of Congress
10 First St. SE
Washing, DC 20540

---

*Complete depository

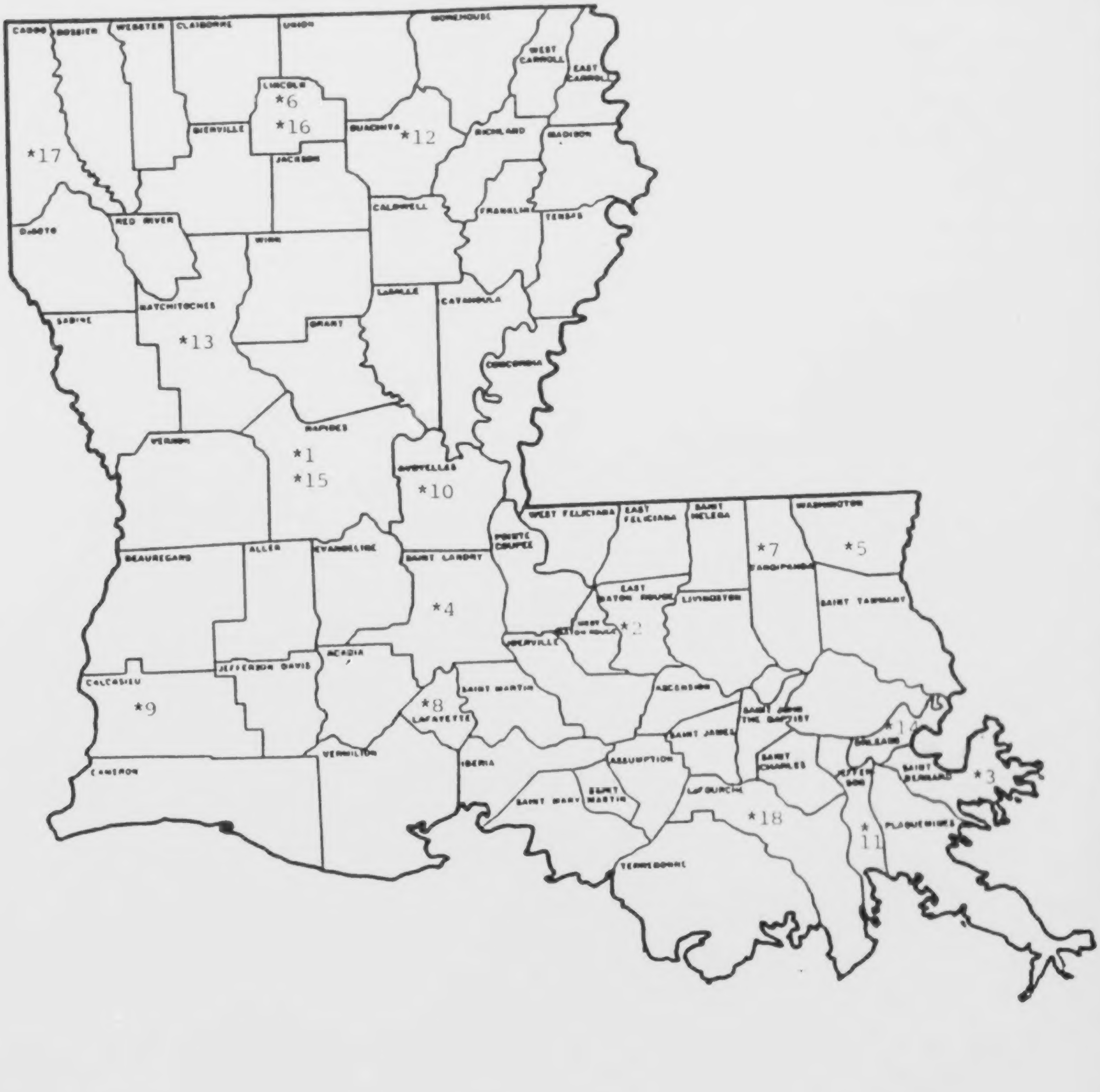
STATE DOCUMENTS DEPOSITORIES BY LOCATION

Location	*Date of Designation*
Alexandria	
Rapides Parish Library	1948
Baton Rouge	
East Baton Rouge Parish Library	1953
Louisiana House of Representatives David R. Poynter Legislative Research Library	1977
Louisiana State University Law Center	1952
Louisiana State University	1948
Southern University Law Library	1979
Southern University Library	1948
State Library of Louisiana	1948
Chalmette	
St. Bernard Parish Library	1964
Eunice	
Louisiana State University at Eunice Library	1966
Franklinton	
Washington Parish Library	1950
Grambling	
Grambling State University Library	1950
Hammond	
Southeastern Louisiana University Library	1962
Lafayette	
University of Southwestern Louisiana Library	1948
Lake Charles	
Calcasieu Parish Public Library	1948
McNeese State University Library	1948
Marksville	
Avoyelles Parish Library	1951

Metairie	
Jefferson Parish Library	1950
Monroe	
Northeast Louisiana University Library	1948
Ouachita Parish Library	1948
Natchitoches	
Northwestern State University Library	1948
New Orleans	
Delgado Community College Library	1968
Dillard University Library	1948
LSU Medical Center Library	1949
Law Library of Louisiana	1987
Loyola University Law Library	1951
Loyola University Library	1948
New Orleans Public Library	1948
Tulane University Law Library	1955
Tulane University Library	1948
University of New Orleans	1959
Xavier University Library	1976
Southern University in New Orleans	1963
Pineville	
Louisiana College Library	1971
Ruston	
Louisiana Tech University Library	1948
Shreveport	
Louisiana State University in Shreveport Library	1966
Shreve Memorial Library	1949
Centenary College	1948
Thibodaux	
Nicholls State University Library	1960
Washington, D.C.	
Library of Congress	1949
London, England	
British Library	1959

STATE DOCUMENTS DEPOSITORIES BY LOCATION

1. ALEXANDRIA
2. BATON ROUGE
3. CHALMETTE
4. EUNICE
5. FRANKLINTON
6. GRAMBLING
7. HAMMOND
8. LAFAYETTE
9. LAKE CHARLES
10. MARKSVILLE
11. METAIRIE
12. MONROE
13. NATCHITOCHES
14. NEW ORLEANS
15. PINEVILLE
16. RUSTON
17. SHREVEPORT
18. THIBODAUX


CADDO
BOSSIER
WEBSTER
CLAIBORNE
UNION
MOREHOUSE
WEST CARROLL
EAST CARROLL
LINCOLN
*6
*16
BIENVILLE
OUACHITA
*12
RICHLAND
MADISON
*17
JACKSON
CALDWELL
FRANKLIN
TENSAS
DESOTO
RED RIVER
WINN
LASALLE
CATAHOULA
SABINE
NATCHITOCHES
*13
GRANT
CONCORDIA
RAPIDES
VERNON
*1
*15
AVOYELLES
*10
WEST FELICIANA
EAST FELICIANA
SAINT HELENA
WASHINGTON
POINTE COUPEE
*7
*5
TANGIPAHOA
BEAUREGARD
ALLEN
EVANGELINE
SAINT LANDRY
EAST BATON ROUGE
LIVINGSTON
SAINT TAMMANY
*4
WEST BATON ROUGE
*2
IBERVILLE
ACADIA
JEFFERSON DAVIS
CALCASIEU
SAINT MARTIN
ASCENSION
SAINT JOHN THE BAPTIST
*9
*8
LAFAYETTE
*14
ORLEANS
SAINT JAMES
VERMILION
ASSUMPTION
SAINT CHARLES
IBERIA
JEFFERSON
SAINT BERNARD
*3
CAMERON
SAINT MARY
SAINT MARTIN
LAFOURCHE
*18
PLAQUEMINES
*11
TERREBONNE

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PUBLICATIONS ISSUED BY RECORDER OF DOCUMENTS

The publications issued by the Recorder of Documents provide access to the official documents of Louisiana. The bibliographies are issued under three titles: *Public Documents of Louisiana*, (monthly); *Public Documents*, (semi-annual); and *State of Louisiana Official Publications: List of Public Documents of Louisiana*, (quinquennial).

Public Documents of Louisiana is issued monthly and serves as a shipping list for the depositories. It is arranged alphabetically by issuing agency and lists the number of copies of documents received. It is not necessary to retain the monthly shipping lists when *Public Documents* is issued, although it is the only printed source for the number of copies distributed.

Public Documents is the semi-annual cumulation of the monthly lists that it supersedes. *Public Documents* is classified according to agency designation, and has an author, title, and subject index. It may be discarded when *Official Publications* is issued every five years.

Official Publications: List of Public Documents of Louisiana is the five year, or quinquennial, cumulation of *Public Documents*. Eight volumes in the series provide bibliographic coverage of Louisiana state documents from 1935-1989. *Official Publications* is arranged by the Louisiana documents classification schedule under the issuing agency, and has a comprehensive author, title, and subject index. It is the permanent record of Louisiana state documents and supersedes *Public Documents*.

The first bibliography of Louisiana documents was compiled by Lucy B. Foote, head cataloger at the L.S.U. library. Her major publication *Official Publications of the State of*

Louisiana 1803-1934 is known to librarians as "big Foote." A supplement covering the years 1935-1948 was published by the Secretary of State and is volume I of *Official Publications of Louisiana.*

The series of bibliographies was continued in the Secretary of State's office. Margaret T. Lane, Recorder of Documents from 1948-1975, compiled four volumes of *Official Publications of Louisiana, 1948-1972,* volumes II-V.

The State Library has continued the publication of the official bibliography of state documents. Three cumulations of *Official Publications of Louisiana 1973-1989,* volumes VI-VIII, have been issued.

LOUISIANA PUBLICATIONS

Bibliographies

1803-1934	*Bibliography of the official publications of Louisiana, 1803-1934,* compiled by Lucy B. Foote. New York, Kraus Reprint Corporation, 1964. 579 p. (Historical Records Survey, no. 19) Reprint of 1942 edition $25.00 (ISBN 0-527-01916-1) Kraus Reprint
1935-1948	*Bibliography of the official publications of Louisiana, 1935-1948,* compiled by Lucy B. Foote. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1954. 298 p. (*Official publications*, v. I)
1948-1953	*List of the public documents of Louisiana, 1948-1953,* compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1954. 235 p. (*Official publications*, v. II) Cumulation of the *Semi-annual list of public documents*, nos. 1-11.
1954-1960	*List of the public documents of Louisiana, 1954-1960,* compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1961. 223 p. (*Official publications*, v. III) Cumulation of *Public Documents*, issued in accordance with R.S. 25:123, nos. 12-25.
1961-1966	*List of the public documents of Louisiana, 1961-1966,* compiled by Margaret T. Lane. Issued by Wade O. Martin, Jr., Secretary of State. Baton Rouge, 1967. 257 p. (*Official publications*, v. IV) Cumulation of *Public Documents*, issued in accordance with R.S. 25:123, nos. 26-37.
1967-1972	*List of public documents of Louisiana, 1967-1972,* compiled by Margaret T. Lane. Issued by Wade O.Martin, Jr., Secretary of State. Baton Rouge, 1973. 316 p. (*Official publications*, v. V) Cumulation of *Public Documents*, issued in accordance with R.S. 25:123, nos. 38-49. Out of print.

1973-1979	*List of the public documents of Louisiana, 1973-1979*, compiled by Grace G. Moore. Issued by Thomas F. Jaques, State Librarian, Louisiana State Library, Department of Culture, Recreation and Tourism. Baton Rouge, 1982. 376 p. (*Official publications*, v. VI) Cumulation of *Public Documents*, issued in accordance with R.S. 25:123, nos. 50-62.
1980-1984	*List of the public documents of Louisiana, 1980-1984*, compiled by Grace G. Moore. Issued by Thomas F. Jaques, State Librarian, Louisiana State Library, Department of Culture, Recreation and Tourism. Baton Rouge, 1986. 288 p. (*Official publications*, v. VII) Cumulation of *Public Documents*, issued in accordance with R.S. 25:123, nos. 63-71.
1985-1989	*List of the public documents of Louisiana, 1985-1989*, compiled by Grace G. Moore. Issued by Thomas F. Jaques, State Librarian, Louisiana State Library, Department of Culture, Recreation and Tourism. Baton Rouge, 1990. 282 p. *Official publications*, v. VIII) Cumulation of *Public Documents*, issued in accordance with R.S. 25:123, nos. 72-80, and shipping lists July-December 1989. No. 81 not issued.
1990-	*Public documents* of Louisiana [issued in accordance with R.S. 25:123] Issued by State Library of Louisiana, Department of Culture, Recreation and Tourism. Nos. 82- , January 1990- .

KINDS OF DEPOSITORIES

The kinds of depository libraries are described in the rules and regulations of the Public Documents Depository System, which are published in the Louisiana Administrative Code (Appendix B). The four kinds are: statutory or historical depository; complete depository; selective depository; and limited depository.

1. **Statutory or Historical Depositories** are the legally designated complete depository libraries. The Louisiana State Library and the Louisiana State University Library in Baton Rouge are designated complete, historical depository libraries. They receive two copies of all public documents received by the Recorder for distribution and retain permanently one copy.
2. **Complete Depositories** are the libraries designated by the state librarian to receive one copy of all public documents received by the Recorder for distribution and retain it for a minimum of six years.
3. **Selective Depositories** are the libraries designated by the state librarian to receive one copy of the core collection titles and all public documents received by the Recorder for distribution in the predetermined categories they select, and retain it for a minimum of six years.
4. **Limited Depositories** are the libraries designated by the state librarian to receive one copy of the core collection titles and shall retain only the latest edition.

Complete depositories and law libraries may elect to receive copies of current legislative materials (bills, journals and calendars) generated by the Legislature during each session.

DEPOSITORY DESIGNATION

The requirements to become a depository are that the library agrees to make Louisiana documents accessible to the public, to provide free service in their use, and to abide by the rules and regulations promulgated by the State Librarian (Appendix B). The library director must make a request in writing, specifying the kind of depository status desired to the State Librarian. If the library meets the requirements, the State Librarian will send a contract and Selection List (Appendix D).

Termination of Depository Contract

Libraries wishing to discontinue their depository status must submit a written request six months in advance of the proposed termination date. Extended noncompliance with the provisions of the depository contract may result in termination of the contract by the State Librarian, also upon six months written notice.

TYPES OF PUBLICATIONS DISTRIBUTED

The documents distributed in the depository library program are defined in the law as "informational matter, regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total or partial, expense of a state agency." This broad definition was developed to provide for technological changes as they affect the method and format by which state agencies provide government information.

To determine if a publication is a state document and if a state agency should supply the publication for distribution to the depositories, the following tests are used:

1. Publication authorized by, paid for, or partially paid for, with state funds.
2. Publication available upon request.
3. Publication intended for public use, or sent to the media and libraries.
4. Publication similar to ones submitted by a similar agency.

The general rules for determining that an agency is functioning as a part of state government is that it meets any one of these tests:

1. The agency was created by an Act or Resolution of the Louisiana Legislature, or by an Executive Order issued by the Governor.
2. The Louisiana Attorney General has issued a ruling or opinion affirming the agency's status.
3. The agency is in the *Roster of Louisiana Officials*.
4. The agency receives state funds in the Appropriation Act.

CORE COLLECTION: BASIC LOUISIANA STATE DOCUMENTS

The Core Collection of state documents is the titles designated for all depositories to receive, regardless of depository status. The titles are determined by the Recorder of Documents with the aid of the Louisiana Advisory Council for the State Documents Depository Program, and are the most useful and essential documents.

All depositories receive the Core Collection as the titles are issued by state agencies. Limited depositories receive only the Core Collection titles.

DIRECTORY OF LOUISIANA MANUFACTURERS
Department of Economic Development
Office of Commerce and Industry
P.O. Box 94185
Baton Rouge, LA 70804-9185
(504)342-5383
$48.00; Frequency varies

DIRECTORY OF LICENSED OCCUPATIONS
Department of Employment and Training
Office of Employment Security
Louisiana Occupational Information Coordinating Committee
P.O. Box 94094
Baton Rouge, LA 70804-9094
(504)342-5150

LOUISIANA DIRECTORY OF CITIES, TOWNS AND VILLAGES
Department of Transportation and Development
P.O. Box 94245
Baton Rouge, LA 70804-9245
(504)379-1107
Price, $2.00

LOUISIANA ROSTER OF OFFICIALS with SUPPLEMENTS
Department of State
P.O. Box 94125
Baton Rouge, LA 70804-9125
(504)922-0415
Price, $6.00

LOUISIANA STATE GOVERNMENT TELEPHONE DIRECTORY
Office of the Governor, Division of Administration
P.O. Box 94280
Baton Rouge, LA 70804-9280
(504)342-7723

LOUISIANA SUMMARY: AGRICULTURE AND NATURAL RESOURCES
LSU Agricultural Center and Louisiana Cooperative Extension Service
Baton Rouge, LA 70803
(504)388-4181

LOUISIANA SCHOOL DIRECTORY (Bulletin 1462)
Department of Education
P.O. Box 94064
Baton Rouge, LA 70804-9064
(504)342-3602
Price, $10.00

LOUISIANA REGISTER
Office of the Governor
Office of the State Register
P.O. Box 94095
Baton Rouge, LA 70804-9095
(504)342-5015
monthly; Price, $80.00, $7.00 single issue; (State agency subscriptions, $40.00)

LOUISIANA ADMINISTRATIVE CODE
Office of the Governor
Office of the State Register
P.O. Box 94095
Baton Rouge, LA 70804-9095
(504)342-5015
Price varies per volume

PUBLIC DOCUMENTS
Recorder of Documents
State Library of Louisiana
P.O. Box 131
Baton Rouge, LA 70821
(504)342-4929

OFFICIAL PUBLICATIONS: LIST OF PUBLIC DOCUMENTS OF LOUISIANA
Recorder of Documents
State Library of Louisiana
P.O. Box 131
Baton Rouge, LA 70821
(504)342-4929

RESUME OF ACTS, RESOLUTIONS, STUDY REQUESTS AND VETOED BILLS
Legislature
House of Representatives
Legislative Services
P.O. Box 94012
Baton Rouge, LA 70804
(504)342-2431
Price varies

PUBLICATIONS SELECTED BY DEPOSITORIES

Publications Categories

The depository designates in advance the categories from which it needs publications. The Selection List is based on the organization of state government, and selections are made from categories of similar agencies, not by individual title. The depository must select from the categories on the Selection List without exception or modification.

Depository Selection List File

Each depository receives two copies of the Selection List so that the depository may retain a record of its selections. A file of each depository's Selection List is maintained in the office of the Recorder of Documents, and a copy of the Selection List is available upon request.

Selection Changes

Changes to the library's selections may be made by the depository at any time. To make selection changes, the depository librarian must send a letter and a list of changes requested to the Recorder of Documents. It may be necessary to submit a revised Selection List if numerous changes are needed. The distribution records are changed in the Recorder's file and changes occur within two months of the request. Publications are not furnished retroactively.

New State Agency Publications

Publications received from a new state agency or new publications received from existing state agencies are assigned to one of the established categories on the Selection List by the Recorder of Documents and are distributed according to the current distribution pattern. The provenance of new publications is determined by the Recorder through research in the *Roster of Officials* and the statutes.

New Selection Lists

New Selection Lists requiring refiling by all depositories are issued infrequently. All depositories were required to confirm depository status in 1982 by signing new contracts with the State Librarian and by filing a new Selection List. The Selection List is maintained by the Recorder.

SELECTION LIST

____ **Office of the Governor**
Department of Veteran's Affairs
Division of Administration
Louisiana Commission on Law Enforcement and Administration of Criminal Justice
Military Department
Office of Elderly Affairs
Office of the State Register

____ **Department of Agriculture and Forestry**
Office of Agricultural and Environmental Sciences
Office of Agro-Consumer Services
Office of Animal Health Services
Office of Forestry
Office of Marketing

____ **Department of Culture, Recreation and Tourism**
Office of Cultural Development
Office of Film and Video
Office of Litter Control and Recycling
Office of the State Library
Office of the State Museum
Office of State Parks
Office of Tourism

____ **Department of Econopmic Development**
Office of Commerce and Industry
Office of Financial Institutions
Office of International Trade and Development

____ **Department of Education**
Board of Regents
Board of Trustees for State Colleges and Universities
Educational Television Authority
State Board of Elementary and Secondary Education
Other educational agencies
Special education schools
Vocational-technical schools

____ **Department of Elections and Registration**

____ **Department of Employment and Training**
Office of Employment Security
Office of Labor

____ **Department of Environmental Quality**
Office of Air Quality
Office of Solid and Hazardous Waste
Office of Water Resources

____ **Department of Health and Hospitals**
Bureau for Women
Office of Charity Hospital
Office of Hospitals
Office of Public Health
Boards and commissions
Individual hospitals and institutions

____ **Department of Insurance**

____ **Department of Justice**

____ **Department of Natural Resources**
Geological Survey
Office of Conservation
Office of Mineral Resources

____ **Department of Public Safety and Corrections**
Office of Adult Services
Office of Alcoholic Beverage Control
Office of Corrections
Office of Emergency Preparedness
Office of Juvenile Services
Office of Motor Vehicles
Office of State Fire Marshal

____ **Public Service Commission**

____ **Department of Revenue and Taxation**

____ **Department of Social Services**
Office of Community Services
Office of Eligibility Determination
Office of Human Services

____ **Department of State**
Archives Division

_____ **Department of State Civil Service**

_____ **Department of Transportation and Development**
Office of Aviation and Public Transportation
Office of Highways
Office of Public Works

_____ **Department of the Treasury**

_____ **Department of Wildlife and Fisheries**

_____ **Agricultural Research Stations**

_____ **Retirement systems**

_____ **Louisiana State University, Baton Rouge**

_____ **Louisiana State University, agricultural departments**

_____ **Louisiana State University, Medical Centers**

_____ **Other state universities and colleges**

_____ **State licensing and regulatory boards**

_____ **Port commissions and harbor and terminal districts**

_____ **Laws, statutes, etc.**

_____ **Legislature**

DISTRIBUTION TO DEPOSITORIES

Distribution and Mailing

Each depository is assigned a sorting bin in the Recorder's office. Documents are received from the state agencies as they are issued and are sorted into the bins according to the distribution patterns established by the selection lists.

Each depository is mailed at least one shipment of documents at the end of each month, with the shipment corresponding to the monthly list. Complete depositories may receive several shipments during the month.

Direct Distribution by State Agencies

Some state agencies mail their publications directly to the depositories. These documents are listed on the monthly list. Mail surveys must be returned directly to the agency if the depository wants to continue to receive the publication. It is necessary also to make claims directly to the agency.

Distribution--Insufficient Copies

If the Recorder of Documents does not receive enough copies for distribution to the complete depositories, a note of the number of copies received is included on the monthly list. This note is not repeated in *Public Documents*.

When state agencies are unable to provide sufficient copies of documents to distribute to all of the depositories that have selected a certain category, distribution is made according to a ranking system developed by a state documents committee (Appendix G). The ranking takes into consideration the number of other depositories in the geographical area, the type of library, the size of the library, and other factors.

Distribution of Publications That Are Not State Documents

Publications that are not state documents are sometimes distributed through the depository system. These publications may be of interest to depository librarians or may contain important Louisiana material. The publications are listed at the end of the monthly list and are not listed in *Public Documents*. It is not necessary to retain this material.

Shipping Lists

The monthly shipping list is compiled and printed after the end of the month. It corresponds to the documents shipped to the depositories each month. The shipping list is mailed first class separately from the shipment.

TECHNICAL PROCESSING

Special equipment used for documents includes: depository stamp, date stamp, shelf list (visible records file or computer), record cards, binders, and cardboard boxes.

Procedures for checking in materials are as follows:

1. Stamp shipping list with date of receipt.
2. Locate items on shipping list. Write LaDocs number on the cover or on first inside page if it is a bound volume or if the cover is dark colored. Stamp document with date received and ownership mark.
3. Place check mark beside title on shipping list to denote receipt.
4. Arrange documents in same order as on shipping list.
5. Check in documents on record cards in shelf list file or enter in database.
6. Information record cards must include: call number, issuing agency, title, frequency, location, routing instructions, binding information, source.
7. Make corrections as instructed on shipping lists.
8. If there is no record card to check in an item, a new record card should be made.
9. Claim any missing item on shipping list.
10. Keep current shipping lists in chronological order in binder or folder.

Binding

The binding of Louisiana documents by the depositories should follow the regular binding routines of the library for other similar material.

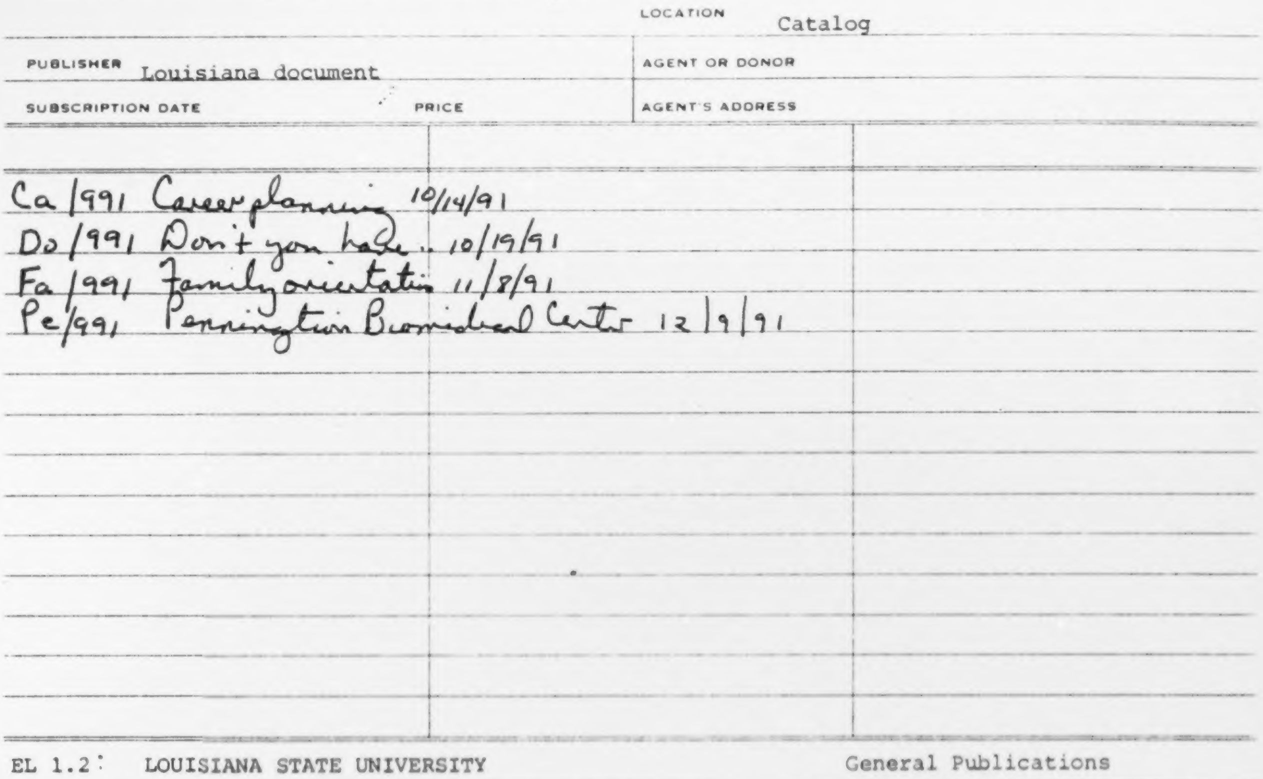
Cataloging

State documents selected for full cataloging should be of permanent value or used for reference. The State Library catalogs Louisiana state documents on the OCLC online cataloging system according to the Anglo American cataloging rules (AACRII) with Library of Congress subject headings.

Author Headings

1803-1947	*Author headings for the Official Publications of the State of Louisiana,* compiled by Lucy B. Foote. Chicago, American Library Association. 1948. 125 p. $4.50.
1948-1980	*Louisiana state agency names, 1948-1980;* a supplement to Author headings for the Official Publications of the State of Louisiana, by Lucy B. Foote. Compiled by Margaret T. Lane, assisted by Grace G. Moore and Dolores B. Owen. Supplement in *Public Documents,* no. 67, Part II, 1982. 305 p.
1981	Supplement in *Public Documents,* no. 66, pp. 57-59.
	Suggested author headings for the Official Publications of the State of Louisiana, established in accordance with the Anglo-American cataloging rules. Compiled by Margaret T. Lane and Francis L. Miksa. Supplement in *Public Documents,* no. 55, Part II. 1976.

EXAMPLES OF CHECK-IN CARDS: General publication, annual.



LOCATION Catalog

PUBLISHER Louisiana document

AGENT OR DONOR

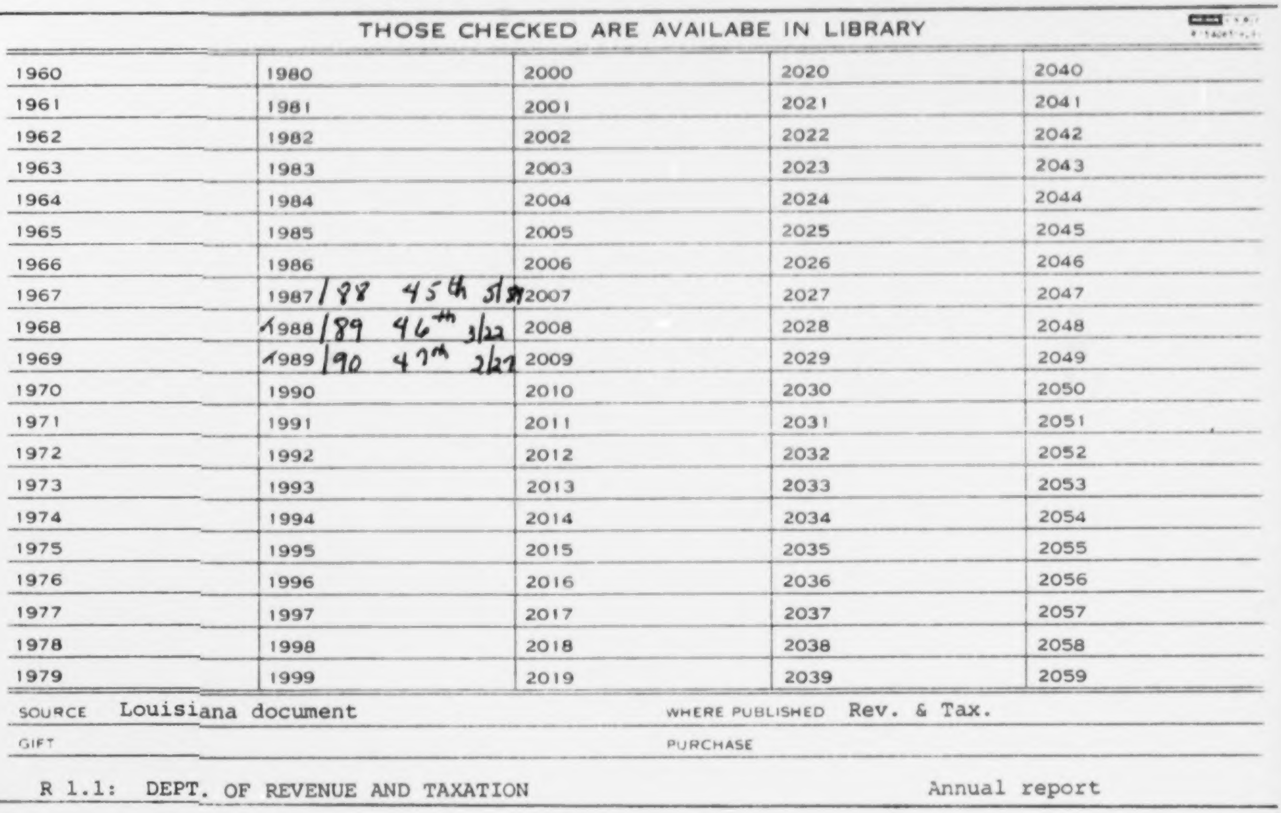
SUBSCRIPTION DATE

PRICE

AGENT'S ADDRESS

Ca/991 Career planning 10/14/91
Do/991 Don't you hate.. 10/19/91
Fa/991 Family orientation 11/8/91
Pe/991 Pennington Biomedical Center 12/9/91

EL 1.2: LOUISIANA STATE UNIVERSITY General Publications



THOSE CHECKED ARE AVAILABE IN LIBRARY

1960	1980	2000	2020	2040
1961	1981	2001	2021	2041
1962	1982	2002	2022	2042
1963	1983	2003	2023	2043
1964	1984	2004	2024	2044
1965	1985	2005	2025	2045
1966	1986	2006	2026	2046
1967	1987/88 45th 5/8	2007	2027	2047
1968	✓1988/89 46th 3/22	2008	2028	2048
1969	✓1989/90 47th 2/27	2009	2029	2049
1970	1990	2010	2030	2050
1971	1991	2011	2031	2051
1972	1992	2012	2032	2052
1973	1993	2013	2033	2053
1974	1994	2014	2034	2054
1975	1995	2015	2035	2055
1976	1996	2016	2036	2056
1977	1997	2017	2037	2057
1978	1998	2018	2038	2058
1979	1999	2019	2039	2059

SOURCE Louisiana document

WHERE PUBLISHED Rev. & Tax.

GIFT

PURCHASE

R 1.1: DEPT. OF REVENUE AND TAXATION Annual report

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EXAMPLES OF CHECK-IN CARDS: Daily, monthly

SOURCE DATE STARTED 1983-

NO COPIES FREQUENCY

LOCATION Serials Section

1992	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	INDEXES
V.96 JAN																					3	4	5	6				7	8	9	10	
FEB				11	12	13	14																									
MAR																																
APR																																
MAY																																
JUNE																																
JULY																																
AUG																																
SEPT																																
OCT																																
NOV																																
DEC																																

EL 1.7: LOUISIANA STATE UNIVERSITY The Daily Reveille 4 5 6 7 8 9 10 11 12

MONTHLY OR QUARTERLY

PUBLISHER Louisiana document

AGENT OR DONOR

AGENT'S ADDRESS

SUBSCRIPTION DATE PRICE

LOCATION Serials

YEAR	VOL.	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	INDEX
1989	15	1 1/21	2 2/21	3 3/21	4 4/21	5 5/21	6 6/21	7 7/21	8 8/21	9 9/21	10 10/21	11 11/25	12 12/21	
1990	16	1 1/21	2 2/21	3 3/21	4 4/21	5 5/21	6 6/21	7 7/21	8 8/21	9 9/21	10 10/21	11 11/21	12 12/21	
1991	17	1 1/22	2 2/21	3 3/21	4 4/21	5 5/21	6 6/21	7 7/21	8 8/21	9 9/21	10 10/21	11 11/21	12 12/21	
1992	18	1 1/21	2 2/21											

Go 50.7: OFFICE OF THE STATE REGISTER Louisiana Register

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CLAIMS

When to Claim

Claims should be made promptly and must be signed by the depository staff member authorized to send claims. Shipments should be opened as soon as the list is received, and the contents checked against the shipping list. By comparing the Selection List with the documents received, the depository will be able to determine whether claims for non-receipt should be made. The number of documents received by the Recorder of Documents should be noted, and no claim made if insufficient copies were received for distribution.

How to Claim

1. Check number of copies received by Recorder of Documents on monthly shipping list.
2. Use a black or blue pen to draw a circle around the entry being claimed on the monthly shipping list.
3. Stamp the top page of the monthly shipping list with your depository name and date received stamp.
4. Type the name of the depository library with complete mailing address.
5. Sign claim.
6. Keep a photocopy of the monthly shipping list for your records until the claim has been resolved.
7. Mail the original copy to:
   Recorder of Documents
   Louisiana State Library
   P.O. Box 131
   Baton Rouge, LA 70821

887

Direct Claims to State Agency

Missing issues of publications from the Department of Agriculture and Forestry should be requested from that Department.

Publications on monthly lists over three months old should be requested directly from the issuing agency.

Claims sent directly to the agency should include a reference to the depository program as well as an explanation of why the publication is needed by the depository (for example, an additional copy is needed or a defective or mutilated copy was received).

CLASSIFICATION SYSTEM FOR LOUISIANA DOCUMENTS

The Louisiana documents classification system (referred to as LaDocs) uses an alphanumeric arrangement of letters to designate agencies and numbers to indicate the type of publication. It was designed to group related agencies and to make shelving and locating Louisiana documents simpler.

As state government is reorganized and changed, the classification system is expanded and amended by the Recorder of Documents. Numbers within a previously established class are assigned to a newly created agency.

Louisiana documents numbers are assigned by the Recorder of Documents, and have been published for all items distributed since 1961. The classification system is based on one developed by the New Orleans Public Library, and resembles the SUDOCS classification system used for federal documents. A documents number consists of two parts: the *stem number* which precedes the colon, and the *book number* which follows it. The stem begins with one or more letters designating the parent agency or type of agency.

A	Department of Agriculture
Ag	Agricultural Experiment Station
CiS	Department of Civil Service
EL	Louisiana State University and A. & M. College
Go	Office of the Governor

Following the letters are numbers which identify the specific branch of the agency responsible for the publication. The number 1 is normally used to designate the agency's main branch, larger numbers are used for any subagencies.

EL 1	Louisiana State University and A. & M. College
EL 6	Louisiana State University and A. & M. College Office of Institutional Research
EL 90	Louisiana State University and A. & M. College Department of Zoology
EL 300	McNeese State University, Lake Charles

Note that these designations are historical in nature, and may not reflect the current administrative hierarchy. Thus, McNeese State University publications are classed under EL 300, although it ceased to be a part of the L.S.U. system in 1950.

The remainder of the stem consists of a form number indicating the type of publication. Form divisions are:

.1: Reports
.2: General Publications
.3: Bulletins + #
.4: Circulars + #
.5: Rules and Regulations (Manuals and Handbooks)
.6: Proceedings, Budgets, Conventions
.7: Serial Publications (Daily, Weekly, Monthly, or Irregular)
.8: Miscellaneous (Address)
.8c: Calendars
.8in: Invitations
.8m: Maps
.8l: Laws
.8op: Opinions
.8p: Programs
.8r: Resolutions
.8s: Studies
.9: Directories, Rosters, Lists, etc.
.10: Bibliographies, Subject Lists, Catalogs, etc.

The book number following the colon identifies the individual publication uniquely. This designation may consist of a bulletin or report number, volume and issue number, date, etc., for serial or continuing publications (e.g., the Department of Education's Bulletin No. 1468 is E 1.3:1468, and the monthly *Louisiana Register* is Go 50.7:v/#). Monographs are usually assigned one or more letters, taken from a significant word or words in the title, and the last three digits of the year of publication (e.g., the Department of Education's *Food Fun for Teaching Nutrition* is E 1.2:FF/976).

RETENTION AND WEEDING POLICY

Louisiana state documents must be retained for a six-year period by the state documents depositories (Appendix H).

It is not required that state documents be removed from the collection after the six-year period. Material of research or historical value may be vital to the depository library collection, and each library should evaluate the needs and collection policy of the library before discarding any Louisiana material.

Complete Public Document Depositories

The complete public document or historical depositories, State Library of Louisiana and Louisiana State University at Baton Rouge (Hill Memorial), are cautious in discarding material that might be valuable for research or historical purposes. Only publications that are superseded by cumulative compilations may be discarded by historical depositories.

Official Publications and *Public Documents*

Each depository is required to retain permanently all volumes of *Official Publications* and all issues of *Public Documents* until the *Official Publications* cumulation.

Guidelines for Weeding

1. Keep latest edition/issue.
    - College catalogs/bulletins/announcements
    - Calendar of events
    - Civil Service exam announcements

2. Discard if revised
    - Directories
    - Handbooks
    - Drafts or proposed state plans

3. Keep current year plus previous year
    - Newsletters
    - Press releases
    - Livestock Show premium list

4. Loose-leaf
    - Discard pages that are replaced

5. Periodicals/serials that are superseded by cumulative edition
    - Public health statistics
    - Energy facts sheet

Note: The publications listed below must be individually reviewed and may be discarded ONLY when a revised edition has been received. The Louisiana Documents Classification form divisions are included in parenthesis.

General Publications (.2:)
Handbooks, Manuals, Guides (.5:)
Regulations, Rules (.5:)
Bibliographies (.10:)
List of publications (.10:)

Weeding Procedure

1. Documents librarian should inspect state documents collection and determine documents to be discarded.

2. A list arranged in LaDOCS classification number should be prepared. (for example: E 1.3:1563 Department of Education. Bulletin. 1979.)

3. Send one copy of the list with a request for permission to discard to the Recorder of Documents, State Library of Louisiana, P.O. Box 131, Baton Rouge, LA 70821.

4. Send any documents requested by the Recorder to the above address.

5. Send multiple copies of the list to the Recorder of Documents to mail to other state depositories; or, send each state depository one copy of the list directly.

6. Send documents requested to depository libraries. Requesting depositories must pay shipping costs.

7. Discard remaining documents.

8. Withdraw from your collection. Draw a red line through the entry in the state documents shelf list and mark a small "w" beside the title.

DEPOSITORY INSPECTIONS

The Recorder of Documents provides assistance to depository libraries in fulfilling their responsibilities of making state documents accessible to their patrons and in interpreting the rules and regulations of the Public Documents Depository System. In order to be familiar with the operations and needs of the depository libraries, the Recorder of Documents will make periodic visits to the depository libraries. The purpose of the on-site inspection visit will be to consult with and advise the depository library on efficient and effective methods of operation.

The criteria for evaluating the depository library are based on the rules and regulations, and guidelines for the program. An evaluation of the depository is sent to the depository librarian as well as the library administrator within thirty days of the visit (Appendix E).

APPENDICES

APPENDIX A

PUBLIC DOCUMENT DEPOSITORY SYSTEM

R.S. 1950, Title 25, §§121-124.1.

§121. Policy

Freedom of access to public documents is a basic right of citizenship. Therefore, it is the policy of the state of Louisiana that state public documents shall be made available to the public. In order to obtain maximum efficient distribution and maximum availability of these documents, a depository system is hereby established.

§ 121.1 Definitions

As used in this Chapter, the following terms shall have the following meanings unless the context clearly indicates otherwise:

(1) "Public document" means informational matter for public distribution regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. Correspondence and inter-office or intra-office memoranda and records of an archival nature are excluded.

(2) "State agency" means an office, department, board, bureau, commission, council, institution, college or university, division, officer or other person or group within the executive, judicial, or legislative branch of state goverment that is authorized to exercise or that exercises any of the functions of the government of the state of Louisiana.

(3) "Depository" means an institution which contracts with the state librarian to participate in the public document depository system.

§ 122. Establishment of depositories; administration of depository system; documents; rules and regulations.

A. The state librarian shall be responsible for establishing a system of depositories for state public documents, and for the deposit and distribution of state public documents to the depositories.

B. The state librarian shall adopt and promulgate rules and regulations, and enter into agreements with depositories, as necessary to implement the provisions of this Chapter.

§ 123. Recorder of documents; duties

A. The provisions of this Chapter shall be implemented and administered under the supervision of the state librarian, by the recorder of documents, who shall be a graduate of an accredited school of library science.

B. Duties of the recorder of documents include:

(1) Preparation and distribution of the official bibliography of state documents.

(2) Prompt transmission of public documents received from state agencies to the depositories.

(3) Provision of bibliographical and practical assistance to the depositories in maintaining, developing, classifying, and utilizing their collections.

In addition, the recorder of documents may send copies of state documents to the office of state archives and to selected national and foreign libraries, including the Library of Congress.

§ 124. Public documents of state agencies.

A. Each state agency shall furnish to the recorder of documents, upon release, copies of public documents to meet the needs of the depository system.

B. Each state agency shall designate a liaison officer and shall notify the recorder of documents of the appointment.

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C. The liaison officer shall submit semiannually to the recorder of documents a complete list of his agency's public documents.

D. The liaison officer shall insure the delivery of the documents as issued.

§ 124.1 Depositories

A. Louisiana State Library and Louisiana State University Library at Baton Rouge are hereby designated complete public document depositories. Other Louisiana libraries may request complete public document depository status.

B. Libraries, including those in state agencies and other institutions, may contract with the state librarian to become depositories.

C. Each depository shall agree to make state documents accessible to the public, to render free service in their use, and to abide by the rules and regulations promulgated by the state librarian. Extended noncompliance with the contract provisions shall result in the loss of depository status.

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APPENDIX B

LOUISIANA ADMINISTRATIVE CODE (LAC)
VOLUME 7
TITLE 25
PART VII. LOUISIANA STATE LIBRARY
SUBPART 5. PUBLIC DOCUMENT DEPOSITORY SYSTEM

Chapter 41. General Rules

4101. Authority

These rules are promulgated by the State Librarian who serves as the Assistant Secretary of Culture, Recreation and Tourism, Office of the State Library, as authorized by R.S. 25:122B and as required by the Administrative Procedures Act (R.S. 49:953).

4103. Organization

The State Public Documents Depository Program is created as a unit of the State Library under the direction of the State Librarian who employs a graduate librarian to head the office.

4105. Purpose

The State Librarian has the duty to establish a depository system to facilitate the accessibility and preservation of state documents for the use of the public.

4107. Advisory Council

In pursuing the mission to provide citizens of the state access to state government publications, the Recorder of Documents will seek the advice of an Advisory Council. Members will be appointed by the State Librarian and will include representatives of state agencies, state depositories, and other interested persons. Functions of the Council shall be to advise on the selection, organization, distribution, and bibliographic control of publications; to recommend policy and procedures for the effective and efficient operation of the office of the Recorder of Documents and to provide a forum for the exchange of information and ideas.

Chapter 43. Deposit of Publications

4301. Agency Responsibility

State agencies as defined in R.S. 25:121.1 are required to deposit copies of their public documents with the Recorder of Documents immediately upon publication.

4303. Public Documents Required to be Deposited

The public documents required to be deposited are those defined in R.S. 25:121.1. "Public Document" means informational matter, regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total cost or partial expense of, any state agency, including material published with federal funds or by sub-state planning districts. This definition incorporates publications released by private bodies such as research and consultant firms under a contract with and/or under the supervision of any state agency, and specifically includes reports, directories, statistical compendiums, bibliographies, laws or bills, rules, regulations, newsletters, bulletins, state plans, brochures, periodicals or magazines, committee minutes, transcripts of public hearings, journals, statutes, codes, pamphlets, lists, books, charts, maps, surveys, other printed matter, microfilm, microfiche, and all items for sale.

4305. Public Documents Not Required to be Deposited

A. Correspondence and inter-office or intra-office memoranda and records of an archival nature are excluded.

B. Audiovisual materials, including audiotapes, videotapes, films, filmstrips, slides, and other audiovisual materials may be excluded except that state agencies shall preserve one copy of each such public document or the liaison officer shall deposit one copy of each with the Recorder of Documents for preservation.

C. For the purposes of the Recorder of Documents, some informational materials may or may not fall within this definition of audiovisual materials, depending on the physical format, quantity reproduced, and purpose of the reproduction. Examples are maps, works of art, photographs, building plans and specifications, and computer produced copy or microcopy. It will be necessary for the Recorder of Documents to make a determination about such materials on an individual basis after consulting with the publishing agency.

4307. Core Collection

A. Core Collection refers to those basic public documents which all depositories shall receive.

B. The needs of the public will be served best by distributing to all depositories those public documents which are the most useful and essential. Fewer copies of other state agency publications may be needed to meet the needs of the depository system. Therefore, in the interests of economy and efficiency, the Recorder of Documents with the aid of the Advisory Council will identify a core collection to be deposited in all participating libraries.

4309. Number of Copies to be Deposited

The Recorder of Documents and the Advisory Council will determine the appropriate number of copies of each public document not included in the Core Collection which will be required to be deposited to meet the needs of the depository program in accordance with the contract between the depository and the State Librarian.

4311. Liaison Officer of Agencies

Every state agency shall designate one of its staff members as the liaison officer for the agency and shall notify the Recorder of Documents on or before the first day of July of the identity of the liaison officer, and shall immediately notify the Recorder of Documents of any new liaison officer should a change occur. The liaison officer of each state agency shall have the duty to provide the Recorder of Documents with copies of all public documents of the agency, to compile and forward to the Recorder of Documents lists of the public documents of the agency, and to provide other related information as may be requested by the Recorder of Documents.

4313. Application of Rules

If a state agency is in doubt whether a specific publication is required to be deposited as set forth in the above rules, or if the number of copies to be deposited is questioned, the liaison officer of the agency shall consult with the Recorder of Documents for assistance in interpreting the regulations. If the agency is not satisfied with the determination of the Recorder of Documents, a written request should be submitted to the State Librarian, who shall make the final ruling.

4315. Noncompliance by Agency

Noncompliance of an agency will result in a written notice of the noncompliance from the State Librarian to the chief administrative officer of the agency. This notice shall state the alleged noncompliance, a specific date on which such noncompliance must be remedied, and that further noncompliance will result in a report to the Attorney General and the Governor.

4317. Agency List of Publications

Every state agency shall provide to the Recorder of Documents a complete list of its public documents upon request of the Recorder of Documents.

Chapter 45. Depository Library System

4501. Statutory Depositories

Louisiana State Library and Louisiana State University Library at Baton Rouge are legally designated complete depository libraries. They shall be the historical depository libraries, shall receive two copies of all public documents received by the Recorder for distribution, and shall retain permanently one copy of each.

4503. Other Depositories

Libraries, including those in state agencies and other institutions in Louisiana wishing to receive public documents through the depository system shall submit a written application to the State Librarian requesting designation as a Complete Depository, a Selective Depository, or a Limited Depository.

A. Complete Depositories shall receive one copy of all public documents received by the Recorder of Documents for distribution and shall retain one copy for a minimum of six years.

B. Selective Depositories shall receive one copy of the Core Collection and all public documents received by the Recorder for distribution in the predetermined categories they select and shall retain one copy for a minimum of six years.

C. Limited Depositories shall receive one copy of those public documents identified in the list of Core Collection titles and shall retain the latest edition of each.

4505. Designation of Depositories and Contracts

A. The State Librarian shall review the applications submitted, and shall grant depository status to applicants, taking into consideration user needs, geographic coverage, and level of service to be provided.

B. The State Librarian and the Administrator of the library/institution receiving depository status shall execute a contract which shall designate the depository status of the library/institution, the date depository status shall become effective, and shall include a statement of agreement to abide by the depository law, and the rules and regulations promulgated and adopted by the State Librarian.

4507. Termination of Depository Contract

A. Termination of the contract between the Louisiana State Library and the depository shall be by written notice six months in advance of the proposed date of termination. The state documents received shall be retained by the depository until the normal retention date, unless otherwise advised by the Recorder of Documents.

B. Failure of a depository to abide by the depository law, rules and regulations and guidelines shall result in termination of depository contract by the State Librarian upon six months written notice.

4509. Guidelines

The Recorder of Documents shall issue guidelines to (1) aid state agencies in complying with the Louisiana Public Documents Law and the Rules and Regulations of the State Librarian, (2) for the proper maintenance, housing, and servicing of public documents and which describe other responsibilities of the depositories, and which (3) delineate the functions and responsibilities of the Recorder of Documents.

APPENDIX C

STATE PUBLIC DOCUMENTS DEPOSITORY PROGRAM

GUIDELINES FOR ADVISORY COUNCIL

Authority

Under the authority of R.S. 1950, Title 25, 121-124.1, the Public Documents Depository System is created as a unit of the State Library. Rules governing the program are codified at L.A.C., Title 25: 4107 empowers the state librarian to appoint an Advisory Council to the Recorder of Documents.

Purpose

The purpose of the Louisiana Advisory Council for the State Documents Depository Program is to advise the State Librarian and the Recorder of Documents on matters concerning the State Public Documents Depository Program. "Functions of the Council shall be to advise on the selection, organization, distribution, and bibliographic control of publications; to recommend policy and procedures for the effective and efficient operation of the office of Recorder of Documents and to provide a forum for the exchange of information and ideas" (L.A.C., Title 25, 4107).

Membership

The membership of the Advisory Council shall consist of twelve (12) members appointed by the State Librarian. There shall be two (2) members representing academic libraries, two (2) members representing public libraries, two (2) members representing special libraries, two (2) members representing the historical complete depository libraries, two (2) members representing state agencies, and two (2) members representing library users.

The Recorder of Documents shall be a non-voting ex-officio member except in the case of a tie vote of the Council.

Term of Office

The members shall serve, without compensation, three years in staggered terms with four members retiring each year. Members may be appointed to additional terms. Terms shall begin on July 1.

Except, all initial appointments shall be for three years after which time staggered terms shall begin.

Officers

The officers of the Advisory Council shall be a chairman, a chairman-elect, and a secretary. Their term of office shall begin July 1 of each year.

Council members shall elect the chairman-elect during the spring meeting which shall be held before July 1. The chairman shall appoint the secretary; they shall serve coinciding terms.

Meetings

The chairman shall preside at meetings of the Advisory Council and conduct the business of the council.

Meetings shall be held at least twice each year, in the spring and in the fall, at the time and location designated by the State Librarian.

The State Librarian shall send notice of regular meetings to the members of the council at least thirty (30) days in advance.

Reports

The secretary shall prepare minutes of each meeting and shall distribute them to Council members and to all state depository libraries.

STATE PUBLIC DOCUMENTS DEPOSITORY PROGRAM

GUIDELINES FOR STATE AGENCIES

1. Each state agency head shall assign a staff member as liaison officer from the agency to the Recorder of Documents.

2. Each state agency shall notify the Recorder of Documents of the identity of the liaison immediately upon the appointment, and also notify the Recorder of Documents of any change in liaison officer.

3. The liaison officer is responsible for obtaining the proper number of publications needed for distribution.

4. The liaison officer is responsible for sending the publications to the Recorder of Documents.

5. The liaison officer is responsible for replying to the semi-annual enquiry by listing the agency's publications during the period covered.

6. The liaison officer shall consult with the Recorder of Documents when a problem occurs concerning the number of copies needed to ensure proper distribution to the depositories.

7. It is recommended that each state agency shall make provision for the production of sufficient copies of each public document to ensure proper distribution to the depositories.

8. It is suggested that the state agency include the following information on the title page or other suitable place near the beginning of each public document to be deposited with the Recorder of Documents.

    A. Full name of the issuing agency, including the division or sub-division responsible for publication, and the parent body.
    B. Name of any personal author to whom credit is intended to be given.
    C. Title of the publication.
    D. Date and place of publication.
    E. Frequency of publication.
    F. Volume and number of issue, if appropriate.
    G. Date or month and year of issue, if appropriate.

STATE PUBLIC DOCUMENTS DEPOSITORY PROGRAM

GUIDELINES FOR DEPOSITORIES

To assure accessibility of state documents to the public, all depositories designated by the State Librarian shall:

1. Receive one copy of the core collection as determined by the Recorder of Documents and the Advisory Council.
2. Acquire and maintain the basic catalogs, guides and indexes essential to the reference use of the state documents collection.
3. Maintain file of documents received.
4. Adopt a plan for the systematic organization of state documents.
5. Provide sufficient space to maintain the state documents collection.
6. Assign the responsibility for the administration of the state documents collection to a professionally trained librarian who is directly responsible to the head of the library.
7. Assign sufficient support staff for the efficient maintenance and service of the state documents collection.
8. Make depository publications available for the use of the general public.
9. Publicize the availability of state documents in the depositories through displays, news releases, etc.
10. Agree to inspections of state documents collections by the Recorder of Documents.
11. Retain all documents for six years.
12. Dispose of unneeded documents only with the permission of Recorder of Documents.
13. Reply to requests from Recorder of Documents for information concerning the state documents collection.
14. Comply with rules and regulations for state documents collections.

STATE PUBLIC DOCUMENTS DEPOSITORY PROGRAM

GUIDELINES FOR RECORDER OF DOCUMENTS

STATE AGENCIES

1. Establish a procedure to obtain state documents from issuing state agencies.
    - A. Maintain list of state agency liaison officers appointed to be responsible for providing documents for distribution to the depositories.
    - B. Notify all state agencies on a semi-annual basis of the designated time to send documents, and lists of documents published by state agencies, to the Recorder of Documents.
    - C. Advise and consult with state agency liaison officers to determine the number of copies of documents needed for distribution to the depositories.
    - D. Facilitate shipment of documents to the Recorder of Documents by providing address labels.
    - E. Interpret rules and regulations through meetings, telephone consultations, and office visits.

DEPOSITORIES

2. Distribute documents to depositories.
    - A. Send regular shipments of documents by most economical method.
    - B. Send at least one shipment per month to selective depositories.
    - C. Claim missing issues, replacement copies for imperfect copies of documents or additional copies for requesting depositories.
    - D. Discover and identify new documents.
        1. Review bibliographies.
        2. Solicit information from librarians.
        3. Check newspapers and other news sources.
    - E. Maintain file of documents received.

3. Prepare and produce official bibliography of Louisiana state documents.
   - A. Prepare monthly list for documents received and distributed each month.
     1. Assign Louisiana documents classification number.
     2. Expand and update classification schedule.
     3. Index semi-annual or annual issue.
     4. Follow ALA standards for checklists.
        - a. Include depository law.
        - b. Include list of depositories.
        - c. Include state agencies which report no publications issued during period of time covered.
   - B. Maintain and develop authority file of state agency headings.
   - C. Maintain current list of state agency addresses.
   - D. Prepare cumulations of *Public Documents*, quinquenially, as well as semi-annually or annually.

4. Consult and advise documents librarians and those responsible for administration of depositories.
   - A. Conduct workshops.
   - B. Serve as ex-officio member of Louisiana Library Association Government Documents Round Table executive committee.
   - C. Inspect depositories once every four years.
   - D. Update selection list and keep in each depository's folder.
   - E. Prepare contract for establishing depository status.
   - F. Maintain files for records and correspondence of each depository.
   - G. Facilitate the input of state documents cataloging information into existing or future data bases.
   - H. Administer policy for retention and disposition of state documents.

ADVISORY COUNCIL

5. The Recorder of Documents shall be an ex-officio member of the Advisory Council and shall attend all Council meetings.

APPENDIX D

CONTRACT

LOUISIANA STATE PUBLIC DOCUMENT DEPOSITORY

____
DATE

The ____

agrees to accept official designation to become a ______________________

depository for Louisiana state documents on ______________________,

and also agrees to abide by the depository law, and the rules and regulations promulgated and adopted by the State Librarian in accordance with R.S. 25:121-124.1.

____
STATE LIBRARIAN

____
ADMINISTRATOR OF DEPOSITORY

____
RECORDER OF DOCUMENTS

APPENDIX E

INSPECTION CRITERIA

1. Administration
   - A. Copy of depository Selection List and contract in depository record.
   - B. Core Collection titles are accessible to patrons.

2. Organization
   - A. Basic catalogs and indexes are purchased to facilitate use of state documents.
   - B. The depository maintains a comprehensive shelflist of current and retrospective collection.
   - C. Shipments are checked against monthly list.
   - D. Claims are made promptly.
   - E. Documents are processed and available for use within a month of receipt.

3. Maintenance
   - A. Weeding procedure of depository material is followed.
   - B. Documents are arranged in orderly, systematic method to provide access.
   - C. Lost or damaged documents are replaced.
   - D. Binding procedures are followed for preservation of heavily used documents.

4. Personnel
   - A. Responsibility for administering the state documents collection is assigned to a designated librarian.
   - B. Adequate support staff is assigned to provide efficient maintenance and service of depository collection.
   - C. Continuing education opportunities are offered to depository staff.
   - D. Participation in professional associations is encouraged by depository administration.

5. Physical Facilities
   - A. Access to collection is unrestricted and free to the general public.
   - B. Adequate shelves, files, and cabinets are provided for depository collection.
   - C. Adequate tables or desks available for public use of depository.

6. Service to General Public
   - A. Louisiana documents are accessible to patrons during hours library is open.
   - B. Louisiana documents are available for use within four weeks of receipt.

7. Cooperation with the Recorder of Documents
   - A. Responds to correspondence about collection surveys, questionaires, etc.
   - B. Prepares for inspection visits.

8. Interlibrary Cooperation
   A. Discarded documents offered to other depositories through exchange lists.
   B. Collection development is coordinated with other depository libraries in area.

DEPOSITORY INSPECTION EVALUATION FORM

______ Administration

______ Organization

______ Maintenance

______ Personnel

______ Physical Facilities

______ Service to general public

______ Cooperation with Recorder of Documents

______ Inter-library cooperation

E — Excellent
S — Satisfactory
U — Unsatisfactory

APPENDIX F

STATE LIBRARY OF LOUISIANA

June 15, 1992

Public Documents, the official bibliography of Louisiana state agency publications, is issued by the Recorder of Documents office in the State Library. It lists documents provided to the Recorder of Documents by the issuing agencies for distribution to the public documents depositories, and provides citizen access to information concerning state government.

The semi-annual list of publications of your agency which you submit in accordance with R.S. 25:123, should cover the period January-June 1992. Please indicate on the attached form if no publications have been published by your agency. Your report will enable us to check the publications your agency has sent in the last six months. If there are any publications which you have not already sent, please send them now. The number of copies needed is indicated on the attached form. Please contact the Recorder of Documents if you have questions about the number of documents required.

Thank you for your interest and cooperation in the documents program.

Sincerely,

(Mrs.) Grace G. Moore
Recorder of Documents

GGM:gcl
Enclosure

BEST COPY AVAILABLE

STATE LIBRARY OPERATIONS DIVISION
USERS SERVICES BRANCH - RECORDER OF DOCUMENTS SECTION
P.O. BOX 131 - BATON ROUGE, LOUISIANA 70821-0131 (760 Riverside North 70802-5232)

LOUISIANA DEPARTMENT OF CULTURE, RECREATION, and TOURISM
Phone (504) 342-4929 or LINC 421-4929

STATE AGENCY SEMI-ANNUAL REPORT ON PUBLICATIONS

Please return this form with the requested information by July 15, 1992, and deliver state agency publications to:

Recorder of Documents State Library of Louisiana P.O. Box 131 Baton Rouge, LA 70821	OR	Recorder of Documents State Library of Louisiana 760 Riverside North Baton Rouge, LA 70802

Did your agency issue any publications, January-June 1992? _____ yes _____ no
If yes, please list titles and dates:

TITLE OF PUBLICATION DATE

If documents have not been sent, please send _______ copies of each publication.

If a publication has ceased, please give date of last issue. ____________________

Liaison officer of agency ____________________
(appointed in accordance with R.S. 25:124B)

Telephone number: ____________________ Date: ____________

Your continued cooperation in the State Public Documents Depository Program is appreciated. If you have any questions, please call (504) 342-4929.

Name and address of agency:

APPENDIX G

DEPOSITORY RANKINGS

Complete Historical Depositories

Louisiana State Library
Louisiana State University

Complete Depositories

Northwestern State University
Louisiana Tech University
University of Southwestern Louisiana
New Orleans Public Library
Louisiana State University in Shreveport
McNeese State University
Northeast Louisiana University
University of New Orleans
Library of Congress

Selective Depositories

Nicholls State University
Tulane University
Southeastern Louisiana University
Southern University
Louisiana State University Law Center
Loyola University Law School
Tulane University Law School
Southern University Law School
Grambling University
Jefferson Parish Library
East Baton Rouge Parish Library
Ouachita Parish Library
Calcasieu Parish Public Library
Shreve Memorial Library
British Museum
Law Library of Louisiana--Supreme Court

Delgado Community College
Loyola University
Southern University--New Orleans
Louisiana College
Washington Parish Library
Louisiana Legislative Research Library
Louisiana State University at Eunice
Louisiana State University Medical Center

Limited Depositories (Core Collection)

Avoyelles Parish Library
Centenary College
Dillard University
Rapides Parish Library
St. Bernard Parish Library
Xavier University

APPENDIX H

RETENTION PERIOD

COPY **COPY** **COPY**

ATTORNEY GENERAL'S OPINION

STATE OF LOUISIANA
Department of Justice
Baton Rouge

Jack P.F. Gremillion
Attorney General

October 8, 1962

Mr. Eugene P. Watson
Librarian
Northwestern State College of Louisiana
Natchitoches, Louisiana

Dear Mr. Watson:

Your letter dated September 27, 1962, addressed to the Attorney General has been referred to me for attention and answer. Also, I spoke with you on October 4th, relative to the contents of your letter and other matters concerning the application of R.S. 25:121 through 125.

From your letter and our subsequent conversation, you posed the following question for answer by this office:

May a public depository destroy certain public records that have been forwarded to them by the Recorder of Documents, where such destruction is necessary for the conservation of space and other economical reasons.

Under the provisions of R.S. 25:122, a library having been designated as a depository, must make the public records so deposited accessible to any person desiring to examine them.

R.S. 34:36 provides that all persons having custody or control of any public records other than conveyances, probates, mortgages, or other permanent records, required by existing law, to be kept for all time, shall preserve such public record for at least six (6) from the date on which the public record was made. In view of this provision, this office is of the opinion that you must preserve the public records on deposit in your library, for at least a period of six years. After that period of time has elapsed, you may destroy any public record other than those designated above, which are required to be kept for all time.

This office, in an opinion under the date of June 19, 1962, addressed to the Honorable Raymond H. Downs, had occasion to examine the statutes providing for microfilming of public records. Upon reading and following the expressions contained in that opinion, if such equipment is available to you, this, in itself, will enable you to conserve much storage space. A copy of the opinion is enclosed for your information.

We trust that the above satisfactorily answers your question; however, if any further problem arises, please do not hesitate to address same to our attention.

Sincerely,

Thomas W. McFerrin
Special Counsel

LA84:I01

GUIDELINES FOR DEPOSITORIES

To assure accessibility of state documents to the public, all depositories designated by the State Librarian shall:

I. Receive one copy of the core collection as determined by the Recorder of Documents and the Advisory Council.

II. Acquire and maintain the basic catalogs, guides and indexes essential to the reference use of the state documents collection.

III. Maintain file of documents received.

IV. Adopt a plan for the systematic organization of state documents.

V. Provide sufficient space to maintain the state documents collection.

VI. Assign the responsibility for the administration of the state documents collection to a professionally trained librarian who is directly responsible to the head of the library.

VII. Assign sufficient support staff for the efficient maintenance and service of the state documents collection.

VIII. Make depository publications available for the use of the general public.

IX. Publicize the availability of state documents in the depositories through displays, news releases, etc.

X. Agree to inspections of state documents collections by the Recorder of Documents.

XI. Retain all documents for six years.

XII. Dispose of unneeded documents only with the permission of Recorder of Documents.

XIII. Reply to requests from Recorder of Documents for information concerning the state documents collection.

XIV. Comply with rules and regulations for state documents collections.

GM:gca
8/10/82

LA84:I02

STATE PUBLIC DOCUMENTS DEPOSITORY PROGRAM
GUIDELINES
STATE AGENCIES

I. Each state agency head shall assign a staff member as liaison officer from the agency to the Recorder of Documents.

II. Each state agency shall notify the Recorder of Documents of the identity of the liaison immediately upon the appointment, and also notify the Recorder of Documents of any change in liaison officer.

III. The liaison officer is responsible for obtaining the proper number of publications needed for distribution.

IV. The liaison officer is responsible for sending the publications to the Recorder of Documents.

V. The liaison officer is responsible for replying to the semi-annual enquiry by listing the agency's publications during the period covered.

VI. The liaison officer shall consult with the Recorder of Documents when a problem occurs concerning the number of copies needed and available for the depository system.

VII. It is recommended that each state agency shall make provision for the production of sufficient copies of each public document to ensure proper distribution to the depositories.

VIII. It is suggested that the state agency include the following information on the title page or other suitable place near the beginning of each public document to be deposited with the Recorder of Documents.
   A. Full name of the issuing agency, including the division or subdivision responsible for publication, and the parent body.
   B. Name of any personal author to whom credit is intended to be given.
   C. Title of the publication.
   D. Date of place of publication.
   E. Frequency of issue if a periodical, that is, weekly, monthly, etc.
   F. Volume and number of issue, if appropriate.
   G. Date or month and year of issue, if appropriate.

GM:gca
10/25/82

LA84:I03

STATE PUBLIC DOCUMENTS DEPOSITORY PROGRAM
GUIDELINES
ADVISORY COUNCIL FOR STATE DOCUMENTS DEPOSITORY PROGRAM

The purpose of the Advisory Council for the State Documents Depository Program is to advise the State Librarian and the Recorder of Documents on matters concerning the administration of the state documents depository program, such as the policies for the cataloging and indexing of documents, shipping and handling publications, the availability of documents to Louisiana citizens, and the needs of the agencies in cooperating with the distribution and production of state publications.

The membership of the Advisory Council shall consist of not more than 15 members appointed by the State Librarian. At least five shall represent the state agencies, and at least five shall represent the depositories.

The State Librarian, the Recorder of Documents, and the chairman of the LLA Documents Committee shall be ex-officio members.

The members shall serve, without compensation, three years, five retiring each year and five entering each year. Members may be reappointed to a second term. Terms shall begin May 1.

The chairman of the LLA Documents Committee shall be the liaison from the Advisory Council to the LLA Executive Board and to the Documents Interest Group.

The officers of the Advisory Council shall be a chairman, a chairman-elect and a secretary. The terms of office shall begin May 1.

The chairman-elect shall be elected during the spring meeting which shall be held before May 1.

The secretary shall be appointed by the Chairman-elect for a term to coincide with the chairman-elect's tenure as chairman.

The chairman shall preside at meetings of the Advisory Council, and conduct the business of the Advisory Council.

Meetings will be held twice a year, in the spring and in the fall at times and locations designated by the State Librarian.

Notice of meetings will be mailed to the members of the Advisory Council at least thirty days in advance.

The secretary shall prepare minutes of each minute.

The chairman of the Advisory Council shall submit an annual report to the State Librarian, and a copy of the report shall be sent to all depositories and state agencies by the State Librarian.

GM:gca
10/25/82

LA84:I04

STATE PUBLIC DOCUMENTS DEPOSITORY PROGRAM
GUIDELINES
RECORDER OF DOCUMENTS

STATE AGENCIES

I. Establish a procedure to obtain state documents from issuing state agencies.
   - A. Maintain list of state agency liaison officers appointed to be responsible for providing documents for distribution to the depositories.
   - B. Notify all state agencies on a semi-annual basis of the designated time to send documents, and lists of documents published by state agencies, to the Recorder of Documents.
   - C. Advise and consult with state agency liaison officers to determine the number of copies of documents needed for distribution to the depositories.
   - D. Facilitate shipment of documents to the Recorder of Documents by providing address labels.
   - E. Interpret rules and regulations through meetings, telephone consultations, and office visits.

DEPOSITORIES

II. Distribute documents to depositories.
   - A. Send regular shipments of documents by most economical method.
   - B. Send at least one shipment per month to selective depositories.
   - C. Claim missing issues, replacement copies for imperfect copies of documents or additional copies for requesting depositories.
   - D. Discover and identify new documents.
     - 1. Review bibliographies.
     - 2. Solicit information from librarians.
     - 3. Check newspapers and other news sources.
   - E. Maintain file of documents received.

III. Prepare and produce official bibliography of Louisiana state documents.
   - A. Prepare monthly list for documents received and distributed each month.
     - 1. Assign Louisiana documents classification number.
     - 2. Expand and update classification schedule.
     - 3. Index semi-annual or annual issue.
     - 4. Follow ALA standards for checklists.
       - a. Include depository law.
       - b. Include list of depositories.
       - c. Include state agencies which report no publications issued during period of time covered.
   - B. Maintain and develop authority file of state agency headings.
   - C. Maintain current list of state agency addresses.
   - D. Prepare cumulations of Public Documents, quinquenially, as well as semi-annually or annually.

IV. Consult and advise documents librarians and those responsible for administration of depositories.
    A. Conduct workshops.
    B. Serve as ex officio member of Louisiana Library Association Documents Committee.
    C. Inspect depositories once every four years.
    D. Update selection list and keep in each depository's folder.
    E. Prepare contract for establishing depository status.
    F. Maintain file for records and correspondence of each depository.
    G. Facilitate the input of state documents cataloging information into existing or future data bases.
    H. Administer policy for retention and disposition of state documents.

ADVISORY COUNCIL

V. The Recorder of Documents shall be an ex officio member of the Advisory Council and shall attend all Council meetings.

GM:gca
10/26/82

STATE DOCUMENTS DEPOSITORY LIBRARIES IN LOUISIANA :

Alexandria:
- Rapides Parish Library

Baton Rouge:
- East Baton Rouge Parish Library
- LA House of Representatives Library
- LA State Library
- LSU Library
- LSU Law Library
- Southern University Library
- Southern University Law Library

Chalmette:
- St. Bernard Parish Library

Eunice:
- LSU Library - Eunice

Franklinton:
- Washington Parish Library

Grambling:
- Grambling State University Library

Hammond:
- Southeastern LA University Library

Lafayette:
- University of Southwestern LA Library

Lake Charles:
- Calcasieu Parish Public Library
- McNeese State University Library

Marksville:
- Avoyelles Parish Library

Metairie:
- Jefferson Parish Library

Monroe:
- Northeast LA University Library
- Ouachita Parish Library

Natchitoches:
- Northwestern State University Library

New Orleans:
- Delgado Community College Library
- Dillard University Library
- LSU Medical Center Library
- Loyola University Library

STATE DEPOSITORY LIBRARIES (CONTINUED):

- Loyola University Law Library
- New Orleans Public Library
- Southern University in New Orleans Library
- Supreme Court of LA Library
- Tulane University Law Library
- Tulane University Library
- University of New Orleans Library
- Xavier University Library

Pineville:
- LA College Library

Ruston:
- LA Tech University Library

Shreveport:
- LSU in Shreveport Library
- Shreve Memorial Library

Thibodaux:
- Nicholls State University Library

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LA90:J01

LET US CLUE YOU IN ...

PUTTING THE PUBLIC IN PUBLIC DOCUMENTS

BULLETIN NUMBER: 1861
LOUISIANA DEPARTMENT OF EDUCATION
BUREAU OF EVALUATION AND
ANALYTICAL SERVICES
RESEARCH LIBRARY
OCTOBER, 1989

WHAT IS THE LAW?

Freedom of access to public documents is a basic right of citizenship. Therefore, it is the policy of the state of Louisiana that state public documents shall be made available to the public. To insure maximum availability of these documents, a depository system is hereby established. Each state agency shall furnish to the Recorder of Documents, upon release, copies of public documents to meet the needs of the depository system. (R.S. 1950, Title 25, 121-124.1) The designated liaison between the Recorder of Documents and the Department of Education is the Research Librarian.

WHY ARE PUBLICATIONS NEEDED?

1. To facilitate efficient and cost-effective interagency cooperation
2. To provide a valuable and complete source of information for newspaper writers, researchers, students and the general public in the State of Louisiana
3. To keep the citizens of Louisiana informed as to the progress of projects and current activities within the Department, thus, building goodwill and prestige for individual departments

WHAT PUBLICATIONS ARE NEEDED?

"Public document" means informational matter for public distribution regardless of format, method of reproduction, source, or copyright, originating in or produced with the imprint of, by the authority of, or at the total or partial expense of, any state agency. (This includes bulletins, pamphlets, brochures, statistical reports, and program evaluations, whether funded through state or federal monies.)

HOW ARE THESE DOCUMENTS DISTRIBUTED?

The Department of Education Research Library requests 38 copies of each document published. Only three of these copies are used by the Research Library: one copy is sent to ERIC; one copy is microfilmed at State Archives; and one copy is bound for historical record in the Library.

The 35 other copies are sent to the Recorder of Documents to be distributed to academic and public libraries statewide and to the Library of Congress, the Center for Research Libraries in Chicago, and the British Museum in London, England. (A list of the statewide libraries is included.)

WHAT ARE THE BENEFITS FOR THE DEPARTMENT?

1. A permanent record of all available publications is kept.
2. Referring the public to designated depository libraries is more cost-effective than producing additional copies.
3. Ready-access to Department information is good public relations.

WHAT DOES THE RECORDER OF DOCUMENTS SUGGEST SHOULD BE INCLUDED ON EACH TITLE PAGE OF PUBLIC DOCUMENTS?

1. Full name of the issuing agency, including the division or subdivision responsible for publication, and the parent body
2. Name of any personal author to whom credit is intended to be given
3. Title of the publication
4. Date and place of publication
5. Frequency of issue if a periodical, that is, weekly, monthly, etc.
6. Date or month and year of issue, if appropriate
7. Bulletin Number, as assigned by calling the Research Library, 342-3736

LA84:K01

SELECTION LIST
November 1982

Name of library ______________________________

Mailing address ______________________________

____

Telephone number ______________________________

Name of person in charge of Louisiana documents (include more than one name, if appropriate)

____

Date checked __________ Person checking ______________

Complete depository:

____ All documents (one copy)

____ Legislative bills, daily journals and weekly calendars (this category is available only to complete depositories and law libraries) (one copy)

Selective depository:

____ Check here and complete Selection list

Limited depository:

____ (Will receive one copy of titles on Core Collection List)

Libraries discontinuing depository status_____

Please return to:

Recorder of Documents
Louisiana State Library
P. O. Box 131
Baton Rouge, LA 70821

(Please retain a copy for your files)

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SELECTION LIST
November 1982

- ____ Office of the Governor
  - State Planning Office
  - Department of the State Register
  - Military Department
  - Department of Veteran's Affairs
  - Louisiana Commission on Law Enforcement and Administration of Criminal Justice
  - Division of Administration
  - Office of Elderly Affairs
  - Office of Lieutenant Governor
- ____ Department of Agriculture
  - Office of Marketing
  - Office of Agricultural and Environmental Sciences
  - Office of Agro-Consumer Services
  - Office of Animal Health Services
  - Dairy Stabilization Board
  - Other commissions and boards
  - Agricultural Experiment Station, Baton Rouge
  - Other agricultural experiment stations
- ____ Department of State Civil Service
- ____ Department of Commerce
  - Office of Commerce and Industry
  - Office of Financial Institutions
  - Office of Insurance Rating
  - Various boards and commissions
- ____ Department of Corrections
  - Correctional institutions
- ____ Department of Culture, Recreation and Tourism
  - Office of Tourism
  - Office of the State Museum
  - Office of the State Library
  - Office of Program Development
  - Office of State Parks
- ____ Department of Education
  - Vocational technical schools
  - Educational Television Authority
  - Board of Trustees for State Colleges and Universities
  - Board of Regents
  - State Board of Elementary and Secondary Education
  - Other educational agencies
  - Special education/schools
- ____ Department of Elections and Registration

- _____ Department of Health and Human Resources
  - Office of Family Security
  - Office of Human Development
  - Division of Youth Services
  - Office of Mental Health and Substance Abuse
  - Bureau for Women
  - Office of Health Services and Environmental Quality
  - Office of Mental Retardation
  - Office of Hospitals
  - Office of Licensing and Regulation
  - Office of Charity Hospital of Louisiana in New Orleans
  - State Health Officer
  - Individual hospitals and institutions
  - Boards and commissions
- _____ Department of Insurance
- _____ Department of Justice
- _____ Department of Labor
  - Office of Employment Security
  - Office of Labor
- _____ Department of Natural Resources
  - Office of Conservation
  - Office of Mineral Resources
  - Office of Forestry
  - Office of Environmental Affairs
  - Boards and commissions
  - Geological Survey
- _____ Department of Public Safety
  - Office of State Police
  - Office of Motor Vehicles
  - Office of State Fire Marshall
  - Office of Alcoholic Beverage Control
  - Office of Emergency Preparedness
- _____ Department of Public Service
- _____ Department of Revenue and Taxation
- _____ Department of State
  - Archives Division
- _____ Department of Transportation and Development
  - Office of Aviation and Public Transportation
  - Office of Highways
  - Office of Public Works
- _____ Department of the Treasury
- _____ Department of Urban and Community Affairs
  - Office of Community Services
  - Office of State Clearinghouse
  - Office of Consumer Protection
- _____ Department of Wildlife and Fisheries
- _____ Retirement systems
- _____ Louisiana State University, Baton Rouge
- _____ Louisiana State University, agricultural departments
- _____ Louisiana State University, Medical Centers

_____ Other state universities and colleges
_____ State licensing and regulatory boards
_____ Port commissions and harbor and terminal districts
_____ Laws, statutes, etc.
_____ Legislature

GM:gca
10/25/82

CORE COLLECTION
BASIC LOUISIANA STATE PUBLICATIONS

LOUISIANA DIRECTORY OF MANUFACTURERS
Department of Commerce
Office of Commerce and Industry
P. O. Box 44185
Baton Rouge, LA 70804

LOUISIANA FAIRS AND FESTIVALS
Department of Agriculture
P. O. Box 44365
Baton Rouge, LA 70804 annual

LOUISIANA REGISTER
Office of the Governor
Department of the State Register
P. O. Box 44095
Baton Rouge, LA 70804

LOUISIANA ROSTER OF OFFICIALS with supplements
Secretary of State
P. O. Box 44125
Baton Rouge, LA 70804 Biennial

LOUISIANA SCHOOL DIRECTORY
Department of Education
P. O. Box 44064
Baton Rouge, LA 70804 annual

LOUISIANA STATE GOVERNMENT TELEPHONE DIRECTORY
Office of the Governor
Division of Administration
P. O. Box 44280
Baton Rouge, LA 70804

OFFICIAL MAP OF LOUISIANA
Department of Transportation and Development
Office of Public Works
P. O. Box 44155
Baton Rouge, LA 70804

PUBLIC DOCUMENTS
Recorder of Documents
Louisiana State Library
P. O. Box 131
Ba ouge, LA 70821

RESUME OF ACTS, RESOLUTIONS & VETOED BILLS
House of Representatives
Legislative Services
P. O. Box 44012
Baton Rouge, LA 70804 annual

STATISTICAL ABSTRACT OF LOUISIANA
University of New Orleans
Division of Business and Economic Research
College of Business Administration
Lake Front
New Orleans, LA 70122

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ME

ME85:B01

MAINE STATE LIBRARY
CULTURAL BUILDING • AUGUSTA, MAINE 04333 • 207/289-3561

State Librarian
J. Gary Nichols

Deputy State Librarian
Carolyn Nolin

RECORDER OF DOCUMENTS
RECEIVED
NOV 26 1985
LOUISIANA STATE LIBRARY

November 22, 1985

Grace G. Moore
Recorder of Documents
Louisiana State Library
P.O. Box 131
Baton Rouge, LA 70821

Dear Ms Moore:

Today I received a letter from Karen F. Smith of the State and Local Documents Task Force. In it, she requested that I send to you any material that should be included in the Documents on Documents Collection.

Enclosed you will find two copies of a status report on Maine state document depository libraries which was written this year. It is the result of a survey and personal visits to the libraries involved.

I hope that this material will be of interest to you. If you should have any questions about it, or about any other items in Maine's section of the Documents on Documents Collection, please feel free to contact me at the above address or at 207-289-3561.

Sincerely,

Elaine C. Stanley

Elaine C. Stanley,
State Documents Librarian

/ecs
Enc.

ME86:B01

Department
of
Educational and Cultural Services

J. Gary Nichols
State Librarian

MAINE STATE LIBRARY
LMA BUILDING
STATE HOUSE STATION 64
AUGUSTA, ME. 04333
TEL. 289-3328

JUN. 18 1986

June 12, 1986

Ms. Grace G. Moore
Recorder of Documents
Louisiana State Library
P.O. Box 131
Baton Rouge, LA 70821

Dear Grace:

Enclosed please find a copy of the agreement being executed between the Maine State Library and its twelve depositories. Previous to this one, which I am currently in the process of having signed, there has been no written contract.

If you have any questions or comments, do not hesitate to call me. I am pleased to contribute to the Documents on Documents Collection.

Sincerely,

Barbara Smith

Barbara J. Smith
Documents Librarian

GUIDELINES FOR MAINE STATE DOCUMENT DEPOSITORY LIBRARIES

Laws relating to the state document depository system are contained in P. & S. L. 1943, Ch. 333, Sect. 18, as follows:

> Distribution of reports of departments and institutions. The librarian shall distribute reports of the departments and institutions of the state and other books and documents published or purchased by the state in such manner as the law may direct. He may transmit 1 copy of each published report of each department of the state government to each library in the state and to the libraries of other states and territories, and make such other and further distribution as in his judgment seems proper. He shall maintain a document room, in which shall be stored all department reports and other publications of the state intended for distribution, and shall keep an accurate account of all books and documents received.

The State Library, by statute, receives 18 copies of all documents issued by state agencies. Twelve of these copies are available for distribution to state document depository libraries which agree to make them accessible to the citizens of Maine. To be designated a depository is both a privilege and a responsibility.

The Maine State Library

As the primary depository and distributor for state documents, the State Library has the following responsibilities:

1. To obtain 18 copies of each state document.
2. To catalog each document in the OCLC database as quickly as possible.
3. To maintain one archival copy of each document and two copies for circulation and interlibrary loan.
4. To issue quarterly the *Government Publications Checklist*.
5. To issue annually the *Index to Maine State Documents*.
6. To coordinate the efforts of the depository libraries in making the documents accessible.
7. To advise depository libraries in the administration of their document collections.
8. To provide a weekly shipping list and distribution of documents.

Depository Libraries

The responsibilities of each of the depository libraries are as follows:

1. To provide adequate space for state documents. This may be done in one of several ways agreed upon by the State Library and the depository library; e. g., separate collections, integration with the reference or circulating collections, integration with vertical files.
2. To maintain a form of inventory of the collection. This may be as elaborate as a shelflist or as simple as a check-in system using the shipping list.
3. To process and shelve documents in as timely a manner as possible. Ideally, documents should be accessible no later than 30 days from their receipt.
4. To provide an orderly, systematic arrangement of the documents, either through cataloging or some other index which makes them readily retrievable.
5. To designate a permanent library staff member as the liaison between the depository and the State Library and to provide adequate support staff to assist the public in the use of the documents.
6. To circulate the documents to the public, according to the standard circulation procedures of the library, except when a document is classified as "reference," such as the Maine State Government Annual Report or Maine Vital Statistics. This determination is at the discretion of the depository library; however, a reference classification should not be unilaterally applied.
7. To inform the State Library of any existing state documents not supplied through the depository program. This is to insure that the State Library is aware of any fugitive documents.

Document Retention

Designation as a state document depository carries with it the responsibility of being that geographical region's official access point for all Maine documents. Because there is no system for warehousing copies of state documents, it is not possible to offer selective acquisition. Therefore, depository libraries must accept all documents distributed.

The Maine State Library retains state documents on a permanent basis as does the University of Maine at Orono. Depository libraries may rely on these sources to fill requests for items never acquired or discarded. This recognizes the space constraints suffered by all libraries and allows for regular and systematic weeding.

Significant reports or reports issued with regularity must be cataloged or indexed in some manner and retained for a minimum of five years. This includes as examples the Report of the Visiting Committee to the University of Maine or Resident per Pupil Operating Costs. When weeding a collection of this type document, Maine State Library must be notified.

Publications which are revised or superseded may be discarded upon receipt of the revised edition. Examples in this category are directories or guidelines and regulations. Serial publications and periodicals must be kept for a minimum of one year. This includes Maine-ly Agriculture, Epi-gram and Protocol, among many others. However, in meeting the needs of a depository's constituency, it may not be necessary to house a serial in the library itself. An acceptable use would be to route them to the relevant faculty member on campus, e. g., Food for Thought to the nutrition instructor, or to a local municipal or social service office, or Maine-ly Agriculture to the local extension agent. A record must be kept in the depository of the documents which are routed and to whom.

Documents which are ephemeral such as This Land Called Maine: Exhibit Guide or quickly dated such as the Weekly Legislative Calendar may be discarded with discretion.

These guidelines, however, do not preclude any depository from retaining documents longer than the specified time period and, in fact, depositories are encouraged to retain all documents for at least five years.

Review

The Documents Librarian of Maine State Library shall make periodic visits to each depository library to ensure that the stipulations in these Guidelines are being adhered to. Review will occur no less frequently than every three years and will be reported to the depository library administrators in written form.

Withdrawal by a Depository Library

Should a library wish to withdraw as a designated depository, written notice to the State Library is required. At such time, disposition of the existing collection will be mutually determined.

The signatories to this set of Guidelines agree to carry out their respective responsibilities as enumerated within.

MAINE STATE LIBRARY

______________ ______________________________

date J. Gary Nichols, State Librarian

______________ ______________________________

date

Barbara Smith
August 1985

ME85:M01

Status of Maine State Documents Depository Libraries - 1985

During June and July 1985, Elaine Stanley and I visited all twelve of the libraries where state documents are deposited as well as the two libraries which receive our weekly shipping list and any extra copies of documents. We were profoundly impressed by the cordiality and spirit of cooperation with which we were received. In every library, state documents are recognized as a valuable and integral part of the collection. In spite of the universal problems of limited staff time and financial resources, we found ingenuity, innovation and, especially, concern with providing state government information to the libraries' constituents and communities. Without exception, we were asked to offer suggestions for improvement, to share methods used by other libraries and to include them in any cooperative projects.

While the commitment to documents is shared in common, each library has its own distinct identity. We made a number of observations which are not covered in the questionnaire results to follow but which are worth reporting:

Examples of Attempts to Increase Accessibility

--A section devoted to state documents in printed guides

--Highlighting state documents in library tours

--State documents displayed attractively in prominent areas

--Cross-referencing agency name changes in the public catalog

--Providing the history of state agencies on cards in the public catalog

--In-house binding so that all documents are in hard covers

--Commercially binding the more physically substantial documents

--Cards in public catalog directing user to vertical files

--Notebook containing Checklist and shipping lists, with document number indicated, kept at Reference Desk

Examples of Current Innovative Projects

--Direct routing to faculty of previous newsletters when current one arrives

--Detailed classification scheme being put on word processor to generate list for the public

--Documents used as reading material in tutoring adult readers

Document Users

- --Librarians (to answer reference questions)
- --Faculty
- --Students
- --Community
- --Newspaper reporters
- --Lawyers

Common Problems

- --Not enough staff, money, time or space
- --Name authority for agencies
- --Determining which documents are continuations
- --Acquisition of all state documents

Most Popular Subjects Searched in Documents

- --Statistics (Labor Dept. and State Planning Office)
- --Human Services
- --Conservation
- --Forestry
- --Fisheries
- --Education
- --Crime

Least Popular Documents

- --Technical reports such as those from Department of Transportation
- --Monthly financial statements

We also solicited comments about Maine State Library and were certainly gratified to hear that the depositories were pleased with the service they were receiving. However, these suggestions for improvement were made:

- --More attention be placed on the acquisition of state documents by contacting agencies each year when the annual report is published

--Legislation be re-drafted to include non-print as well as print sources

--Legislation be re-drafted to contain a penalty for noncompliance

--Compile subject index to documents

--Highlight new continuations, continuation cessations and important documents on the shipping list

--Permit depositories to select agencies they wish to receive

--Initiate a "Needs and Offers" list

--Establish a name authority file

--Catalog all documents as soon as possible

Some of the suggestions are more feasible than others because State Library suffers from the same staff and money limitations as do the depositories. However, all suggestions will be explored and, consequently, discussed at the Depository quarterly meetings before any action is taken to implement them.

Prior to this summer's visits and as a result of the meetings at MLA and State Library, the consensus seemed to be that some sort of cataloging venture should be the priority for cooperation in order to get the current documents cataloged as soon as possible. The discussions with individual librarians do not lead us to the same conclusion since the current documents are being cataloged in a timely manner. There is a definite need for catalogers to have an opportunity to "talk to each other" which we hope can be met through MLA. Other areas of cooperation with regard to state documents should be explored after all depositories have had an opportunity to review this report and to make comments. This report will be the agenda at the next meeting of depository librarians.

There are three recommendations, however, which we will be making to State Library administration as a result of our visits and observations:

1. That a formal, written agreement be entered into between State Library and each depository which requires certain minimum standards to be applied to the state document collection.

2. That the concentration of depositories in the Central region be re-examined with the purpose of re-assigning depository status from one of these to a library in York County which is not now served.

3. That the number of state depositories be reduced and those eliminated become partial depositories (similar to Bangor and Auburn Public Libraries), continuing to receive the weekly shipping list which they may use as an acquisition tool.

Following are the results of the questionnaire. Even those questions which could be answered yes or no frequently had explanatory notes which we tried to accomodate with footnotes. These yes/no questions are separated from the narrative questions in order to present the data in a more easily comparable summary form. The numbers correspond to the numbers on the questionnaire.

	Yes	No	Maine State Library
3. Receive documents from other sources[1]	7	5	Yes
6. Keep all documents[2]	9	3	Yes
8. Regular weeding schedule[3]	7	5	No
9. Reference librarians review documents	11	1	No
11. Cataloger participates in reference duty	7	5	No
14. Retrospective cataloging projects[4]	4	8	Yes
15. Catalog on OCLC	8	4	Yes
19. Statistics on state document use[5]	2	10	Yes

Footnotes:

[1] Many of the state depositories are Census affiliates and receive some duplicates in that role. Several subscribe to certain periodicals or receive publications because of membership in an organization or as gifts from legislators. One library surveys every state agency each year to request those publications not received from Maine State Library.

[2] A strict yes/no interpretation of this question is impossible. If libraries make only a few exceptions, they are listed in the yes column.

[3] Libraries regularly weed documents in their vertical files; cataloged documents integrated into collections are kept indefinitely.

[4] Projects include putting collections into OCLC data base and reclassification projects.

[5] One library indicates that 1 1/2% of reference questions are answered with state documents. The other library tallied 878 users of state documents. Both statistics are for one year. (Maine State Library will have use statistics beginning with April 1985.)

Questionnaire (continued)

1. A list of all libraries is appended.

2. There are no written agreements with any of the libraries. A few of the librarians have personal knowledge of when they began to receive documents.

4. Staff time devoted to documents (not including retrospective projects or work-study students)

	Processing		Cataloging	
	Number of Staff	Percentage of Time	Number of Staff	Percentage of Time
	2	2%	1	3-4%
	1	3%	1	3%
	1	4%	1	25-50%
	2	less than 5%	2	less than 5%
	1	less than 10%	1	less than 10%
	1	25%	2	20%
	2	less than 10%	1	less than 5%
	1	5%	1	10%
	2	1%	1	½%
	1	25%	1	25%
	2	less than 10%	1	1%
	2	3%	1	3%
Maine State Library	1	50%	1	20%

5. Libraries answered that documents were received either on Friday or Monday or that the date varied.

7. Length of time documents kept:

Permanently/Indefinitely	3 years	5 years	Varies
6	1	1	4

(Maine State Library retains all documents permanently.)

10. Decision to catalog documents involves reference librarians in every library except where documents are maintained in a special collection, in which case, the Special Collections librarians are directly involved.

12. Authority control for names of agencies:

OCLC	Annual Report	Other
5	4	6

(Numbers add to more than 12 because libraries have more than one source. "Other" refers to in-house files kept by individual libraries.)

(Maine State Library uses both OCLC and the Annual Report.)

13. Type of classification system used:

LC	Dewey	Kirkwood Modification of SuDocs	Subject Headings	Unique
8	3	4	4	1

(Numbers add to more than 12 because many libraries handle cataloged and non-cataloged documents differently.)

(Maine State Library uses a variation on the SuDocs system.)

16.

Open Stacks	Closed Stacks	Circulating (incl. VF)	Reference
11	1	11	10

(Special collections at two libraries circulate; at one library, they do not.)

(Maine State Library has closed document stacks; there are both circulating and reference copies.)

17. Lending policies:

Consistent with other lending policies	Not loaned
11	1

(Maine State Library lends documents consistent with its other lending policies.)

18. Use of Government Publications Checklist:

At Reference Desk	In Processing/Cataloging	None
2	5	7

(Numbers add to more than 12 because several libraries use Checklist in both ways.)

(Maine State Library keeps Checklist at the Reference Desk.)

20. Comments:

"The two meetings we have had on the cataloging of Maine documents have been very useful to me personally. I feel very enthusiastic about the whole situation and am enjoying cataloging Maine documents more than I ever have."

"As soon as the government documents are received we like to try to take care of them."

> "Think visits to all the depositories was an extremely valuable experience for us.... Many questions were asked and answered, others posed where cooperative efforts in future may provide the answer. I look forward to subsequent opportunities to meet with others working with state documents."

To all those who took time from their busy schedules--Library Directors, Reference Librarians, Catalogers--thank you for meeting with us and replying to our questionnaires. Not only did we enjoy the personal contact, but we were also impressed by your infectious enthusiasm and impeccable professionalism. We came back to our documents work enriched and excited about the future for Maine State Documents.

Barbara J. Smith
Documents Librarian
Maine State Library
Station 64
Augusta, ME 04333

MAINE STATE DOCUMENTS DEPOSITORY LIBRARIES

Depository	Contact Person
Ladd Library Bates College Lewiston 04240	Mary Atchison 786-6274 Renee Phelan 786-6271
Bowdoin College Library Brunswick 04011	Elda Takagi 725-8731 Ext. 298
Miller Library Colby College Waterville 04901	John Likins 872-3289
Maine State Law & Legislative Reference Library Station 43 Augusta 04333	Rita Bouchard 289-1600
Maine State Library Station 64 Augusta 04333	Barbara Smith or Elaine Stanley 289-3561
Portland Public Library 5 Monument Square Portland 04101	Edith McCauley 773-4761 Ext. 314
Mantor Library University of Maine at Farmington Farmington 04938	Sheila Bearor 778-3501 Ext. 341 Shirley Martin 778-3501 Ext. 342
Blake Library University of Maine at Fort Kent 22 Pleasant St. Fort Kent 04743	Kathy Ottney or Marcel Pittet 834-3162 Ext. 214
Merrill Library University of Maine at Machias Machias 04654	Katherine Alley 255-3313 Ext. 234
Fogler Library University of Maine at Orono Orono 04473	Betsey Paradis 581-1687

University of Maine at Presque Isle 181 Main St. Presque Isle 04769	Virginia Fischer 764-0311 Ext. 293
University of Southern Maine College Avenue Gorham 04038	Franklin Talbot 780-5344
University of Southern Maine 96 Falmouth Street Portland 04103	Marjorie Duval 780-4275

Partial Depository	Contact Person
Auburn Public Library Court St. Auburn 04210	Lois Wagner 782-3191 Ext. 71
Bangor Public Library 145 Harlow Bangor 04401	Susan Wight 947-8336

MAINE STATE DOCUMENTS DEPOSITORY LIBRARY

QUESTIONNAIRE

Please feel free to continue answers on to another sheet.

1. Name of contact person for state documents, phone number and extension.

2. Do you know how and when your library became a state depository?

3. Do you receive state documents from any source other than the Maine State Library (i. e., subscriptions, gifts, etc.)? If so, name the source(s).

4. How many staff members devote at least part of their time to state documents?

	Number	Amount of Time (%)
Processing		
Cataloging		

5. On what day do you receive the documents each week? (We usually ship on Thursday or Friday.)

6. Do you keep all documents as they are received? If no, which do you keep? What do you do with those not kept?

7. How long do you keep the documents?

8. Do you have a weeding formula or schedule? If so, please detail.

9. Do the reference librarians review the documents?

10. Who decides which documents to catalog?

11. Does the person who catalogs your state documents also perform any reference duties? If not, does he/she consult reference librarians?

12. What do you use for authority control (in determining names of agencies or departments)?

13. What kind of classification system do you use? If it is unique to your library, please attach a copy.

14. Are you in the process of any retrospective cataloging projects? If yes, please detail.

15. Do you catalog on OCLC?

16. Are documents shelved in open or closed stacks? Are they integrated into any collections, e. g., reference area?

17. What are your lending and ILL policies for state documents? What is the volume of documents loaned?

18. How do you make use of the Government Publications Checklist?

19. Do you keep statistics on state document use? If yes, please share the past year's statistics with us. (Please specify the exact time period covered. A summary is fine.)

20. Comments.

MD

[illegible] 953

MD89:J01

MARYLAND STATE PUBLICATIONS DEPOSITORY LIBRARIES

WHY A DEPOSITORY NETWORK

WHAT THE LAW SAYS

WHAT IS A STATE PUBLICATION

WHO PUBLISHES WHAT

WHERE TO GET PUBLICATIONS

BEST COPY AVAILABLE

954

MD89:J01

Why a Maryland State Publications Depository Library Network

To ensure that all Maryland citizens have easy access to the publications created with public funds, Maryland Law (**Laws of Maryland** 1982, Chapter 912) created the State Publications Depository and Distribution Program (SPDDP) to identify, collect, distribute and list Maryland state publications for the informational use of Maryland citizens.

HOW THE NETWORK WORKS

State Agency Issues Report

SPDDP Collects & Distributes Report

Depository Library Makes Report Accessible

Maryland Information Seeker Receives Report

WHY A DEPOSITORY NETWORK

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MD89:.I01

MARYLAND STATE PUBLICATIONS DEPOSITORY LAW

ANNOTATED CODE OF MARYLAND. Education Article §23-2A-01 through 23-2A-05

LAW REQUIRES:

Compliance by all state agencies.

Each state agency to:

- Supply the State Publications Depository and Distribution Program (SPDDP) a sufficient quantity (20 copies) of each publication to meet requirements of the depository program.
- Designate an agency publications contact person and notify the Program of this designation.

LAW PROVIDES:

Statewide access to Maryland government publications through an organized, geographically dispersed network of depository libraries.

That the State Publications Depository and Distribution Program (SPDDP) be responsible for:

- Identification and collection of state publications.
- Distribution of state publications to the depository libraries.
- Publication of monthly list **Maryland State Publications** of all state publications received and available.

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MARYLAND STATE PUBLICATION DEPOSITORY LAW DEFINES:

STATE PUBLICATIONS AS:

Informational materials produced regardless of format by the authority of, or at the total or partial expense of any state agency.

Documents sponsored by a state agency, issued in conjunction with or under contract with the federal government, local units of government, private individuals, institutions, corporations, research firms or other entities.

Excluding correspondence, interoffice and intraoffice memoranda, routine forms or other internal records.

GOVERNMENT INFORMATION COMES IN VARIOUS FORMATS:

Annual/Biennial Reports
Bibliographies
Catalogs and Guides
Directories and Indexes
General Reports and Plans
Handbooks and Manuals
And other regular publications not exempted by law;

Laws
Maps, Charts and Posters
Newsletters
Pamphlets and Brochures
Rules and Regulations
Surveys and Studies

and provides different kinds of information:

budgetary
consumer
economic

educational
employment
environmental

health
legal
statistical

WHAT IS A STATE PUBLICATION

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MD89:J01

MARYLAND STATE PUBLICATIONS DEPOSITORY LAW DEFINES:

STATE AGENCY AS:

Any permanent or temporary state office, department, division, or unit, bureau, board, commission, task force, authority, institution, state college or university and any other unit of state government whether executive, legislative or judicial and includes any subunits of state government.

Each state agency sends its publications to the depository library network where Marylanders may access the information.

THE PORT OF BALTIMORE
Health Care Shopper's
Maryland
to Save!
DIRECTORY OF PUBLIC EDUCATION State of Maryland
MARYLAND'S FOREST RESOURCE PLAN
Maryland Manual
1987-1988
THE LIFE & DEATH OF THE CHESAPEAKE BAY

Maryland State Publications which lists publications received each month, is available from SPDDP by calling 396-1234 (in Md. 800-492-5626) or writing to SPDDP, 400 Cathedral Street, Baltimore, MD 21201.

9 3

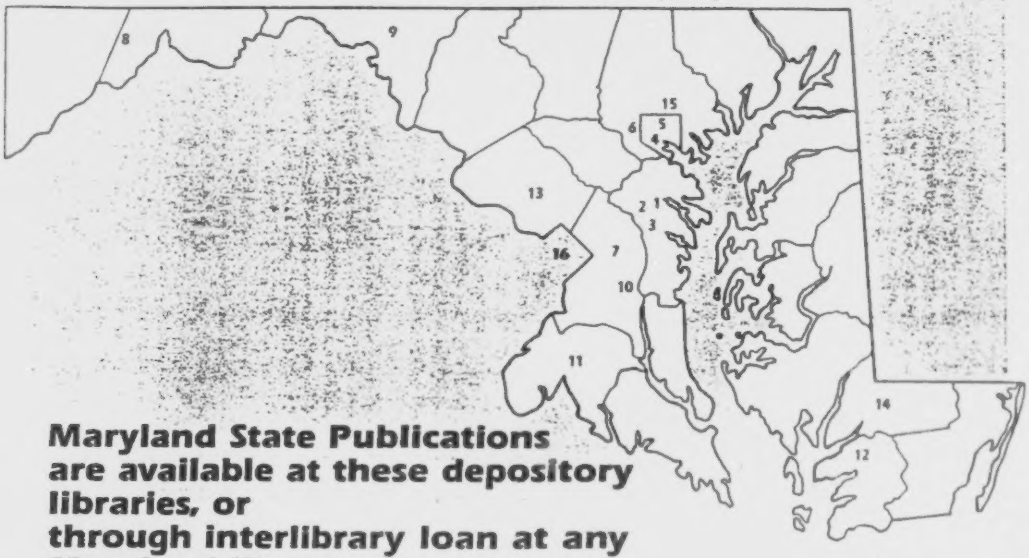
WHO PUBLISHES WHAT

BEST COPY AVAILABLE

5.

MD89:J01

MARYLAND STATE PUBLICATIONS DEPOSITORY LIBRARIES



Maryland State Publications are available at these depository libraries, or through interlibrary loan at any Maryland library.

DEPOSITORY LIBRARIES FOR MARYLAND PUBLICATIONS

STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM OFFICE
Enoch Pratt Free Library
400 Cathedral Street
Baltimore, MD 21201
(301) 396-1234
(800) 492-5626

ANNAPOLIS
1. **Maryland Department of Legislative Reference Library**
   90 State Circle, (21401)
   (301) 841-3810

2. **Maryland State Archives**
   350 Rowe Boulevard, (21401)
   (301) 974-3916

3. **Maryland State Law Library**
   Courts of Appeal Building
   361 Rowe Boulevard, (21401)
   (301) 974-3395

BALTIMORE
4. **State Library Resources Center**
   Enoch Pratt Central
   Maryland Department
   400 Cathedral Street, (21201)
   (301) 396-1789

5. **University of Baltimore**
   Langsdale Library
   1420 Maryland Avenue, (21201)
   (301) 625-3460

CATONSVILLE
6. **University of Maryland Baltimore County**
   Albin O. Kuhn Library
   5401 Wilkens Avenue, (21228)
   (301) 455-2358

COLLEGE PARK
7. **University of Maryland College Park**
   McKeldin Library
   Marylandia Department, (20740)
   (301) 454-3035

FROSTBURG
8. **Frostburg State University Library**
   Midlothian Rd. & Center St., (21532)
   (301) 689-4395

HAGERSTOWN
9. **Government Reference Service of Washington County Free Library**
   100 South Potomac Street, (21740)
   (301) 739-3250 ext. 149

LARGO
10. **Prince George's Community College Library**
    301 Largo Road, (20772)
    (301) 322-0471

LA PLATA
11. **Southern Maryland Regional Library**
    Charles & Garrett Streets, (20646)
    (301) 934-9442

PRINCESS ANNE
12. **University of Maryland Eastern Shore**
    Frederick Douglas Library (21853)
    (301) 651-2200 ext. 662

ROCKVILLE
13. **Montgomery County Public Library/ Rockville Branch**
    99 Maryland Avenue, (20850)
    (301) 217-3800

SALISBURY
14. **Salisbury State University**
    Blackwell Library
    College Ave. & Camden Ave., (21801)
    (301) 543-6130

TOWSON
15. **Towson State University**
    Albert S. Cook Library
    Towsontowne Blvd. & Osler Dr., (21204)
    (301) 321-2462 or 3267

WASHINGTON, D.C.
16. **Library of Congress**
    Gifts & Exchange Division
    10 First Street, S.E., (20540)
    (202) 287-9468

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6.

WHAT IS A STATE PUBLICATION

850341

The Commission on the State Publications Depository and Distribution Program, which is appointed by the Governor, has as its primary duty the promotion of the effective dissemination and use of State publications. It is to this end that this brochure is issued.

COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM

BALTIMORE

1988

53418 8/88

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MARYLAND STATE LAW LIBRARY
COURTS OF APPEAL BUILDING
361 ROWE BOULEVARD
ANNAPOLIS, MARYLAND 21401

MICHAEL S. MILLER
DIRECTOR

301 269 3395

May 15, 1979

Ms. Ruth D. Hartman
State Documents Task Force Coordinator
Documents Department/Library
Central Washington State College
Ellensburg, Washington 98926

Dear Ms. Hartman:

I have enclosed for your information and for inclusion in the next issue of "Documents-to-the-People" a news item of a recent Joint Resolution passed by our State Legislature which may be of interest to the Task Force.

Hopefully our Governor will be implementing this resolution by naming the Task Force on State Documents in the beginning of next month.

Thank you.

Yours very truly,

Michael S. Miller

MSM:bgb

Enclosure

cc: Leroy Schwarzkopf

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MARYLAND STATE LAW LIBRARY
COURTS OF APPEAL BUILDING
361 ROWE BOULEVARD
ANNAPOLIS, MARYLAND 21401

MICHAEL S. MILLER
DIRECTOR

301-269-3395

May 14, 1979

Hon. Harry Hughes
Governor
State of Maryland
State House
Annapolis, Maryland 21401

Dear Governor Hughes: Re: Resolution 19 (1979)

On May 1, 1979 the President of the Maryland State Senate, Hon. James Clark and the Speaker of the House of Delegates, Hon. Benjamin Cardin signed Joint Resolution 19. This Resolution, which was originally introduced by Senators Edward T. Conroy, Norman R. Stone, Jr., B. W. Mike Donovan, Joseph J. Long and Frank S. Shore, requests the Governor to create a Task Force to study and evaluate our present system of collecting, distributing and making accessible state reports and publications.

For too many years government agencies and the libraries and archives serving these agencies have struggled with an inefficient and largely ineffective system of promoting and making accessible the publications generated by the various branches of our government. State documents represent a significant and integral part of the information resources of our State and are crucial to informed public decision-making. On the other hand these materials are recognized as probably the most neglected and underutilized information resources available to government let alone the public. The root cause of this paradox seems to lie in the diversity of government policies in publishing and in the widespread lack of public awareness of the existence of state documents which might be of value to them.

Hopefully, with the implementation of Joint Resolution 19 the first step will be taken here in Maryland in identifying the problems and weaknesses in our State documents depository system and making concrete and realistic proposals to improve or re-design that system.

The member libraries of the current State documents depository system, as well as the Governor's Conference on Libraries and Information Services, interested citizens, researchers and libraries throughout the State encourage your favorable consideration of the creation of this Task Force.

I am enclosing some of the testimony and other background information indicating our concern with the availability of Maryland Government documents to those who need such information.

Thank you for your interest and consideration of this Resolution.

Yours very truly,

Michael S. Miller, Director
Maryland State Law Library

MSM:bgb

Enclosures

SENATE JOINT RESOLUTION No. 35

91r2139 3100-00000

By: ~~Senator~~ Senators Conroy, Stone, Donovan, Long, and Shore
Introduced and read first time: February 12, 1979
Assigned to: Constitutional and Public Law

Committee report: Favorable with amendments
Senate action: Adopted with floor amendments
Read second time: March 6, 1979

RESOLUTION NO. 19

SENATE JOINT RESOLUTION

A Senate Joint Resolution concerning

Task Force on Documents

FOR the purpose of requesting the Governor to create a Task Force to study and evaluate the system of collecting, distributing, and making accessible various State and local government publications and reports; and suggesting the composition of the Task Force.

WHEREAS, The General Assembly recognizes the necessity of providing better citizen access to publications and reports generated by State and local government agencies; and

WHEREAS, The existing statutory authority for the distribution of government publications is inadequate to assure widespread access to much of the printed information produced by our governmental units; and

WHEREAS, There is a great need to improve the acquisition, distribution, and preservation of these State and local documents by libraries, archives, and government agencies; and

WHEREAS, A study and evaluation of the present system of publication, public awareness, distribution, and dissemination of State and local documents would result in recommendations for increased efficiency, affecting both government agencies and citizens; now, therefore, be it

RESOLVED BY THE GENERAL ASSEMBLY OF MARYLAND, That the Governor is requested to create a Task Force on Government Publications and Reports to study possible improvements of the present system of collecting, distributing, and making accessible various State and local government documents, and be it further

---

EXPLANATION:
Underlining indicates amendments to bill.
~~Strike--out~~ indicates matter stricken by amendment.

RESOLVED, That the Task Force shall consist of the Governor or his designee, one member of the House of Delegates, one member of the Senate of Maryland, one representative of the Division of Library Development and Services of the State Department of Education, one representative of each State Depository Library and Agency as specified in Article 40 Section 53 of the Annotated Code of Maryland, one representative of the Division of State Documents, and at least four members of the general public who are concerned with the quality of library services in this State; and be it further

RESOLVED, That a copy of this Resolution be sent to the Honorable Harry Hughes.

Approved:

Governor.

President of the Senate.

Speaker of the House of Delegates.

MD84:M02

(1)

STATE OF MARYLAND
EXECUTIVE DEPARTMENT
GOVERNOR'S TASK FORCE ON DOCUMENTS
STATE LIBRARY RESOURCES CENTER
ENOCH PRATT FREE LIBRARY
400 CATHEDRAL STREET
BALTIMORE, MARYLAND 21201
(301) 396 5328
(800) 492 5626

HARRY HUGHES
GOVERNOR

ANNE P SHAW
CHAIRPERSON

July 11, 1980

Dear Colleague,

In 1980, at the request of the General Assembly (SJR 35, JR 19), Governor Hughes appointed a Task Force on Documents. The Task Force is to study and evaluate the present system which State reports and other government publications are generated, distributed, preserved, and made accessible to the people of Maryland. At the end of our study, we expect to recommend improvements in the present system for collecting, distributing, and making accessible those publications and reports.

We are asking you, as a user of State Publications, to help us in this task by completing and returning the enclosed survey. Please feel free to offer comments or suggestions.

This survey is being sent to individuals as well as to libraries, therefore, not all questions will apply to each recipient. We ask that you respond to those questions that apply to your situation.

We would appreciate the return of the survey by August 1, 1980. If you should have any questions or suggestions about the survey of the Task Force, please contact Mr. Michael Miller, State Law Librarian, 301-269-3395.

Sincerely,

Anne P Shaw

Anne P. Shaw
Chairperson

RESOLUTION NO. 19

SENATE JOINT RESOLUTION

A Senate Joint Resolution concerning

MAY 1 1979
By the President
and the Speaker

Task Force on Documents

FOR the purpose of requesting the Governor to create a Task Force to study and evaluate the system of collecting, distributing, and making accessible various State and local government publications and reports; and suggesting the composition of the Task Force.

WHEREAS, The General Assembly recognizes the necessity of providing better citizen access to publications and reports generated by State and local government agencies; and

WHEREAS, The existing statutory authority for the distribution of government publications is inadequate to assure widespread access to much of the printed information produced by our governmental units; and

WHEREAS, There is a great need to improve the acquisition, distribution, and preservation of these State and local documents by libraries, archives, and government agencies; and

WHEREAS, A study and evaluation of the present system of publication, public awareness, distribution, and dissemination of State and local documents would result in recommendations for increased efficiency, affecting both government agencies and citizens; now, therefore, be it

RESOLVED BY THE GENERAL ASSEMBLY OF MARYLAND, That the Governor is requested to create a Task Force on Government Publications and Reports to study possible improvements of the present system of collecting, distributing, and making accessible various State and local government documents, and be it further

RESOLVED, That the Task Force shall consist of the Governor or his designee, one member of the House of Delegates, one member of the Senate of Maryland, one representative of the Division of Library Development and Services of the State Department of Education, one representative of each State Depository Library and Agency as specified in Article 40 Section 53 of the Annotated Code of Maryland, one representative of the Division of State Documents, and at least four members of the general public who are concerned with the quality of library services in this State.

RESOLVED, That a copy of this Resolution be sent to the Honorable Harry Hughes.

BEST COPY AVAILABLE

§ 53. Copies of reports and other publications filed with Director, certain libraries, Hall of Records, county agencies and Baltimore department of legislative reference.

It is the duty of every officer, board, institution and commission of the State, including special or temporary officers, boards and commissions to file with the Department of Legislative Reference two copies of every regular or special report, bulletin, periodical, catalog and other publication issued by him or it, whether the report is in printed or other form, and also to file with the State Law Library, the Hall of Records, the McKeldin Library of the University of Maryland, the Enoch Pratt Free Library (central branch), an agency of the respective counties designated by their governing bodies, and the department of legislative reference of Baltimore City, at least one copy of the report or other publication. (An. Code, 1951, art. 41, § 121; 1939, art. 41, § 103; 1924, art. 41, § 67; 1924, ch. 377; 1935, ch. 150; 1947, ch. 7, § 103; ch. 651; 1966, ch. 571, § 7; 1968, ch. 174; 1972, ch. 582; 1973, ch. 340; 1979, ch. 619.)

Effect of amendment. — The 1979 amendment, effective July 1, 1979, substituted "State Law Library" for "State Library."

Governor's Task Force on Documents

AGENCY PUBLICATIONS SURVEY

June 16, 1980

RETURN BY JULY 1, 1980

To: Robert Colborn
P.O. Box 802
Annapolis, Maryland 21404
269-2486 (Marcom 224-2486)

DEPARTMENT or AGENCY ______________________

NAME OF PERSON COMPLETING SURVEY ______________________

TITLE ______________________ TELEPHONE ______________________

ADDRESS ______________________

____

INTRODUCTION

Although existing law requires that all State bodies, departments and agencies file publications with certain designated repositories* (Art. 40, Sec. 53, Annotated Code of Maryland), no one seems to know what publications actually exist or whether all of the publications are filed as required.

The Task Force on Documents has been appointed by the Governor at the request of the General Assembly to ascertain what policies are followed by agencies and where publications are available. This survey is the first step in that process. Please return your response by July 1, 1980, to Robert Colborn, P.O. Box 802, Annapolis, Maryland 21404. Telephone: 301-269-2486.

If you have any comments or suggestions concerning the manner in which reports and other publications are generated, distributed, preserved and made accessible, please include them in Item 6.

1. Who has responsibility for publications issued by your agency or unit?

   NAME ______________________ TITLE ______________________

   AGENCY or UNIT ______________________

   ADDRESS ______________________

   ____

   TELEPHONE ______________________

2. Does your agency or unit have a list of publications issued by it?

   YES ☐ NO ☐

   If yes, please enclose a copy of the list with this survey.

3. To whom are inquiries about agency or unit publications directed?

   NAME ______________________ TITLE ______________________

   AGENCY or UNIT ______________________

   ADDRESS ______________________

   ____

   TELEPHONE ______________________

---

* A copy of Art. 40, Sec. 53, Annotated Code of Maryland, is enclosed.

(over)

4. Does your agency or unit have a library?

YES ☐ NO ☐

If yes, who is in charge of the library?

NAME ______________________ TITLE ______________________

AGENCY or UNIT ______________________

ADDRESS ______________________

____

TELEPHONE ______________________

5. Who is responsible for the preservation and storage of your publications?

NAME ______________________ TITLE ______________________

AGENCY or UNIT ______________________

ADDRESS ______________________

____

TELEPHONE ______________________

6. Comments or Suggestions ______________________

7. See attached *Publication Description Form.* Please complete a separate form for each publication.

GOVERNOR'S TASK FORCE ON DOCUMENTS

7. Publication Description Form

Department ______________________

Agency ______________________

Division or Unit ______________________

Respondent's Name ______________________

Telephone Number ______________________

INSTRUCTIONS: Please complete a separate form for each publication available within the last two years. Please print or type. *Check as many of the blanks as apply.* If you need additional forms, you may photocopy this form or you may call —

Robert Colborn — 269-2486 (Marcom 224-2486)
or
Diane Frese — 269-3916 (Marcom 224-3916)

TITLE OF PUBLICATION ______________________

A. KIND OR TYPE:

1. Annual Report ☐
2. Newsletter ☐
3. Bulletin ☐
4. Special Study or Report ☐
5. Magazine ☐
6. Catalog ☐
7. Brochure/Pamphlet ☐
8. Directory ☐
9. Other *(Specify)* ______________________

B. FORM:

1. Printed ☐
2. Microforms:
   (a) Microfiche ☐
   (b) Microfilm ☐
3. Machine readable data file ☐
4. Audio-Visuals *(Specify)*: ______________________

C. AUTHORITY:

1. Statute (Md.) ☐
2. Statute (Fed.) ☐
3. Regulation(Md.) ☐
4. Regulation (Fed.) ☐
5. Executive Order ☐
6. Agency Decision ☐
7. Other *(Specify)* ______________________

D. INTENDED USERS:

1. Public ☐
2. Legislature ☐
3. Governor ☐
4. Judiciary ☐
5. State Agency ☐
6. Federal Agency ☐
7. Local Government ☐
8. Special Group *(Specify)*: ______________________
9. Other *(Specify)*: ______________________

(OVER)

E. DISTRIBUTION:
1. Mailing List ☐
2. In-house ☐
3. Interagency ☐
4. Available on request ☐
5. Other *(Specify)*: ____________________

F. FREQUENCY:
1. Every two years ☐
2. Annually ☐
3. Quarterly ☐
4. Monthly ☐
5. Weekly ☐
6. Irregularly ☐
7. Other *(Specify)*: ____________________

G. AVERAGE QUANTITY:
1. Under 100 ☐
2. 101-500 ☐
3. 501-1000 ☐
4. 1001-5000 ☐
5. 5001-more ☐

H. CHARGES:
1. Free ☐
2. Sold *(price per copy)* $.
3. Subscription *(price)* $.
4. Postage only ☐
5. Other *(Specify)*: ____________________

I. SOURCE OF PRODUCTION:
1. In-house ☐
2. Other Dept. *(Specify)*: ____________________
3. Commercial ☐
4. Contract by-product ☐
5. Other *(Specify)*: ____________________

J. REPOSITORIES:
Do you send to the following:
1. Dept. of Legislative Reference ☐
2. State Law Library ☐
3. Hall of Records ☐
4. McKeldin Library *(Univ. of Maryland)* ☐
5. Enoch Pratt Free Library *(State Lib. Resource Ctr.)* ☐
6. Balto. City Dept. of Legislative Reference ☐
7. County Libraries ☐
8. County Agencies ☐
9. Other *(Specify)*: ____________________

COMMENTS OR SUGGESTIONS:

RETURN BY JULY 1, 1980

TO: Robert Colborn
P.O. Box 802
Annapolis, Maryland 21404

MD84:M02
(3)

GOVERNOR'S TASK FORCE ON DOCUMENTS

Publication Description Form

Department Information and Publications

Agency University of Maryland

Division or Unit Administration (Vice President for Agricultural Affairs & Legislative Relations)

Respondent's Name Anne Pease

Telephone Number 454-3624

INSTRUCTIONS: Please complete a separate form for each publication available within the last two years. Please print or type. *Check as many of the blanks as apply.* If you need additional forms, you may photocopy this form or you may call —

Robert Colborn — 269-2486 (Marcom 224-2486)
or
Diane Frese — 269-3916 (Marcom 224-3916)

TITLE OF PUBLICATION Maryland State Grange Annual Report

A. KIND OR TYPE:

1. Annual Report ☒
2. Newsletter ☐
3. Bulletin ☐
4. Special Study or Report ☐
5. Magazine ☐
6. Catalog ☐
7. Brochure/Pamphlet ☐
8. Directory ☐
9. Other *(Specify)* ______

B. FORM:

1. Printed ☒
2. Microforms:
   (a) Microfiche ☐
   (b) Microfilm ☐
3. Machine readable data file ☐
4. Audio-Visuals *(Specify)*: ______

C. AUTHORITY:

1. Statute (Md.) ☒
2. Statute (Fed.) ☐
3. Regulation(Md.) ☐
4. Regulation (Fed.) ☐
5. Executive Order ☐
6. Agency Decision ☐
7. Other *(Specify)* ______

D. INTENDED USERS:

1. Public ☐
2. Legislature ☐
3. Governor ☐
4. Judiciary ☐
5. State Agency ☐
6. Federal Agency ☐
7. Local Government ☐
8. Special Group *(Specify)*: State Grange
9. Other *(Specify)*: ______

E. DISTRIBUTION:
1. Mailing List ☐
2. In-house ☐
3. Interagency ☐
4. Available on request ☐
5. Other *(Specify)*: State Grange

F. FREQUENCY:
1. Every two years ☒
2. Annually ☐
3. Quarterly ☐
4. Monthly ☐
5. Weekly ☐
6. Irregularly ☐
7. Other *(Specify)*:

G. AVERAGE QUANTITY:
1. Under 100 ☐
2. 101-500 ☒
3. 501-1000 ☐
4. 1001-5000 ☐
5. 5001-more ☐

H. CHARGES:
1. Free ☒
2. Sold *(price per copy)* $.
3. Subscription *(price)* $.
4. Postage only ☐
5. Other *(Specify)*:

I. SOURCE OF PRODUCTION:
1. In-house ☒
2. Other Dept. *(Specify)*:
3. Commercial ☐
4. Contract by-product ☐
5. Other *(Specify)*:

J. REPOSITORIES:
Do you send to the following:
1. Dept. of Legislative Reference ☐
2. State Law Library ☐
3. Hall of Records ☐
4. McKeldin Library *(Univ. of Maryland)* ☐
5. Enoch Pratt Free Library *(State Lib. Resource Ctr.)* ☐
6. Balto. City Dept. of Legislative Reference ☐
7. County Libraries ☐
8. County Agencies ☐
9. Other *(Specify)*:

COMMENTS OR SUGGESTIONS:

~~RETURN BY JULY 1, 1980~~
~~*TO:* Robert Colborn~~
~~P.O. Box 802~~
~~Annapolis, Maryland 21404~~

TABULATION OF RESPONSES TO SURVEY.

TOTAL MAILED – 550
TOTAL RESPONSES – 243

Governor's Task Force on Documents
MARYLAND STATE USER SURVEY

1. Is it important that official publications of the State of Maryland be readily accessible to the citizens of our state?
YES ☐235 NO ☐2 no response – 2

2. Do you ever refer to State Publications for information?
ALWAYS ☐27 FREQUENTLY ☐113 SOMETIMES ☐99 RARELY ☐17 NEVER ☐3

3. Do you find it difficult to determine what State Publications are available?
ALWAYS ☐33 FREQUENTLY ☐89 SOMETIMES ☐86 RARELY ☐25 NEVER ☐1

4. What sources do you use in identifying the availability or existence of State Publications?
(check as many as apply)
☐ Issuing agency 165
☐ *Maryland Documents* (State Department of Legislative Reference) 91
☐ *Maryland Register* 86
☐ *Maryland State Publications Received at the Hall of Records* 37
☐ *State, County & City Documents List,* Marylandia Department McKeldin Library, University of Maryland 18
☐ *Monthly Checklist* of *State Publications* (Library of Congress) 32
☐ Newspapers/Newsletters 114
☐ Patron/Client demand 102
☐ Other, please identify 27

5. How do you obtain desired State Publications?
(check as many as apply)
☐ Purchase 130
☐ Direct mailing from agency *(mailing list)* 154
☐ Library 67
☐ Depository 24
☐ Other, please identify 22

6. How successful are you in acquiring State Publication you request?
ALWAYS ☐52 FREQUENTLY ☐106 SOMETIMES ☐44 RARELY ☐10 NEVER ☐1

7. If the following sources were available, which would you approach for needed State Publications?
(please rank most important (1) to least important (4))
☐ Issuing agency 67-(1); 42-(2); 54-(3); 30-(4)
☐ State book store 17-(1); 45-(2); 54(3); 69-(4)
☐ Central publication clearinghouse 88-(1); 54-(2); 29-(3); 14-(4)
☐ Library 27-(1); 45(2); 49-(3); 67-(4)

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TO BE RETURNED BY

8. Would you be interested in receiving a copy of a comprehensive, monthly State Publications checklist to use as a reference/acquisitions tool?

YES ☐ 222 NO ☐ 21 No response 6

TO BE COMPLETED BY INSTITUTIONS

9. Do you retain State Publications which you have acquired?

ALWAYS ☐ 55 FREQUENTLY ☐ 79 SOMETIMES ☐ 35 RARELY ☐ 2 NEVER ☐

10. Are your State Publications indexed and/or cataloged?

ALWAYS ☐ 43 FREQUENTLY ☐ 43 SOMETIMES ☐ 46 RARELY ☐ 21 NEVER ☐

11. How are State Publications arranged in your library/collection?

☐ Library of Congress 58
☐ Dewey 28
☐ Alphabetical by Agency 42
☐ Own classification scheme; please identify 41
☐ Chronologically by date 14
☐ Other, please identify 23

12. Once State Publications are received by your library office, how do you publicize their availability?
(check as many as apply)

☐ Press release 7
☐ Routing to staff/employees 73
☐ Displays/bulletin board 34
☐ Acquisition's list 70
☐ Other, please identify 22

13. Please add any comments on ways to improve the distribution, and making more accessible the State Publications generated by Maryland Government agencies.

82 comments

Completed by: ______________________ ______________________
NAME AFFILIATION

Send to: **Michael Miller**
Maryland State Law Library
Courts of Appeal Building
Annapolis, Maryland 21401
Phone: 269-3395
(MARCOM 224-3395)

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TO BE RETURNE
AUGUST 1, 1

MD84:M02

(5)

HOUSE BILL No. 689
(21r1807)

Introduced by Delegate Koss (Departmental - Task Force on Documents)

Read and Examined by Proofreader:

____
Proofreader.

____
Proofreader.

Sealed with the Great Seal and presented to the Governor,

for his approval this ____________ day of ________________

at ______________________ o'clock, ______ M.

____
Speaker.

CHAPTER ________

AN ACT concerning

State Publications Depository and Distribution Program

FOR the purpose of establishing a State Publications Depository and Distribution Program as part of the State Library Resource Center; establishing a Commission to oversee the administration of the program; requiring State agencies to provide copies of certain publications; establishing certain procedures for operation of the system; defining terms; providing for the superceding of a certain provision of this Act under certain circumstances; and generally relating to a depository and distribution system for State publications.

BY repealing

Article 40 - General Assembly
Section ~~51(d) and~~ 53
Annotated Code of Maryland

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.
[Brackets] indicate matter deleted from existing law.
Underlining indicates amendments to bill.
~~Strike-out~~ indicates matter stricken from the bill by amendment or deleted from the law by amendment.

(1978 Replacement Volume and 1981 Supplement)

BY repealing and reenacting, with amendments,

Article 40 - General Assembly
Section 51(d) and (f)
Annotated Code of Maryland
(1978 Replacement Volume and 1981 Supplement)

BY repealing and reenacting, without amendments,

Article 40 - General Assembly
Section 51(e)
Annotated Code of Maryland
(1978 Replacement Volume and 1981 Supplement)

~~BY adding to~~

~~Article 40 - General Assembly~~
~~Section 51(d)~~
~~Annotated Code of Maryland~~
~~(1978 Replacement Volume and 1981 Supplement)~~

~~BY repealing and reenacting, without amendments,~~

~~Article 40 - General Assembly~~
~~Section 51(e)~~
~~Annotated Code of Maryland~~
~~(1978 Replacement Volume and 1981 Supplement)~~

~~BY repealing and reenacting, with amendments,~~

~~Article 40 - General Assembly~~
~~Section 51(f)~~
~~Annotated Code of Maryland~~
~~(1978 Replacement Volume and 1981 Supplement)~~

BY adding to

Article - Education
~~Section 23-207 through 23-210, inclusive~~
Section 23-2A-01 through ~~23-2A-04~~ 23-2A-05, inclusive, under the new subtitle "Subtitle 2A. State Publications and Depository Program"
Annotated Code of Maryland
(1978 Volume and 1981 Supplement)

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Preamble

WHEREAS, The General Assembly in its 1979 Session determined that public accessibility to documents produced by governmental bodies must be improved; and

WHEREAS, Resolution 19 was approved on May 1, 1979, urging the Governor to establish a Task Force to study this matter; and

WHEREAS, The Governor's Task Force on Documents in its October 1981 Report has found existing practices for the identification, collection, distribution, and retention of State documents to be woefully inadequate; and

WHEREAS, The Task Force has developed recommendations in the form of draft legislation for the establishment of a basic system designed to improve the public's access to State documents; now, therefore,

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND, That section(s) of the Annotated Code of Maryland read(s) as follows:

Article 40 - General Assembly

~~51.~~

~~[(d) Each State agency or official shall provide to the Department of Legislative Reference a list of all reports and publications issued by them which are either required by law or intended by them for distribution to the General Assembly. The Department shall compile and maintain a list of all these reports and publications and shall periodically forward these lists to the members of the General Assembly for the purpose of furnishing them a reference source from which they may request reports and publications from the Department of Legislative Reference. In addition, the Department shall preserve, catalogue, and index all reports and publications filed with or submitted to the Department by the various State agencies and officials in compliance with either the requirement of § 53 of this article or the requirements of numerous sections elsewhere in the Code, and may select, preserve, catalogue, and index other reports and publications it deems necessary.]~~ .

~~(B) THE DEPARTMENT OF LEGISLATIVE REFERENCE SHALL PROVIDE A LIST OF ALL STATE PUBLICATIONS AS SET FORTH IN THE EDUCATION ARTICLE, § 23-208(B)(3) AND SHALL PERIODICALLY FORWARD THE LIST TO THE MEMBERS OF THE GENERAL ASSEMBLY FOR THE PURPOSE OF FURNISHING A REFERENCE SOURCE FROM WHICH STATE PUBLICATIONS MAY BE REQUESTED FROM THE DEPARTMENT. IN ADDITION, THE DEPARTMENT SHALL PRESERVE AND CATALOGUE ALL~~

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~~STATE PUBLICATIONS SUBMITTED TO THE DEPARTMENT, IN COMPLIANCE WITH THIS SECTION OR OTHER SECTIONS OF THE CODE; AND MAY SELECT, PRESERVE, AND CATALOGUE OTHER PUBLICATIONS IT DEEMS NECESSARY.~~

~~(e) The Department of Legislative Reference shall accept requests for reports and publications from members of the General Assembly and shall obtain these materials from the appropriate agency and distribute them to the members.~~

~~(f) Any State agency or official required to submit an annual or periodic report to the General Assembly shall comply with this reporting requirement by submitting [five] THE REQUIRED NUMBER OF copies of each report to the [State Department of Legislative Reference] STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM. Additional copies shall be distributed to members of the General Assembly in accordance with the procedure set forth in this section.~~

51.

(d) [Each State agency or official shall provide to the Department of Legislative Reference a list of all reports and publications issued by them which are either required by law or intended by them for distribution to the General Assembly. The Department shall compile and maintain a list of all these reports and publications and shall periodically forward these lists to the members of the General Assembly for the purpose of furnishing them a reference source from which they may request reports and publications from the Department of Legislative Reference. In addition, the Department shall preserve, catalogue, and index all reports and publications filed with or submitted to the Department by the various State agencies and officials in compliance with either the requirement of § 53 of this article or the requirements of numerous sections elsewhere in the Code; and may select, preserve, catalogue, and index other reports and publications it deems necessary.]

THE DEPARTMENT OF LEGISLATIVE REFERENCE SHALL PROVIDE A LIST OF ALL STATE PUBLICATIONS AS SET FORTH IN THE EDUCATION ARTICLE, TITLE 23, SUBTITLE 2A, AND SHALL PERIODICALLY FORWARD THE LIST TO THE MEMBERS OF THE GENERAL ASSEMBLY FOR THE PURPOSE OF FURNISHING A REFERENCE SOURCE FROM WHICH STATE PUBLICATIONS MAY BE REQUESTED FROM THE DEPARTMENT. IN ADDITION, THE DEPARTMENT SHALL PRESERVE AND CATALOGUE ALL STATE PUBLICATIONS SUBMITTED TO THE DEPARTMENT, IN COMPLIANCE WITH THIS SECTION OR OTHER SECTIONS OF THE CODE; AND MAY SELECT, PRESERVE, AND CATALOGUE OTHER PUBLICATIONS IT DEEMS NECESSARY.

(e) The Department of Legislative Reference shall accept requests for reports and publications from members of

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the General Assembly and shall obtain those materials from the appropriate agency and distribute them to the members.

(f) Any State agency or official required to submit an annual or periodic report to the General Assembly shall comply with this reporting requirement by submitting [five] THE REQUIRED NUMBER OF copies of each report to the [State Department of Legislative Reference] STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM. Additional copies shall be distributed to members of the General Assembly in accordance with the procedure set forth in this section.

[53.

It is the duty of every officer, board, institution and commission of the State, including special or temporary officers, boards and commissions, to file with the Department of Legislative Reference two copies of every regular or special report, bulletin, periodical, catalog and other publication issued by him or it, whether the report is in printed or other form, and also to file with the State Library, the Hall of Records, the McKeldin Library of the University of Maryland, the Enoch Pratt Free Library (central branch), an agency of the respective counties designated by their governing bodies, and the department of legislative reference of Baltimore City, at least one copy of the report or other publication.]

Article - Education

SUBTITLE 2A. STATE PUBLICATIONS AND DEPOSITORY PROGRAM

~~23-207~~ 23-2A-01.

AS USED IN THIS ~~ACT~~ SUBTITLE:

(1) "STATE PUBLICATION" MEANS INFORMATIONAL MATERIALS PRODUCED, REGARDLESS OF FORMAT, BY THE AUTHORITY OF, OR AT THE TOTAL OR PARTIAL EXPENSE OF ANY STATE AGENCY. IT INCLUDES A PUBLICATION SPONSORED BY A STATE AGENCY, ISSUED IN CONJUNCTION WITH, OR UNDER CONTRACT WITH THE FEDERAL GOVERNMENT, LOCAL UNITS OF GOVERNMENT, PRIVATE INDIVIDUALS, INSTITUTIONS, CORPORATIONS, RESEARCH FIRMS OR OTHER ENTITIES. ~~IT~~ "STATE PUBLICATION" DOES NOT INCLUDE CORRESPONDENCE, INTEROFFICE AND INTRAOFFICE MEMORANDA, ROUTINE FORMS OR OTHER INTERNAL RECORDS. IT ALSO DOES NOT INCLUDE PUBLICATIONS OF BICOUNTY AGENCIES WHICH COMPLY WITH THIS PROGRAM AS REQUIRED IN SECTION 23-2A-05 OF THIS ARTICLE AND IT DOES NOT INCLUDE ANY INFORMATIONAL LISTING WHICH ANY STATE STATUTE PROVIDES SHALL BE SOLD TO MEMBERS OF THE PUBLIC FOR A FEE.

(2) "STATE AGENCY" MEANS ANY PERMANENT OR TEMPORARY STATE OFFICE, DEPARTMENT, DIVISION OR UNIT,

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BUREAU, BOARD, COMMISSION, TASK FORCE, AUTHORITY, INSTITUTION, STATE ~~COLLEGES--AND--UNIVERSITIES~~ COLLEGE OR UNIVERSITY, AND ANY OTHER UNIT OF STATE GOVERNMENT, WHETHER EXECUTIVE, LEGISLATIVE, OR JUDICIAL, AND INCLUDES ANY SUBUNITS OF STATE GOVERNMENT.

(3) "DEPOSITORY LIBRARY" MEANS A LIBRARY DESIGNATED FOR THE RECEIPT AND MAINTENANCE OF STATE PUBLICATIONS. IT INCLUDES BUT IS NOT LIMITED TO ~~THE~~:

(I) THE STATE LIBRARY RESOURCE CENTER;

(II) THE MARYLAND DEPARTMENT OF LEGISLATIVE REFERENCE LIBRARY;

(III) THE MARYLAND HALL OF RECORDS;

(IV) THE MARYLAND STATE LAW LIBRARY;

(V) THE MCKELDIN LIBRARY OF THE UNIVERSITY OF MARYLAND;

(VI) THE LIBRARY OF CONGRESS; AND

(VII) ANY OTHER LIBRARY THAT THE COMMISSION ON STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM MAY DESIGNATE AS A DEPOSITORY LIBRARY.

(4) "PROGRAM" MEANS THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(5) "COMMISSION" MEANS THE COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

~~23-208~~ 23-2A-02.

(A) THERE IS CREATED, AS PART OF THE STATE LIBRARY RESOURCE CENTER AT THE ENOCH PRATT FREE LIBRARY, A STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(B) THIS PROGRAM IS RESPONSIBLE FOR:

(1) THE COLLECTION OF STATE PUBLICATIONS;

(2) THE DISTRIBUTION OF STATE PUBLICATIONS TO THE DEPOSITORY LIBRARIES;

(3) THE MONTHLY ISSUANCE OF A LIST OF ALL STATE PUBLICATIONS THAT HAVE BEEN RECEIVED BY THE CENTER. THIS LIST SHALL BE SENT TO ALL DEPOSITORY LIBRARIES AND TO OTHERS UPON REQUEST AND THE CENTER MAY PROVIDE FOR SUBSCRIPTION SERVICES;

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(4) MAKING DETERMINATIONS ON EXEMPTIONS OF STATE PUBLICATIONS FROM THE DEPOSITORY REQUIREMENTS OF THIS ~~ACT~~ SUBTITLE; AND

(5) THE IMPLEMENTATION OF RULES AND POLICIES PROMULGATED BY THE COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(C) THE ADMINISTRATOR OF THE PROGRAM SHALL BE APPOINTED BY THE DIRECTOR OF THE STATE LIBRARY RESOURCE CENTER WITH THE APPROVAL OF THE COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(D) FUNDING FOR THE PROGRAM SHALL BE PROVIDED ~~FOR--AS IN--§--23-205-OF-THIS-ARTICLE~~ IN THE AID TO EDUCATION BUDGET OF THE STATE BOARD OF EDUCATION IN A PROGRAM ENTITLED STATE PUBLICATIONS DEPOSITORY.

~~23-209~~ 23-2A-03.

(A) THERE IS ESTABLISHED A COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(B) THE COMMISSION SHALL HAVE 9 MEMBERS APPOINTED BY THE GOVERNOR AS FOLLOWS:

(1) 3 MEMBERS REPRESENTING DEPOSITORY LIBRARIES;

(2) 3 MEMBERS REPRESENTING STATE AGENCIES; AND

(3) 3 MEMBERS FROM THE GENERAL PUBLIC.

(C) (1) EACH MEMBER SHALL SERVE FOR A TERM OF 4 YEARS AND UNTIL A SUCCESSOR IS ~~NAMED-AND-QUALIFIED~~ APPOINTED AND QUALIFIES AND MAY NOT SERVE MORE THAN ~~2---FOUR---YEAR CONSECUTIVE-TERMS~~ 2 CONSECUTIVE 4 YEAR TERMS.

(2) THESE TERMS SHALL BE STAGGERED AS REQUIRED FOR THE ORIGINAL APPOINTMENTS TO THE COMMISSION.

(D) EACH MEMBER OF THE COMMISSION SHALL SERVE WITHOUT COMPENSATION, BUT SHALL BE REIMBURSED FOR EXPENSES INCURRED WHILE ENGAGED IN THE PERFORMANCE OF DUTIES, IN ACCORDANCE WITH STANDARD TRAVEL REGULATIONS.

(E) THE COMMISSION:

(1) SHALL ELECT 1 OF ITS MEMBERS AS ITS CHAIR EACH YEAR;

(2) MAY ELECT OTHER OFFICERS AS NEEDED; AND

(3) SHALL MEET AT LEAST QUARTERLY.

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(F) THE COMMISSION SHALL:

(1) PROMOTE THE EFFECTIVE DISSEMINATION AND THE USE OF STATE PUBLICATIONS;

(2) PROVIDE FOR THE GRANTING OF DEPOSITORY STATUS TO GEOGRAPHICALLY DISPERSED LIBRARIES, OTHER THAN THOSE LISTED IN § ~~23-207(3)~~ 23-2A-01(3);

(3) ADOPT RULES AND POLICIES FOR THE UNIFORM IDENTIFICATION, COLLECTION, DISTRIBUTION, ACCESSIBILITY, AND RETENTION OF STATE PUBLICATIONS;

(4) ADVISE THE PROGRAM IN IMPLEMENTING THE PURPOSES OF THIS SECTION;

(5) PROVIDE FOR ACCESS TO STATE PUBLICATIONS; AND

(6) REPORT TO THE GOVERNOR ANNUALLY ON THE OPERATIONS AND EFFECTIVENESS OF THE PROGRAM.

~~23-210~~ 23-2A-04.

(A) EACH STATE AGENCY SHALL DESIGNATE AN AGENCY PUBLICATIONS CONTACT PERSON, AND SHALL NOTIFY THE CENTER OF THE DESIGNATION.

(B) EACH STATE AGENCY SHALL FURNISH TO THE CENTER A SUFFICIENT QUANTITY OF EACH PUBLICATION TO MEET THE REQUIREMENTS OF THE DEPOSITORY SYSTEM.

23-2A-05.

(A) EACH BICOUNTY AGENCY SHALL:

(1) DESIGNATE AN AGENCY PUBLICATIONS CONTACT PERSON, AND NOTIFY THE CENTER OF THE DESIGNATION;

(2) FURNISH TO THE CENTER 1 COPY OF EACH PUBLICATION TO MEET THE REQUIREMENTS OF THE DEPOSITORY SYSTEM;

(3) FURNISH 1 COPY EACH TO A DESIGNATED BRANCH LIBRARY WITHIN EACH COUNTY LIBRARY SYSTEM OF THE COUNTIES IN WHICH THE BICOUNTY AGENCY OPERATES;

(4) OR, IN THE ALTERNATIVE, FURNISH ALL COPIES TO THE CENTER FOR DISTRIBUTION AS STATED IN THIS SECTION.

SECTION 2. AND BE IT FURTHER ENACTED, That of the initial members, 3 shall be appointed for a term of 1 year, 3 shall be appointed for a term of 2 years, and 3 shall be appointed for a term of 3 years.

SECTION 3. AND BE IT FURTHER ENACTED, That any changes made by this Act in Section 51 of Article 40 shall be superceded by any changes in that provision of law made by Chapter ____ of the Acts of the General Assembly of 1982 (House Bill Number 754).

SECTION ~~3.~~ 4. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 1982.

Approved:

Governor.

Speaker of the House of Delegates.

President of the Senate.

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(6)

SENATE OF MARYLAND

21r2301 No. 472 21

By: Senator Conroy (Departmental - Task Force on State Documents)

Introduced and read first time: January 27, 1982

Assigned to: Constitutional and Public Law

A BILL ENTITLED

AN ACT concerning

State Publications Depository and Distribution Program

FOR the purpose of establishing a State Publications Depository and Distribution Program as part of the State Library Resource Center; establishing a Commission to oversee the administration of the program; requiring State agencies to provide copies of publications; establishing certain procedures for operation of the system; defining terms; and generally relating to a depository and distribution system for State publications.

BY repealing

Article 40 - General Assembly
Section 51(d) and 53
Annotated Code of Maryland
(1978 Replacement Volume and 1981 Supplement)

BY adding to

Article 40 - General Assembly
Section 51(d)
Annotated Code of Maryland
(1978 Replacement Volume and 1981 Supplement)

BY repealing and reenacting, without amendments,

Article 40 - General Assembly
Section 51(e)
Annotated Code of Maryland
(1978 Replacement Volume and 1981 Supplement)

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.
[Brackets] indicate matter deleted from existing law.
Numerals at right identify computer lines of text.

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BY repealing and reenacting, with amendments,

Article 40 - General Assembly
Section 51(f)
Annotated Code of Maryland
(1978 Replacement Volume and 1981 Supplement)

BY adding to

Article - Education
Section 23-207 through 23-210, inclusive
Annotated Code of Maryland
(1978 Volume and 1981 Supplement)

Preamble

WHEREAS, The General Assembly in its 1979 Session determined that public accessibility to documents produced by governmental bodies must be improved; and

WHEREAS, Resolution 19 was approved on May 1, 1979, urging the Governor to establish a Task Force to study this matter; and

WHEREAS, The Governor's Task Force on Documents in its October 1981 Report has found existing practices for the identification, collection, distribution, and retention of State documents to be woefully inadequate; and

WHEREAS, The Task Force has developed recommendations in the form of draft legislation for the establishment of a basic system designed to improve the public's access to State documents; now, therefore,

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND, That section(s) of the Annotated Code of Maryland read(s) as follows:

Article 40 - General Assembly

51.

[(d) Each State agency or official shall provide to the Department of Legislative Reference a list of all reports and publications issued by them which are either required by law or intended by them for distribution to the General Assembly. The Department shall compile and maintain a list of all these reports and publications and shall periodically forward these lists to the members of the General Assembly for the purpose of furnishing them a reference source from which they may request reports and publications from the Department of Legislative Reference.

In addition, the Department shall preserve, catalogue, and index all reports and publications filed with or submitted to the Department by the various State agencies and officials in compliance with either the requirement of § 53 of this article or the requirements of numerous sections elsewhere in the Code; and may select, preserve, catalogue, and index other reports and publications it deems necessary.]

(D) THE DEPARTMENT OF LEGISLATIVE REFERENCE SHALL PROVIDE A LIST OF ALL STATE PUBLICATIONS AS SET FORTH IN THE EDUCATION ARTICLE, § 23-208(B)(3) AND SHALL PERIODICALLY FORWARD THE LIST TO THE MEMBERS OF THE GENERAL ASSEMBLY FOR THE PURPOSE OF FURNISHING A REFERENCE SOURCE FROM WHICH STATE PUBLICATIONS MAY BE REQUESTED FROM THE DEPARTMENT. IN ADDITION, THE DEPARTMENT SHALL PRESERVE AND CATALOGUE ALL STATE PUBLICATIONS SUBMITTED TO THE DEPARTMENT, IN COMPLIANCE WITH THIS SECTION OR OTHER SECTIONS OF THE CODE; AND MAY SELECT, PRESERVE, AND CATALOGUE OTHER PUBLICATIONS IT DEEMS NECESSARY.

(e) The Department of Legislative Reference shall accept requests for reports and publications from members of the General Assembly and shall obtain those materials from the appropriate agency and distribute them to the members.

(f) Any State agency or official required to submit an annual or periodic report to the General Assembly shall comply with this reporting requirement by submitting [five] THE REQUIRED NUMBER OF copies of each report to the [State Department of Legislative Reference] STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM. Additional copies shall be distributed to members of the General Assembly in accordance with the procedure set forth in this section.

[53.

It is the duty of every officer, board, institution and commission of the State, including special or temporary officers, boards and commissions, to file with the Department of Legislative Reference two copies of every regular or special report, bulletin, periodical, catalog and other publication issued by him or it, whether the report is in printed or other form, and also to file with the State Library, the Hall of Records, the McKeldin Library of the University of Maryland, the Enoch Pratt Free Library (central branch), an agency of the respective counties designated by their governing bodies, and the department of legislative reference of Baltimore City, at least one copy of the report or other publication.]

Article - Education

23-207.

AS USED IN THIS ACT:

(1) "STATE PUBLICATION" MEANS INFORMATIONAL MATERIALS PRODUCED, REGARDLESS OF FORMAT, BY THE AUTHORITY OF, OR AT THE TOTAL OR PARTIAL EXPENSE OF ANY STATE AGENCY. IT INCLUDES A PUBLICATION SPONSORED BY A STATE AGENCY, ISSUED IN CONJUNCTION WITH, OR UNDER CONTRACT WITH THE FEDERAL GOVERNMENT, LOCAL UNITS OF GOVERNMENT, PRIVATE INDIVIDUALS, INSTITUTIONS, CORPORATIONS, RESEARCH FIRMS OR OTHER ENTITIES. IT DOES NOT INCLUDE CORRESPONDENCE, INTER-OFFICE AND INTRA-OFFICE MEMORANDA, ROUTINE FORMS OR OTHER INTERNAL RECORDS.

(2) "STATE AGENCY" MEANS ANY PERMANENT OR TEMPORARY STATE OFFICE, DEPARTMENT, DIVISION OR UNIT, BUREAU, BOARD, COMMISSION, TASK FORCE, AUTHORITY, INSTITUTION, STATE COLLEGES AND UNIVERSITIES, AND ANY OTHER UNIT OF STATE GOVERNMENT, WHETHER EXECUTIVE, LEGISLATIVE, OR JUDICIAL, AND INCLUDES ANY SUBUNITS OF STATE GOVERNMENT.

(3) "DEPOSITORY LIBRARY" MEANS A LIBRARY DESIGNATED FOR THE RECEIPT AND MAINTENANCE OF STATE PUBLICATIONS. IT INCLUDES BUT IS NOT LIMITED TO THE:

(I) STATE LIBRARY RESOURCE CENTER;

(II) MARYLAND DEPARTMENT OF LEGISLATIVE REFERENCE LIBRARY;

(III) MARYLAND HALL OF RECORDS;

(IV) MARYLAND STATE LAW LIBRARY;

(V) MCKELDIN LIBRARY OF THE UNIVERSITY OF MARYLAND;

(VI) LIBRARY OF CONGRESS; AND

(VII) ANY OTHER LIBRARY THAT THE COMMISSION ON STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM MAY DESIGNATE AS A DEPOSITORY LIBRARY.

(4) "PROGRAM" MEANS THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(5) "COMMISSION" MEANS THE COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

23-208.

(A) THERE IS CREATED, AS PART OF THE STATE LIBRARY RESOURCE CENTER AT THE ENOCH PRATT FREE LIBRARY, A STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(B) THIS PROGRAM IS RESPONSIBLE FOR:

(1) THE COLLECTION OF STATE PUBLICATIONS;

(2) THE DISTRIBUTION OF STATE PUBLICATIONS TO THE DEPOSITORY LIBRARIES;

(3) THE MONTHLY ISSUANCE OF A LIST OF ALL STATE PUBLICATIONS THAT HAVE BEEN RECEIVED BY THE CENTER. THIS LIST SHALL BE SENT TO ALL DEPOSITORY LIBRARIES AND TO OTHERS UPON REQUEST AND THE CENTER MAY PROVIDE FOR SUBSCRIPTION SERVICES;

(4) MAKING DETERMINATIONS ON EXEMPTIONS OF STATE PUBLICATIONS FROM THE DEPOSITORY REQUIREMENTS OF THIS ACT; AND

(5) THE IMPLEMENTATION OF RULES AND POLICIES PROMULGATED BY THE COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(C) THE ADMINISTRATOR OF THE PROGRAM SHALL BE APPOINTED BY THE DIRECTOR OF THE STATE LIBRARY RESOURCE CENTER WITH THE APPROVAL OF THE COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(D) FUNDING FOR THE PROGRAM SHALL BE PROVIDED FOR AS IN § 23-205 OF THIS ARTICLE.

23-209.

(A) THERE IS ESTABLISHED A COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(B) THE COMMISSION SHALL HAVE 9 MEMBERS APPOINTED BY THE GOVERNOR AS FOLLOWS:

(1) 3 MEMBERS REPRESENTING DEPOSITORY LIBRARIES;

(2) 3 MEMBERS REPRESENTING STATE AGENCIES; AND

(3) 3 MEMBERS FROM THE GENERAL PUBLIC.

(C) (1) EACH MEMBER SHALL SERVE FOR A TERM OF 4 YEARS AND UNTIL A SUCCESSOR IS NAMED AND QUALIFIED AND MAY NOT SERVE MORE THAN 2 FOUR YEAR CONSECUTIVE TERMS.

(2) THESE TERMS SHALL BE STAGGERED AS REQUIRED FOR THE ORIGINAL APPOINTMENTS TO THE COMMISSION.

(D) EACH MEMBER OF THE COMMISSION SHALL SERVE WITHOUT COMPENSATION, BUT SHALL BE REIMBURSED FOR EXPENSES INCURRED WHILE ENGAGED IN THE PERFORMANCE OF DUTIES, IN ACCORDANCE WITH STANDARD TRAVEL REGULATIONS.

(E) THE COMMISSION:

(1) SHALL ELECT 1 OF ITS MEMBERS AS ITS CHAIR EACH YEAR;

(2) MAY ELECT OTHER OFFICERS AS NEEDED; AND

(3) SHALL MEET AT LEAST QUARTERLY.

(F) THE COMMISSION SHALL:

(1) PROMOTE THE EFFECTIVE DISSEMINATION AND THE USE OF STATE PUBLICATIONS;

(2) PROVIDE FOR THE GRANTING OF DEPOSITORY STATUS TO GEOGRAPHICALLY DISPERSED LIBRARIES, OTHER THAN THOSE LISTED IN § 23-207(3);

(3) ADOPT RULES AND POLICIES FOR THE UNIFORM IDENTIFICATION, COLLECTION, DISTRIBUTION, ACCESSIBILITY, AND RETENTION OF STATE PUBLICATIONS;

(4) ADVISE THE PROGRAM IN IMPLEMENTING THE PURPOSES OF THIS SECTION;

(5) PROVIDE FOR ACCESS TO STATE PUBLICATIONS; AND

(6) REPORT TO THE GOVERNOR ANNUALLY ON THE OPERATIONS AND EFFECTIVENESS OF THE PROGRAM.

23-210.

(A) EACH STATE AGENCY SHALL DESIGNATE AN AGENCY PUBLICATIONS CONTACT PERSON, AND SHALL NOTIFY THE CENTER OF THE DESIGNATION.

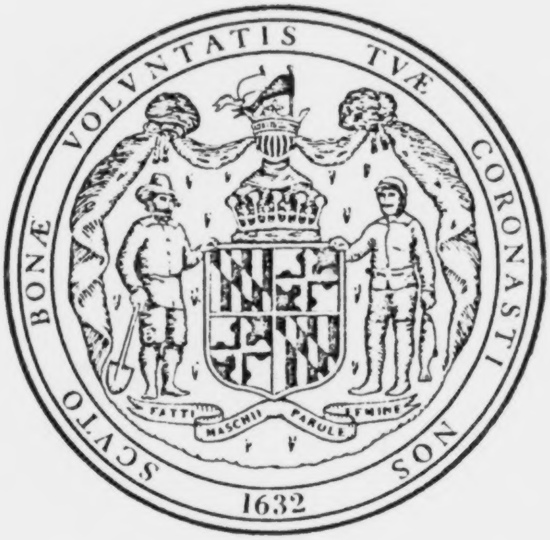
(B) EACH STATE AGENCY SHALL FURNISH TO THE CENTER A SUFFICIENT QUANTITY OF EACH PUBLICATION TO MEET THE REQUIREMENTS OF THE DEPOSITORY SYSTEM.

SECTION 2. AND BE IT FURTHER ENACTED, That of the initial members, 3 shall be appointed for a term of 1 year, 3 shall be appointed for a term of 2 years, and 3 shall be appointed for a term of 3 years.

SECTION 3. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 1982.

MD84:M02
(7)

INTERIM REPORT
OF THE
GOVERNOR'S TASK FORCE ON DOCUMENTS



FINDINGS AND RECOMMENDATIONS
REGARDING STATE PUBLICATIONS

January 1982
Office of the Governor
Anne Shaw Burgan,
Chairperson

INTERIM REPORT

OF THE

GOVERNOR'S TASK FORCE ON DOCUMENTS

MADE TO

THE GOVERNOR

AND

THE GENERAL ASSEMBLY

JANUARY, 1982

CONTENTS

I. Background

II. Findings
  - A. Access to State Documents
  - B. What is a State Document?
  - C. What does the State Publish?
  - D. Existing Depositories

III. Conclusions and Recommendations
  - A. Legislation
  - B. A System
  - C. A Mechanism

EXHIBITS

I. Proposed Legislation

II. Resolution No. 19 of 1979

III. Task Force Subcommittee Reports
  - A. User Needs
  - B. Agency Publications

IV. Task Force Members

I. Background

On May 19, 1979, Resolution No. 19 of the Maryland General Assembly was approved requesting that the Governor create a Task Force on Documents. A broadly representative body was appointed by Governor Hughes in January, 1980. The Governor's charge to the Task Force was to "study and evaluate the system of collecting, distributing and making accessible various State and local government publications and reports."

In adopting Resolution No. 19, the General Assembly recognized the necessity of providing better citizen access to governmental publications and reports and cited the following deficiencies:

- existing statutory authority for the distribution of government publications is inadequate
- there is a great need to improve the acquisition, distribution and preservation of documents

From January, 1980, through September, 1981, the Task Force convened on fourteen occasions. Two of these meetings were devoted to public hearings to provide a forum for the producers and users of State documents. Survey questionnaires were distributed to each agency of State Government, designed to determine the type and quantity of their publications. In July, 1980, five hundred and fifty questionnaires were distributed to libraries, colleges and universities, as well as to an array of interested organizations and user groups statewide. This canvass was designed to determine the availability and accessibility of information about State publications and the publications themselves. Personal interviews were conducted to allow for a fuller expression of views by users of State Documents.

The findings of the Task Force are summarized in the following sections:

II. Findings

A. Access to State Documents

Existing laws and procedures for making State agency publications accessible to the public have not accomplished their objective. Article 40, Sections 51 and 53 of the Code require agencies to distribute up to 32 copies of each publication to as many as 29 established depositories. Systematic compliance with these measures would help to place the State's documents closer to potential users of this material. Based upon information gathered by the Task Force, less than half of the State's publications reach designated depositories. Absent some device for identifying and collecting these publications, there is no means available to provide even a bibliography of these documents, much less the documents themselves. One of the Task Force hearings, devoted to obtaining the views of users, resulted in the consistent citation of these two fundamental questions:

1) What is published? and 2) Where can a publication be obtained? In sum, access to State documents is frustrated by the lack of any system for obtaining and distributing publications.

B. What is a State Publication?

From the results of a survey of State agencies and their testimony at a hearing, it is clear that State agencies, the producers of publications, are uncertain as to exactly which of their materials constitute publications subject to Article 40 requirements. A more specific statutory definition of "State documents" or

"State publications" while helpful, will not fully resolve this difficulty.

The majority of State agencies have not assigned centralized responsibility for the monitoring and management of publications which rightfully belong in the public domain. This lack of awareness and focus reinforces the opportunity for publications to remain unidentified.

C. What does the State Publish?

In fiscal year 1980, approximately 7 million dollars was budgeted for State agency publications and reproduction costs. The Task Force is not at all confident that this figure is encompassing or accurate. Agencies surveyed reported the production of some 3,000 publication items, although detailed data was provided for only 845 of these. The bulk of the 845 items were annual reports, brochures and pamphlets. Only one-third of these materials were prepared in response to statutory or other mandates. Half of the publications were distributed to identified users contained on agency mailing lists.

In following up on the initial Task Force survey of State agencies, scores of additional publications were identified. It is apparent to the Task Force that "single shot" attempts to identify State publications comprehensively will not be successful. To assure that appropriate items are made available to the public, an ongoing exercise of judgment will be required both within the agency and by an objective and detached source which is sensitive to this subject.

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D. Existing Depositories

Article 40, Sections 51 and 53, identify the following agencies as depositories to be supplied with State publications:

1. Department of Legislative Reference
2. State (Law) Library
3. Hall of Records
4. McKeldin Library (University of Maryland)
5. Enoch Pratt Free Library
6. Department of Legislative Reference of Baltimore City
7. Agencies designated by county governments

Under current circumstances, these agencies are totally dependent upon State agency compliance with Article 40. There is no established liaison or contact pattern between producer agencies and the depositories. Further, there is no network or other means by which various depositories can ascertain which materials they do not have.

III. Conclusions and Recommendations

Among the varied problems and deficiences brought to the attention of the General Assembly each year, the preparation, printing, publication and distribution of governmental publications was recognized in 1979 as one requiring further study.

The work of the Governor's Task Force on Documents, which grew out of the resolve of the Legislature, reaffirmed the original concerns. State simply, large quantities of information (routinely' produced by agencies of State government) which may be needed or found highly useful by the public are not systematically available to the public. The irony of this situation is heightened by the fact that this is an area which is readily subject to a systematic approach which need not result in an expensive or bureaucratic operation.

The recommendations of the Task Force relating to Phase One of its effort, a concentration upon State publications, follow:

A. Legislation ought to be considered which would make the accessibility of State publications an achievable goal.

B. A system should be established which would:

   1. Allow for the determination (beyond a generalized legislative definition) of what constitutes a State document.
   2. Require the uniform identification of State documents by way of title, issuing agency, author, date, and related information.
   3. Provide for the systematic deposit, and collection of these materials from their producers.
   4. Call for the regular compilation and broad distribution of a listing or directory of State publications.
   5. Provide a reliable and inexpensive means for distributing key documents to designated depositories, and make other materials available upon request to such depositories and others.
   6. Establish formal channels of communication between producing agencies, a centralized "clearinghouse," and depositories to energize and maintain the system.

C. A mechanism should be created which:

   1. Is aware of and responsive to the needs of the public and

monitors the ability of State agencies to respond to such informational needs.

2. Would be responsible to and granted adequate authority by the highest levels of State government to achieve its purposes.
3. Should not result in the development of a new agency but instead draw upon an existing agency with the capacity to organize the system, handle the flow of materials and maintain the system.

In grappling with the form, location and functions of such a mechanism, the Task Force prepared draft legislation which appears as Exhibit I of this report.

It is respectfully requested that the Governor consider this measure for introduction in the 1982 session of the General Assembly.

Respectfully submitted,

Anne Shaw Burgan
Chairperson
Governor's Task Force on Documents
January, 1982
Annapolis, Maryland

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HB 689
CAL
21.1907

EXHIBIT I

21

Typed by dyd/Luppert
Proofread by ____________
Corrected by ____________
Checked by ____________

By: (Departmental - Task Force ~~Div.~~ of Documents)

A BILL ENTITLED

AN ACT concerning

State Publications Depository and Distribution Program

FOR the purpose of establishing a State Publications Depository and Distribution Program as part of the State Library Resource Center; establishing a Commission to oversee the administration of the program; requiring State agencies to provide copies of publications; establishing certain procedures for operation of the system; defining terms; and generally relating to a depository and distribution system for State publications.

BY repealing

Article 40 - General Assembly
Section 51(d) and 53
Annotated Code of Maryland
(1978 Replacement Volume and 1981 Supplement)

BY adding to

Article 40 - General Assembly
Section 51(d)
Annotated Code of Maryland
(1978 Replacement Volume and 1981 Supplement)

BY repealing and reenacting, without amendments,

Article 40 - General Assembly
Section 51(e)
Annotated Code of Maryland
(1978 Replacement Volume and 1981 Supplement)

BY repealing and reenacting, with amendments,

EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.
[Brackets] indicate matter stricken from existing law.
Numerals at right identify computer lines of text.

Article 40 - General Assembly
Section 51(f)
Annotated Code of Maryland
(1978 Replacement Volume and 1981 Supplement)

BY adding to

Article - Education
Section 23-207 through 23-210, inclusive
Annotated Code of Maryland
(1978 Volume and 1981 Supplement)

Preamble

WHEREAS, The General Assembly in its 1979 Session determined that public accessibility to documents produced by governmental bodies must be improved; and

WHEREAS, Resolution 19 was approved on May 1, 1979, urging the Governor to establish a Task Force to study this matter; and

WHEREAS, The Governor's Task Force on Documents in its October 1981 Report has found existing practices for the identification, collection, distribution, and retention of State documents to be woefully inadequate; and

WHEREAS, The Task Force has developed recommendations in the form of draft legislation for the establishment of a basic system designed to improve the public's access to State documents; now, therefore,

SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND, That section(s) of the Annotated Code of Maryland read(s) as follows:

Article 40 - General Assembly

51.

[(d) Each State agency or official shall provide to the Department of Legislative Reference a list of all reports and publications issued by them which are either required by law or intended by them for distribution to the General Assembly. The Department shall compile and maintain a list of all these reports and publications and shall periodically forward these lists to the members of the General Assembly for the purpose of furnishing them a reference source from which they may request reports and publications from the Department of Legislative Reference.

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In addition, the Department shall preserve, catalogue, and index all reports and publications filed with or submitted to the Department by the various State agencies and officials in compliance with either the requirement of § 53 of this article or the requirements of numerous sections elsewhere in the Code; and may select, preserve, catalogue, and index other reports and publications it deems necessary.]

(D) THE DEPARTMENT OF LEGISLATIVE REFERENCE SHALL PROVIDE A LIST OF ALL STATE PUBLICATIONS AS SET FORTH IN THE EDUCATION ARTICLE, § 23-208(B)(3) AND SHALL PERIODICALLY FORWARD *THE LIST TO THE MEMBERS OF THE GENERAL ASSEMBLY FOR* THE PURPOSE OF FURNISHING A REFERENCE SOURCE FROM WHICH STATE PUBLICATIONS MAY BE REQUESTED FROM THE DEPARTMENT. IN ADDITION, THE DEPARTMENT SHALL PRESERVE AND CATALOGUE ALL STATE PUBLICATIONS SUBMITTED TO THE DEPARTMENT, IN COMPLIANCE WITH THIS SECTION OR OTHER SECTIONS OF THE CODE; AND MAY SELECT, PRESERVE, AND CATALOGUE OTHER PUBLICATIONS IT DEEMS NECESSARY.

(e) The Department of Legislative Reference shall accept requests for reports and publications from members of the General Assembly and shall obtain those materials from the appropriate agency and distribute them to the members.

(f) Any State agency or official required to submit an annual or periodic report to the General Assembly shall comply with this reporting requirement by submitting [five] THE REQUIRED NUMBER OF copies of each report to the [State Department of Legislative Reference] STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM. Additional copies shall be distributed to members of the General Assembly in accordance with the procedure set forth in this section.

[53.

It is the duty of every officer, board, institution and commission of the State, including special or temporary officers, boards and commissions, to file with the Department of Legislative Reference two copies of every regular or special report, bulletin, periodical, catalog and other publication issued by him or it, whether the report is in printed or other form, and also to file with the State Library, the Hall of Records, the McKeldin Library of the University of Maryland, the Enoch Pratt Free Library (central branch), an agency of the respective counties designated by their governing bodies, and the department of legislative reference of Baltimore City, at least one copy of the report or other publication.]

Article - Education

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23-207.

AS USED IN THIS ACT:

(1) "STATE PUBLICATION" MEANS INFORMATIONAL MATERIALS PRODUCED, REGARDLESS OF FORMAT, BY THE AUTHORITY OF, OR AT THE TOTAL OR PARTIAL EXPENSE OF ANY STATE AGENCY. IT INCLUDES A PUBLICATION SPONSORED BY A STATE AGENCY, ISSUED IN CONJUNCTION WITH, OR UNDER CONTRACT WITH THE FEDERAL GOVERNMENT, LOCAL UNITS OF GOVERNMENT, PRIVATE INDIVIDUALS, INSTITUTIONS, CORPORATIONS, RESEARCH FIRMS OR OTHER ENTITIES. IT DOES NOT INCLUDE CORRESPONDENCE, INTER-OFFICE AND INTRA-OFFICE MEMORANDA, ROUTINE FORMS OR OTHER INTERNAL RECORDS.

(2) "STATE AGENCY" MEANS ANY PERMANENT OR TEMPORARY STATE OFFICE, DEPARTMENT, DIVISION OR UNIT, BUREAU, BOARD, COMMISSION, TASK FORCE, AUTHORITY, INSTITUTION, STATE COLLEGES AND UNIVERSITIES, AND ANY OTHER UNIT OF STATE GOVERNMENT, WHETHER EXECUTIVE, LEGISLATIVE, OR JUDICIAL, AND INCLUDES ANY SUBUNITS OF STATE GOVERNMENT.

(3) "DEPOSITORY LIBRARY" MEANS A LIBRARY DESIGNATED FOR THE RECEIPT AND MAINTENANCE OF STATE PUBLICATIONS. IT INCLUDES BUT IS NOT LIMITED TO THE:

(I) STATE LIBRARY RESOURCE CENTER;

(II) MARYLAND DEPARTMENT OF LEGISLATIVE REFERENCE LIBRARY;

(III) MARYLAND HALL OF RECORDS;

(IV) MARYLAND STATE LAW LIBRARY;

(V) MCKELDIN LIBRARY OF THE UNIVERSITY OF MARYLAND;

(VI) LIBRARY OF CONGRESS; AND

(VII) ANY OTHER LIBRARY THAT THE COMMISSION ON STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM MAY DESIGNATE AS A DEPOSITORY LIBRARY.

(4) "PROGRAM" MEANS THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(5) "COMMISSION" MEANS THE COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

23-208.

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(A) THERE IS CREATED, AS PART OF THE STATE LIBRARY RESOURCE CENTER AT THE ENOCH PRATT FREE LIBRARY, A STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(B) THIS PROGRAM IS RESPONSIBLE FOR:

(1) THE COLLECTION OF STATE PUBLICATIONS;

(2) THE DISTRIBUTION OF STATE PUBLICATIONS TO THE DEPOSITORY LIBRARIES;

(3) THE MONTHLY ISSUANCE OF A LIST OF ALL STATE PUBLICATIONS THAT HAVE BEEN RECEIVED BY THE CENTER. THIS LIST SHALL BE SENT TO ALL DEPOSITORY LIBRARIES AND TO OTHERS UPON REQUEST AND THE CENTER MAY PROVIDE FOR SUBSCRIPTION SERVICES;

(4) MAKING DETERMINATIONS ON EXEMPTIONS OF STATE PUBLICATIONS FROM THE DEPOSITORY REQUIREMENTS OF THIS ACT; AND

(5) THE IMPLEMENTATION OF RULES AND POLICIES PROMULGATED BY THE COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(C) THE ADMINISTRATOR OF THE PROGRAM SHALL BE APPOINTED BY THE DIRECTOR OF THE STATE LIBRARY RESOURCE CENTER WITH THE APPROVAL OF THE COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(D) FUNDING FOR THE PROGRAM SHALL BE PROVIDED FOR AS IN § 23-205 OF THIS ARTICLE.

23-209.

(A) THERE IS ESTABLISHED A COMMISSION ON THE STATE PUBLICATIONS DEPOSITORY AND DISTRIBUTION PROGRAM.

(B) THE COMMISSION SHALL HAVE 9 MEMBERS APPOINTED BY THE GOVERNOR AS FOLLOWS:

(1) 3 MEMBERS REPRESENTING DEPOSITORY LIBRARIES;

(2) 3 MEMBERS REPRESENTING STATE AGENCIES; AND

(3) 3 MEMBERS FROM THE GENERAL PUBLIC.

(C) (1) EACH MEMBER SHALL SERVE FOR A TERM OF 4 YEARS AND UNTIL A SUCCESSOR IS NAMED AND QUALIFIED AND MAY NOT SERVE MORE THAN 2 FOUR YEAR CONSECUTIVE TERMS.

(2) THESE TERMS SHALL BE STAGGERED AS REQUIRED FOR THE ORIGINAL APPOINTMENTS TO THE COMMISSION.

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(D) EACH MEMBER OF THE COMMISSION SHALL SERVE WITHOUT COMPENSATION, BUT SHALL BE REIMBURSED FOR EXPENSES INCURRED WHILE ENGAGED IN THE PERFORMANCE OF DUTIES, IN ACCORDANCE WITH STANDARD TRAVEL REGULATIONS.

(E) THE COMMISSION:

(1) SHALL ELECT 1 OF ITS MEMBERS AS ITS CHAIR EACH YEAR;

(2) MAY ELECT OTHER OFFICERS AS NEEDED; AND

(3) SHALL MEET AT LEAST QUARTERLY.

(F) THE COMMISSION SHALL:

(1) PROMOTE THE EFFECTIVE DISSEMINATION AND THE USE OF STATE PUBLICATIONS;

(2) PROVIDE FOR THE GRANTING OF DEPOSITORY STATUS TO GEOGRAPHICALLY DISPERSED LIBRARIES, OTHER THAN THOSE LISTED IN § 23-207(3);

(3) ADOPT RULES AND POLICIES FOR THE UNIFORM IDENTIFICATION, COLLECTION, DISTRIBUTION, ACCESSIBILITY, AND RETENTION OF STATE PUBLICATIONS;

(4) ADVISE THE PROGRAM IN IMPLEMENTING THE PURPOSES OF THIS SECTION;

(5) PROVIDE FOR ACCESS TO STATE PUBLICATIONS; AND

(6) REPORT TO THE GOVERNOR ANNUALLY ON THE OPERATIONS AND EFFECTIVENESS OF THE PROGRAM.

23-210.

(A) EACH STATE AGENCY SHALL DESIGNATE AN AGENCY PUBLICATIONS CONTACT PERSON, AND SHALL NOTIFY THE CENTER OF THE DESIGNATION.

(B) EACH STATE AGENCY SHALL FURNISH TO THE CENTER A SUFFICIENT QUANTITY OF EACH PUBLICATION TO MEET THE REQUIREMENTS OF THE DEPOSITORY SYSTEM.

SECTION 2. AND BE IT FURTHER ENACTED, That of the initial members, 3 shall be appointed for a term of 1 year, 3 shall be appointed for a term of 2 years, and 3 shall be appointed for a term of 3 years.

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SECTION 3. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 1982.

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SENATE JOINT RESOLUTION No. 35

91r2139 3100-00000

By: ~~Senator~~ Senators Conroy, Stone, Donovan, Long, and Shore
Introduced and read first time: February 12, 1979
Assigned to: Constitutional and Public Law

Committee report: Favorable with amendments
Senate action: Adopted with floor amendments
Read second time: March 6, 1979

SIGNED
MAY 1 1979
By the President
and the Speaker

RESOLUTION NO. 19

SENATE JOINT RESOLUTION

A Senate Joint Resolution concerning

Task Force on Documents

FOR the purpose of requesting the Governor to create a Task Force to study and evaluate the system of collecting, distributing, and making accessible various State and local government publications and reports; and suggesting the composition of the Task Force.

WHEREAS, The General Assembly recognizes the necessity of providing better citizen access to publications and reports generated by State and local government agencies; and

WHEREAS, The existing statutory authority for the distribution of government publications is inadequate to assure widespread access to much of the printed information produced by our governmental units; and

WHEREAS, There is a great need to improve the acquisition, distribution, and preservation of these State and local documents by libraries, archives, and government agencies; and

WHEREAS, A study and evaluation of the present system of publication, public awareness, distribution, and dissemination of State and local documents would result in recommendations for increased efficiency, affecting both government agencies and citizens; now, therefore, be it

RESOLVED BY THE GENERAL ASSEMBLY OF MARYLAND, That the Governor is requested to create a Task Force on Government Publications and Reports to study possible improvements of the present system of collecting, distributing, and making accessible various State and local government documents, and be it further

EXPLANATION:
Underlining indicates amendments to bill.
~~Strike-out~~ indicates matter stricken by amendment.

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EXHIBIT III-A

REPORT OF THE
GOVERNOR'S TASK FORCE ON DOCUMENTS
SUBCOMMITTEE ON USER NEEDS
AUGUST, 1981

A. Background

In 1979, at the request of the General Assembly in SJR 35, JR 19, Governor Hughes appointed a Task Force on Documents. The Task Force is mandated to study and evaluate the present system under which state reports and other government publications are generated, distributed, preserved and made accessible to the people of Maryland.

The Task Force formed two subcommittees to cover distinct areas of investigation, the User Needs Subcommittee and the Agency Publications Subcommittee. This report is the result of the investigations and subsequent discussion and recommendations of the user Needs Subcommittee.

B. Survey/Sampling Procedure

At the outset, the Subcommittee recognized that there were various methods to use in solving the data-gathering problem. Additionally, the constraints and inherent difficulties of measurement were well recognized. The questionnaire technique was the one chosen by the subcommittee as being a method which would provide cost advantages and ease of administration to a user community which is geographically dispersed over a wide area.

The User's Subcommittee of the Governor's Task force on State Documents was charged with identifying users of documents, their needs, concerns and ideas. The members of the Subcommittee also decided that personal interviews would add to the comprehensive view that the subcommittee was intent on achieving.

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EXHIBIT III-A

The Subcommittee developed a survey instrument (copy attached) to sample both individuals and institutions on the utility of Maryland State publications.

Five hundred and fifty questionnaires were distributed on July 1, 1980 to be returned by September 1, 1980. The identified user groups included libraries--State Law Library, Maryland State Department of Legislative Reference Library, College libraries, Community and Junior colleges, University, public, special and business libraries; county and local government offices; lobby groups and special interest groups; schools and newspaper editors and selected individuals, County Historical Societies, Tri-County Council and the Regional Planning Council. There was a single mailing. The entire state was thus canvassed.

The objective of the user survey was essentially to determine the level of quality and accessibility of information and document delivery. The primary areas of concern for which the user survey was designed were to determine the number of document users, the procedure for location of documents and the method of obtaining needed documents.

Summary/Analysis

Of the 550 questionnaires mailed, 248 were answered giving a 45 per cent rate of return. The Subcommittee had valid sample to begin review.

QUESTION 1 --

Finding--The results of the survey showed that 95% of the respondents felt that official publications of the State of Maryland should be readily accessible.

EXHIBIT III-A

QUESTION 2 --

Frequent use of state documents was indicated by over 50% of the respondents.

QUESTION 3 --

Difficulty in identifying and locating state documents was cited by over half of the respondents.

QUESTION 4 --

The most popular source used for identifying the availability or existence of a document was the issuing agency.

QUESTION 5 --

The highest number of responses to the five choices listed in question five obtained publications from direct mailing from the agency of publication. (Total of 154)

QUESTION 6 --

Over 25% of the users were not successful in acquiring publications they requested.

QUESTIONS 7 --

When given a choice of sources from which to obtain documents, the highest number of respondents (88) selected the first ranking of a central publications clearinghouse, with second choice being the issuing agency, followed by a library and a state book store.

QUESTION 8 --

85% of the users expressed a desire to receive a comprehensive monthly state publications check list.

QUESTION 9-12 --

These questions were to be completed only by institutions.

#9 - Nearly 80% of the institutions that responded retain state publications although length of retention was not indicated.

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EXHIBIT III-A

QUESTION 10 --

Only 50% of the institutions provide some kind of indexing/cataloging to the publications retained.

QUESTION 11 --

There is not a single outstanding standard for arrangement of publications in library collections. Systems are balanced between several different classification schemes.

QUESTION 12 --

Happily institutions have developed several mechanisms to announce the availability of documents they receive.

Personal Interviews

The personal interviews conducted in 12 different libraries allowed selected users to express more fully their problems, needs and thoughts on State documents. Some of those ideas were also expressed in written form on the questionnaire by those who included their own observations.

Generally, the users expressed a desire for a comprehensive checklist with a topical arrangement to be issued in a timely manner. Many users felt that the agencies/departments should have a publications/information coordinator to handle distribution of documents. A central publications clearinghouse was also mentioned as being an answer for immediate access to state publications. One state agency suggested depending on geographically situated depositories for access to state documents.

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EXHIBIT III-A

Subcommittee Recommendations

The subcommittee recommends the following six items as resulting from our comprehensive questionnaire and interview process.

o A comprehensive checklist should be published in a timely fashion, cumulated annually, that will properly identify state agency publications.

o A central distribution center/clearinghouse should be established to collect and distribute documents to a system of depository libraries.

o Each agency, board, commission, should appoint a publications coordinator to whom all inquiries regarding publications can be referred.

o Efforts should be made to educate both citizens and librarians to the presence of and availability of state documents.

o A system of geographically distributed depository libraries should be established to receive either all or selected agency publications.

o An advisory board should be established to provide assistance to a clearinghouse in establishing working relationships with a depository system and report to the Governor on the progress of the operation of the clearinghouse.

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EXHIBIT III-B

REPORT OF THE
GOVERNOR'S TASK FORCE ON DOCUMENTS
SUBCOMMITTEE ON AGENCY PUBLICATIONS

AUGUST, 1981

The Agency Publications Subcommittee of the Task Force was created in February 1980 for the purpose of identifying the number of publications emanating from all three branches of government, and other questions regarding agency responsibility and control over publications.

The Subcommittee devised a survey form (copy attached) which was then distributed to units located throughout all three branches of State government. Agencies were instructed to complete a descriptive form for each publication available from the agency within the two years preceeding the survey. The forms were mailed on or about June 16, 1980, with a response date of July 1, 1980. Despite the July 1 return date, many agency responses were not received for many months.

Although there has existed for some time a statutory requirement that all officers and units of State government file copies of their publications with certain designated repositories, it was thought that these official repositories would not be reliable sources as many State agencies neglected the filing requirements of the law. This was borne out by the responses received from the agencies and other units of State government (see Publications Description Form, Item J).

The Subcommittee observed that many units of government were unable to respond to the survey within a reasonable period of time. This appears to be a consequence of the fact that there is frequently no single source within an agency or department for the information requested. The Subcommittee believes that this is further evidence that the present system

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of accounting for publications is either decentralized, or unorganized, or both.

Information about production costs for each publication title identified by an agency was not requested. It was thought by the Subcommittee that to require agencies to report cost information might slow agency responses, or might even result in agency failure to respond entirely. We observe, however, that budgetary information derived from the Department of Budget and Fiscal Planning indicates that publication and reproduction costs totaled approximately 7 million dollars in FY 1980 (see attachment).

Information developed from the survey form by the Task Force also seemed to reveal that policy surrounding the production, distribution, and preservation of publications varied considerably from agency to agency. For example, some agencies gave specific responsibility for publications to a specific officer, while other agencies appeared to have no one in direct control. A further example of difference in approach is revealed in the fact that some agenices have organized libraries while many others do not.

Results tabulated from survey forms received between July 1, 1980, and January 22, 1981, presented information on 845 separate titles. It should be noted, however, that in several significant instances, agencies failed to use the survey form in responding, but chose instead to enclose brochures or other documents that presented bibliographic listings of publications. These agency lists of publications typically failed to provide the detailed information that would have been available had the agency completed a survey form for each of the titles identified. Thus, although the number of titles identified by units of government totaled nearly 3,000, the Subcommittee only had detailed survey informa-

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EXHIBIT III-B

tion on 845 of those titles. Consequently, the observations that follow are based, not on the entire 3,000 titles, but rather upon the 845 titles for which there is specific information.

The most frequent kinds or types of publications produced by units of State government are annual reports, special studies and reports, brochures and pamphlets, and undifferentiated "other" publications. About two-thirds of these publications originate from agency decisions to publish, rather than from agency compliance with a requirement of State or federal law. The vast majority of these publications are in printed form. The survey results showed that other forms, such as microform or motion picture film, are not widely used among State agencies at present.

Agencies identified "the public" as the group they primarily intended to use their publications. After the public, units of government most frequently mentioned "State agencies" and "local governments" as the intended users. More than two-thirds of all publications are distributed by means of established mailing lists. The use of mailing lists raises a question about the expense of using this method of distribution, and the related question of whether agency lists are kept current so that wasteful distribution is avoided. The survey also revealed that the vast majority of publications are distributed free of charge. With the ever-increasing cost of postal rates, this practice suggests that considerable sums of money may be expended not only in the production of these publications, but also in their free distribution. The question occurs whether units of government should not attempt to recapture at least a portion of these costs through charges for the publication, or for its mailing, or both.

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EXHIBIT III-B

Approximately one third of all publications reported in the survey are published on an annual basis. About one-quarter are issued with irregular frequency. Very few publications are issued weekly, monthly, or quarterly.

The disclosure about the large number of annual reports being produced once again raises questions about the necessity of a long-standing practice. In most instances, it has probably been the General Assembly that has required production of many of these annual publications. In light of the considerable cost that may be incurred in the production and distribution of these reports, the legislature may wish to review this requirement. Is there need for the report at all? If so, could this need be just as well satisfied by production of biennial or even less frequent reports?

Slightly more than one-half of all publications are produced in quantities of 1,000 or less, suggesting that the unit price of these publications may be relatively high. About half of all State publications are produced in-house rather than commercially.

Only half of the publications produced by State government are placed in the repositories mandated by statute. This survey result substantiates the Subcommittee's assumption that units of State government are not complying with existing provisions of State law, and underscores the need for a new and more effective system to take its place.

Finally, the vast majority of State publications are shown by the survey results to be produced by the 12 principal executive departments, the State Board of Education, institutions within higher education, the General Assembly, other constitutional offices, and two bi-county agencies. The judiciary, various task forces and commissions, and the independent agencies produce relatively few publications.

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EXHIBIT III-B

Since the tabulation of the results received between June 16, 1980, and January 22, 1981, the Subcommittee has prepared and the Task Force Chairperson has mailed out a letter to all units of government, to which was attached a list of those titles identified in responses received from that unit of government. The purpose of the letter was to reveal to the head of each unit the responses that had been received from his office so that he might confirm the results, or augment them by submission of additional information. The agency head was also notified that if no response was received by a given date, the Task Force would assume that the list of agency publications as tabulated by the Subcommittee was correct.

In reply to this letter, the Task Force has received a number of responses, including several which attached lengthy lists of titles not previously reported to the Task Force. The Subcommittee has not yet had an opportunity to tabulate or analyze these results, but would judge that as many as several thousand additional titles may be revealed in these supplemental reports. When this information is tabulated, it will be integrated into the Subcommittee report for inclusion in the final draft of the interim Task Force report.

On the basis of information thus far received and analized, the Subcommittee has drawn certain tentative conclusions. These are as follows:

1) The survey results reveal that agencies are failing to comply with the requirement that publications be sent to designated repositories.

2) That failure to place publications in repositories as required by law probably results from the decentralized nature of publications management within most units of government.

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EXHIBIT III-B

3) That this failure to report also results because there has been no mechanism within the present law that guarantees agency compliance with statutory requirements.

4) That present statutory provisions would be strengthened if every State officer were required to name a publications officer who would be responsible for compliance with the law.

5) That the creation of a complete bibliographical list of State government publications is a primary need.

6) That the Task Force should consider the establishment of a centralized reporting system for publications, the purpose of which would be to create a complete list of all State government publications, and that this reporting system should include a device or means whereby agency compliance would be assured.

7) That all titles reported by agencies to the centralized office should be promptly printed in the Maryland Register. The Maryland Register is an existing and official State publication already distributed to all members of the General Assembly, to many public and private libraries located throughout the State, and to many units of State government as well. Titles of the publications printed in the Register would also appear in the quarterly indexes (final quarter cumulative) of the Maryland Register, arranged in alphabetical order. In addition, the Maryland Register is composed with the aid of a mini-computer, and would be capable of transfer to computer tape. If the Maryland Legislative Information System is created, information printed in the Maryland Register would be electronically tied into this system.

8) That the development of a centralized and electronically retrievable bibliography of Maryland publications is desireable, and that the Maryland Legislative Information System Steering Committee be

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informed of this so that the bibliographical listing may be considered for inclusion in the System.

Robert J. Colborn, Jr.

July 24, 1981

STA[illegible] [illegible] ********************** S T A T E O F M A R Y L A N D ********************** [illegible]
NOV 15,1[illegible] [illegible]00)

STATEMENT OF BUDGET EXPENDITURES AND ENCUMBRANCES BY SUBOBJECT
FOR THE PERIOD ENDING JUNE 30, 1980

GRAND TOTAL

RUN DATE [illegible] 5.31)

MAJ SUB OBJ OBJ		TOTAL BUDGET AVAILABLE	NET EXPENDITURES THIS MONTH	NET EXPENDITURES THIS YEAR	ENCUMBERED BUDGET BALANCE	[illegible]
08 D0[illegible]	[illegible]NCES/SEMINARS/	.00	.00	1,917.00CR	.00	[illegible].00
08 E01		.00	.00	.00	.00	.00
08 F03		.00	52.00CR	.00	.00	.00
08 F20	[illegible]ITY	.00	.00	275.00	.00	275.00CR
08 G0[illegible]	[illegible]PAIR	.00	.00	.00	.00	.00
08 G[illegible]	[illegible]PAIR	.00	75.78	75.78	.00	75.78CR
08 H01	ADVERTISING & LEGAL PUBLICATION	1,941,190.00	402,491.14	5,713,982.43	102,205.68	3,874,[illegible]
08 H02	AGRICULLTURE	6,810.00	615.65CR	20,221.49	.00	13,4[illegible]
08 H03	ARCHITECTS	.00	1,669.85	32,761.54	.00	32,761.54CR
08 H04	PRINTING / REPRODUCTION	621,889.00	994,764.38	7,211,818.60	510,180.47	7,100,110.07CR
08 H05	BOOKBINDING/PHOTOGRAPHIC	33,576.00	72,753.31	869,767.54	4,436.00	840,627.54CR
08 H06	MICRO FILMING	295,405.00	53,042.29	488,495.29	.00	193,090.[illegible]
		.00	6,680.36	81,319.84	2,685.83	84,005.67CR
	[illegible]OTHER THAN DATA P	308,713.00	738,205.60	7,737,066.13	136,738.98	7,565,092.11CR
	[illegible] AND MAINTENANCE	533,124.00	1,149,224.90	9,738,577.74	430,286.01	9,635,739.75CR
		3,000.00	36,085.35	446,137.61	2,902.26	446,039.87CR
		.00	101,913.76	5,288,109.70	686,268.93	5,974,378.63CR
	[illegible] REPAIRS AND MAINTENA	697,615.00	2,194,013.53	13,147,840.03	2,524,670.31	14,974,895.34CR
	[illegible] SERVICES	76,657.00	141,196.58	2,166,739.19	2,728.39	2,092,810.58CR
	[illegible]NTENANCE	27,640.00	35,870.98CR	495,498.15	16,855.56	484,713.71CR
		4,645.00	310,450.48	3,463,295.65	1,157.00	3,459,807.65CR
[illegible] H16	[illegible]	467,199.00	451,512.28	6,096,515.69	276,325.94	5,905,642.63CR
08 H17	LEGAL SERVICES	27,321.00	3,674.35	464,063.35	.00	436,742.35CR

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EXHIBIT IV.

TASK FORCE ON DOCUMENTS

MEMBERSHIP

Anne Shaw Burgan - CHAIRPERSON
Enoch Pratt Free Library
State Library Resource Center
400 Cathedral Street
Baltimore, Maryland 21201
396-5328 or
800-492-5626

Honorable Bert Booth
11231 Greenspring Avenue
Lutherville, Maryland 21093
823-3538

Therese Breza
116 Conduit Street
Annapolis, Maryland 21401
263-3180

George Callcott
Professor of History
Department of History
University of Maryland
College Park, Maryland 20740
454-4204

Christopher W. Chinault
P. O. Box B
Courthouse
La Plata, Maryland 20646
645-0600

Robert J. Colborn
Division of State Documents
P. O. Box 802
Annapolis, Maryland 21404
269-2486

Honorable Edward T. Conroy
Senate of Maryland
James Office Building
Room 400
Annapolis, Maryland 21401
841-3000
ALTERNATE - Jean Stahl

Salvatore L. Costabile
Costabile Associates, Inc.
4720 Montgomery Lane
Suite 908
Bethesda, Maryland 20014
986-8560

Lynda Davis
Maryland Department of Legislative
Reference Library
90 State Circle
Annapolis, Maryland 21401
841-3000

Ruth D. Eaton
608 Americana Drive
Apt. 56
Annapolis, Maryland 21403
269-6889

Diane Frese
Hall of Records Commission
College Ave. & St. John's Street
Annapolis, Maryland 21404
269-3916

Helen Yvonne Harris
Semmes, Bowen & Semmes Library
10 Light Street
Baltimore, Maryland 21202
539-5040

Janice Hummel
Southern Maryland Regional Library
Association
Charles & Garrett Streets
La Plata, Maryland 20646
934-9442

Michael Miller
State Law Library
Courts of Appeal Building
361 Rowe Boulevard
Annapolis, Maryland 21401
269-3395

W. Jackson Stenger
Uuniversity of Maryland
Assistant to the President
Central Administration
Adelphi, Maryland 20783
853-3601

J. Maurice Travillian
Maryland State Department of Education
Division of Library Development and
Services
200 W. Baltimore Street
Baltimore, Maryland 21201
659-2125

EXHIBIT IV.

Task Force on Documents
Membership

Honorable Fred L. Wineland
Secretary of State
State House
Annapolis, Maryland 21404
269-3421
ALTERNATE - Thomas Cassidy
Executive Assistant

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MD84:M02
(8)

GOVERNOR'S TASK FORCE ON DOCUMENTS

Information Summary

BACKGROUND

The Governor appointed the Task Force on Documents in 1980 after passage of Resolution No. 19 of the General Assembly. The charge was "to study and evaluate the system of collecting, distributing and making accessible various State and local government publications and reports." The Task Force held two public hearings to provide a forum for discussion as well as designing and distributing two surveys to producers and users of State documents. An Interim Report was recently completed and proposed legislation drafted.

MARYLAND STATE PUBLISHING

- Agency Survey done 1980-1981 showed 3,000 publications were produced of which only 30-40% were sent to depository libraries.
- Fiscal 1980 7.2 million dollars was budgeted for printing and reproduction and in Fiscal 1981 it was 8.4 million.

PUBLIC ACCESS TO MARYLAND STATE PUBLICATIONS

- User Survey indicated over 50% of the respondents had difficulty identifying and locating state documents.
- A comprehensive list of the publications of State agencies is not presently available.

DISTRIBUTION OF STATE PUBLICATIONS

- Presently by each state agency.
- Eratic distribution program (evident by the lack of the publications being sent to depositories).
- Duplication of effort - hence not cost effective.
- Present law lacks a definition of a State Publication.
- Maryland documentation not being distributed to the Library of Congress.

PROPOSED LEGISLATION - HB # 689

- Defines a State Publication.
- Monthly listing of state agency publications will be produced so the citizens of Maryland will be able to access the information.
- Distribution Center established at the State Library Resource Center which has a delivery system to the counties in place therefore cost effective.
- Establish a Commission to adopt rules and policies for a viable depository library system for state publications.
- Each state agency shall designate a contact person.

MD84:M02
(9)

STATE OF MARYLAND
EXECUTIVE DEPARTMENT
GOVERNOR'S TASK FORCE ON DOCUMENTS
STATE LIBRARY RESOURCES CENTER
ENOCH PRATT FREE LIBRARY
400 CATHEDRAL STREET
BALTIMORE, MARYLAND 21201
(301) 396-5328
(800) 492-5626

HARRY HUGHES
GOVERNOR

ANNE SHAW BURGAN
CHAIRPERSON

July 16, 1934

Bernard Murphy, Director
Department of Legislative Reference
Room 626 City Hall
Baltimore, Maryland 21202

Dear Mr. Murphy,

In its 1979 Session, the Maryland General Assembly adopted Senate Joint Resolution No. 35. The objective of this measure was to make public documents more accessible to the citizenry. The Governor's Task Force on Documents was established to work with local governments and State agencies in the furtherance of the Resolution's purposes.

In the months ahead, the Task Force will be giving consideration to various ways in which county documents and publications can be made available to the public. We would like to assure that whatever system or method is developed is one which is beneficial to county government.

Enclosed is a copy of a form on which to list titles of any publications and reports such as comprehensive plans, zoning regulations, annual reports, and studies that have been produced for or by Baltimore City in the past five years.

Your cooperation in this effort is vital if we are to preserve recommendations that are workable, realistic and supportable.

The results of the forms will be tabulated by the Task Force members and a report will be generated. Each county will receive a copy of the report. We would like to have the completed forms returned by September, 10 1983. Thank you for your assistance in this request. If you have any questions, please do not hesitate to contact one of us.

Sincerely,

Lynda Davis

Lynda Davis
Acting Chairperson
Governor's Task Force on Documents

Janice Hummel, Chairperson
Committee on County Documents
260-4050

Please return forms to:

Janice Hummel
Route #3, Box 133
Gallant Man Drive
Hollywood, Md. 20636

LD/mm
Enc.

1. Do the residents of your county have access to a central location of your county's publications?

2. How do you distribute documents for distribution, such as a mailing list of individual names or specific agencies?

3. We are considering producing a state-wide list of all county publications. Do you think this would be helpful to your county?

Yes ____ No ____

Comments:

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TITLE OF PUBLICATION	DOCUMENT LOCATION*	DATE	KIND OR TYPE (use letter)	FREQUENCY (use letter)	CHARGE, if any

KIND OR TYPE

a. Annual Report(s)
b. Budget(s)
c. Newsletter(s)
d. Special Study/Consultant Report(s)
e. Brochure(s)
f. Directory(ies)
g. Code(s)
h. Ordinance(s)
i. Other(s)

FREQUENCY

a. Annually
b. Quarterly
c. Monthly
e. Irregularly
f. Other

* From what county dept/agency can this document be obtained?

MA

1030

MA85:B01

The Commonwealth of Massachusetts
State Library
George Fingold Library
State House, Boston, Mass. 02133

Grace G. Moore
Recorder of Documents
Louisiana State Library
P.O. Box 131
Baton Rouge, LA 70821

November 27, 1985

Dear Ms. Moore,

Karen Smith from the Committee of Eight wrote to me concerning the Documents on Documents Collection. I am enclosing some stuff from Massachusetts for inclusion in the next issue. These are:

1. St. 1984, c. 412 "An Act Providing for the Orderly Distribution of State Publications"

2. Press release from the State Librarian announcing a reception with the Governor to celebrate the passage of the law. This reception took place on the day the law went into effect.

3. Administrative Bulletin 76-5 from the Secretary of Administration and Finance. This is what existed before the new law. The State Library collected and distributed state agency publications before this Bulletin but this was the first formal declaration of our system.

4. Advertisement from Research Publications, Inc. of Woodbridge Connecticut for the microfilm set of Massachusetts publications.

5. An outline of the classification scheme used for cataloging Massachusetts publications. This is just a brief outline. The head of technical services has asked me to explain that she is working on the classification system. It was started when the Library started and we are stuck with it now. However we are working on making it a little less cumbersome to use.

6. I am also including our latest annual cumulation of state publications received at the Library. We issue a checklist quarterly (to accompany the film set) and then we cumulate the 4 issues into an annual.

I understand that you need these by December 13. I do hope that they got to you in time. If you have any questions please do not hesitate to contact me. I hope to send you more in the future. We have a brochure on our documents department being printed now and when the classification scheme is set I will send that along as well.

Sincerely,

Susan Steinway

Susan Steinway
Documents Librarian

MA93:B01

The Commonwealth of Massachusetts
State Library
George Fingold Library
State House, Boston, Mass. 02133

27 January 1993

Karen F. Smith
State & Local Documents Task Force
University at Buffalo
Lockwood Memorial Library
Buffalo, New York 14260

Dear Ms. Smith:

I am in receipt of your letter of 20 January re GODORT request for information.

The Commonwealth of Massachusetts has a bill status database at the reference desk in the State Library. It provides the status of bills in the current and immediate previous session. It can be accessed by bill number, sponsor, keyword, and chapter number (act number) and one can also access the general laws of the Commonwealth.

The Social Law Library produces a CD-ROM product on Massachusetts Administrative Law and this covers some agency decisions as well as the Code of Massachusetts Regulations.

Our library has an in-house database for our quarterly CHECKLIST using Procite. We have access to this at our reference desk and it serves as a resource for the reference staff. State publications received in the Library during the quarter are entered almost daily. This is most often before they are cataloged or processed in any way. The reference staff can access these for patrons immediately.

We have no electronic formats here at the State Library for local information. As of 1984, we are the official state depository. I am enclosing a copy of the law and an Administrative Bulletin which I feel covers your question re collection policies. We collect all state documents we can. By law, we collect only the annual reports of the cities and towns.

Please let me know if this is enough information.

Sincerely,

Bette

Bette L. Siegel
Documents Librarian
442 State House
Boston, MA 02133
(617) 727-6279
Fax: (617)727-5819
enclosure

Commonwealth of Massachusett
Dept. of Procurement and General Service
One Ashburton Place, Boston, MA 0210

DPGS Memorandum

POLICY MEMORANDUM 91-09

To: All State Agencies

From: David M. Thomas, Deputy State Purchasing Agent

Date: May 24, 1991

Re: Chapter 412 of the Acts of 1984
(An Act Providing for the Orderly Distribution of State Publications)

Pursuant to a request from the Massachusetts State Library, DPGS has reviewed Chapter 412 of the Acts of 1984 (attached).

As a result of this review and in an attempt to coordinate agency compliance with the requirements of the Act, effective July 1, 1991, all orders for printing of any "Publication" placed with DPGS Office of Central Reproduction, Massachusetts Correctional Industries or those let for public bid through DPGS, shall provide for eight additional copies to be made and distributed to the State Library. The cost of the additional copies shall be borne by the ordering agency and distribution shall be coordinated by DPGS. For the purposes of this memorandum a "Publication" shall be as defined in the Act.

Should you have any questions, please contact Ed Goba, DPGS Analyst at 727-7500, extension 228.

Thank you for your continued cooperation.

DT:vah
DT-412

THE COMMONWEALTH OF MASSACHUSETTS
ADVANCE COPY 1984 ACTS AND RESOLVES
MICHAEL JOSEPH CONNOLLY, SECRETARY OF STATE

CUREMENT [illegible] ES FEB 2 [illegible] 91

Chap. 412. AN ACT PROVIDING FOR THE ORDERLY DISTRIBUTION OF STATE PUBLICATIONS.

Be it enacted, etc., as follows:

SECTION 1. Chapter 5 of the General Laws is hereby amended by inserting after section 6 the following section:-

Section 6A. Each state agency shall also provide two copies of its publication, as defined in section thirty-nine of chapter six to the state secretary, one of which shall be retained for two years as a reference copy. The state secretary shall determine which publications are of sufficient public interest and may then either reproduce the publications in appropriate quantities or acquire the publications in appropriate quantities directly from the issuing agency, at the cost of printing, for distribution by said secretary.

SECTION 2. Chapter 6 of the General Laws is hereby amended by striking out section 39 and inserting in place thereof the following section:-

Section 39. As used in sections thirty-nine to thirty-nine B, inclusive, the following words shall have the following meanings, unless the context otherwise requires:-

"Agency", each agency, office, state-supported institution of higher education, department, authority, executive office, bureau, officer, board, committee, task force, commission, special commission, division, executive office of the commonwealth, whether permanent or temporary in nature, including any state agency supported wholly or in part by public funds.

"Publication", any document, study, rule, regulation, report, directory, pamphlet, brochure, periodical, newsletter, bibliography, microphotographic form, tape or disc recording, annual, biennial or special report, statistical compendium, or other printed material regardless of its format or manner of duplication, issued in the name of or at the request of any agency of the commonwealth regardless of the source of funding, provided they constitute "public records" as defined in clause Twenty-sixth of section seven of chapter four, excepting correspondence, blank forms, university press publications.

"Regional public libraries", those libraries as defined in section nineteen C of chapter seventy-eight. These definitions shall not include any records of the general court.

SECTION 3. Said chapter 6 is hereby further amended by striking out section 39A, inserted by chapter 259 of the acts of 1966, and inserting in place thereof the following two sections:-

Section 39A. (1) in order that all state publications of the commonwealth are preserved and made available for the use of citizens of the state, the state library is hereby designated as the depository library for Massachusetts state publications.

(2) The state library shall maintain a complete collection of Massachusetts state publications, both current and historic.

(3) A depository library system, providing for the distribution of state documents to the Library of Congress and to each of the regional public libraries in the state shall be established and maintained by the state library.

Section 39B. Each state agency shall furnish the state library eight copies of its publications. Said copies shall be forwarded to the state library no later than five working days after they are received from the printer or contractor. The state library shall make three copies available for public consultation in the library and for permanent historic preservation by the library. The others shall be provided to the Library of Congress and to each of the state's regional public libraries.

Approved December 27, 1984.

MA85:H01

July 1985

MASSACHUSETTS CLASSIFICATION
OUTLINE

027	Libraries
178	Alcohol control
300-309	Sociology
310-319	Statistics
320-329	Political science and institutions; elections, immigration
330-339	Economics; labor, finance, banks, environment, taxation, information systems
340-349	Law; Attorney General, Constitution
350-352	Public administration; personnel, civil service, consumer affairs, energy; local government, community affairs
353-377	Executive branch; military art and science; printing and purchasing; human services; criminology and criminal justice; insurance
378-379	Higher education; state colleges and universities; University of Massachusetts
380-389	Commerce, communication, transportation
400-470	Court system
500-540	General Court
600-619	Health, medicine
620-629	Public works
630-639	Agriculture and fishing
640-669	Miscellaneous: accounting, advertising, gas and light
670-699	Commerce
700-799	Arts and leisure
973-974	Historical/commemorative organizations

MA85:I01

COMMONWEALTH OF MASSACHUSETTS

ADMINISTRATIVE BULLETIN

Executive Office for Administration and Finance

Office of the Commissioner

May 12, 1976

76-5

TO: ALL AGENCY HEADS

RE: DEPOSIT OF STATE AGENCY PUBLICATIONS WITH STATE LIBRARIAN

In the interest of freedom of information and to insure that the State Library receives all of the current publications of the agencies of the Commonwealth, agency heads are directed to give immediate attention to compliance with the following deposit rule.

DEPOSIT RULE

Every state agency receiving, issuing, or distributing a publication as defined below shall provide the State Librarian with no less than eight copies of each such publication; three of which will be made available for public consultation in the library and for permanent historical preservation by the library. The State Librarian will distribute the other copies provided to the Library of Congress and to each of the regional public libraries in the state as defined by General Laws, Chapter 78, Section 19C.

Each issuing agency shall take full cognizance of this requirement when contracting for the number of copies to be produced of any publication.

The required copies shall be forwarded to the State Librarian no later than five working days after they are received by the agency from the printer or contractor.

"Publication" is to be defined for the purposes of this Deposit Rule as follows:

> "Publication", any document, study, report, directory, rule, regulation, pamphlet, brochure, periodical or newsletter or other printed material regardless of its format or manner of duplication or printing paid for by funds appropriated by the General Court, issued in the name of or at the request of any agency of the Commonwealth, or produced and issued as part of a contract entered into by any agency of the Commonwealth regardless of the source of funding, excepting correspondence, blank forms, interoffice memoranda or other printed material for strictly internal office use.

John R Buckley

John R. Buckley, Secretary of Administration

MA85:J01

MASSACHUSETTS LEGAL HISTORY
MASSACHUSETTS PUBLICATIONS

on Microfilm

Sources of Massachusetts Legal History on Microfilm

This comprehensive collection is a rich resource for research into legal, social, economic, military, and political history.

Sixteen key titles provide information from this period from sources otherwise difficult to obtain. Beginning with the records of March 1628/29, the collection contains all of the legislation enacted by the Massachusetts Bay colony as well as the litigation that passed through its courts, constituting the first comprehensive body of law to be developed in North America.

Among the titles included in this collection are—

- **Nathan Dane**—the first general treatise on American law; used in the western territories as well as New England
- **Giles Jacobs**—the standard law dictionary used in 19th century America
- **Massachusetts (Colony)**—transcript of the original manuscript records of the colony
- **Massachusetts (Colony) Laws, statutes, etc.**—the first American law book ever published
- **Massachusetts. Laws, statutes, etc.**—resolves of the General Court of the Commonwealth of Massachusetts; containing resolves establishing banks, turnpikes, canals, corporations, and other private acts.
- **Massachusetts (Digest)**—reported decisions of the Supreme Judicial Court, Commonwealth of Massachusetts, for the years 1804-1879, with materials drawn from manuscript notes of early attorneys and judges.
- **Benoni Perham**—American precedents of declarations, including important source material on the procedural affairs of the early bench and bar, and the forms of writs and rules of the court.

Covering the years 1628-1839, **Sources of Massachusetts Legal History** presents those laws that established precedents for all of the New England colonies as well as many of the western states and territories. Its wealth of original documents and vital source material makes this collection a valuable addition to law, business, and academic libraries.

Bibliographic Aids

Guide

Sources of Massachusetts Legal History: Guide to the Microfilm Collection is provided with each order. The guide consists of Reel Summary, Author Index, and Title Listing. The author and title indexes are arranged alphabetically; the reel summary numerically.

Specifications

Microform	35mm microfilm
Film Type	Silver halide emulsion* Estar base — 4.2 mils
Polarity	Positive
Order of Filming	Alphabetical by main entry
Size of Collection	16 titles on 37 reels
Retrieval Aids	Targets, guide
Availability	Collection is complete and available

*Meets all archival standards for permanence, including those established by ANSI, BSI, ISO, and NMA.

See the accompanying price list for details.

Commonwealth of Massachusetts Publications on Microfilm

On a quarterly basis you will receive all numbered items that appear in the **Bulletin** issued monthly by the State Library of Massachusetts and all official serials received by the State Library each month.

An invaluable research tool, the **Commonwealth of Massachusetts Publications** subscription service makes possible the study of materials otherwise unobtainable for use, and provides access to "starred" items in the **Bulletin** which are not available for distribution, or exist only in a single copy.

Each document on the microfilm is identified by its accession number which appears next to each page of text to facilitate searching. The **Bulletin** is filmed in its entirety at the beginning of each reel, providing researchers with internal indexing.

Documents on microfilm begin with the July, 1975 **Bulletin**. Subscribers may order complete backfiles (July–December, 1975 to the present) and individual reels to meet their specific needs.

Specifications

Microform	**16mm microfilm reels or cartridges**
Film Type	**Silver halide emulsion*** **Estar base—4.2 mils**
Polarity	**Positive or Negative**
Order of Filming	**Chronological by month from July, 1975 forward**
Retrieval Aids	**Targets (Bulletin accession number), guide**
Availability	**Collection is available on a subscription basis, with backfiles available from July, 1975 to the present.**

***Meets all archival standards for permanence, including those established by ANSI, BSI, ISO, and NMA.**

See the accompanying price list for details.

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MA85:J02

The Commonwealth of Massachusetts
State Library
George Fingold Library
State House, Boston 02133

FOR IMMEDIATE RELEASE

CONTACT: Gasper Caso
State Librarian
727-2592

STATE DOCUMENT DEPOSITORY LAW

Governor Michael S. Dukakis will visit the State Library on Tuesday, March 26, 1985 to celebrate the passage of the new state documents depository law (St. 1984, c. 412).

The Trustees of the State Library, State Librarian Gasper Caso, and Library staff will host a reception from 1:30 to 2:30 on that day at the State Library, Room 341, State House. The Library Trustees are: Senate President William Bulger, with Mr. John Cronin serving as his designee; House Speaker George Keverian, with Representative Marie Parente serving as his designee; Secretary of State Michael Joseph Connolly, with Dr. Ablert Whitaker serving as his designee; Ms. Frances Faletra; Ms. Virginia Bernard; Mr. E. William Johnson, and Mr. I. Albert Matkov.

Passage of the new law serves as formal recognition of the State Library's role in collecting, preserving and distributing Massachusetts state agency publications. The State Library, founded in 1826, was established as a repository for state documents and has the most complete collection in Massachusetts state documents in existence. In addition, the Library has distributed state documents to a network of state document depository libraries since 1975.

The Boston Public Library, Worcester Public Library, Springfield City Library, University of Massachusetts at Amherst, and the Library of Congress receive shipments of state documents from the State Library. Citizen access to state agency publications is ensured through this program of interlibrary cooperation.

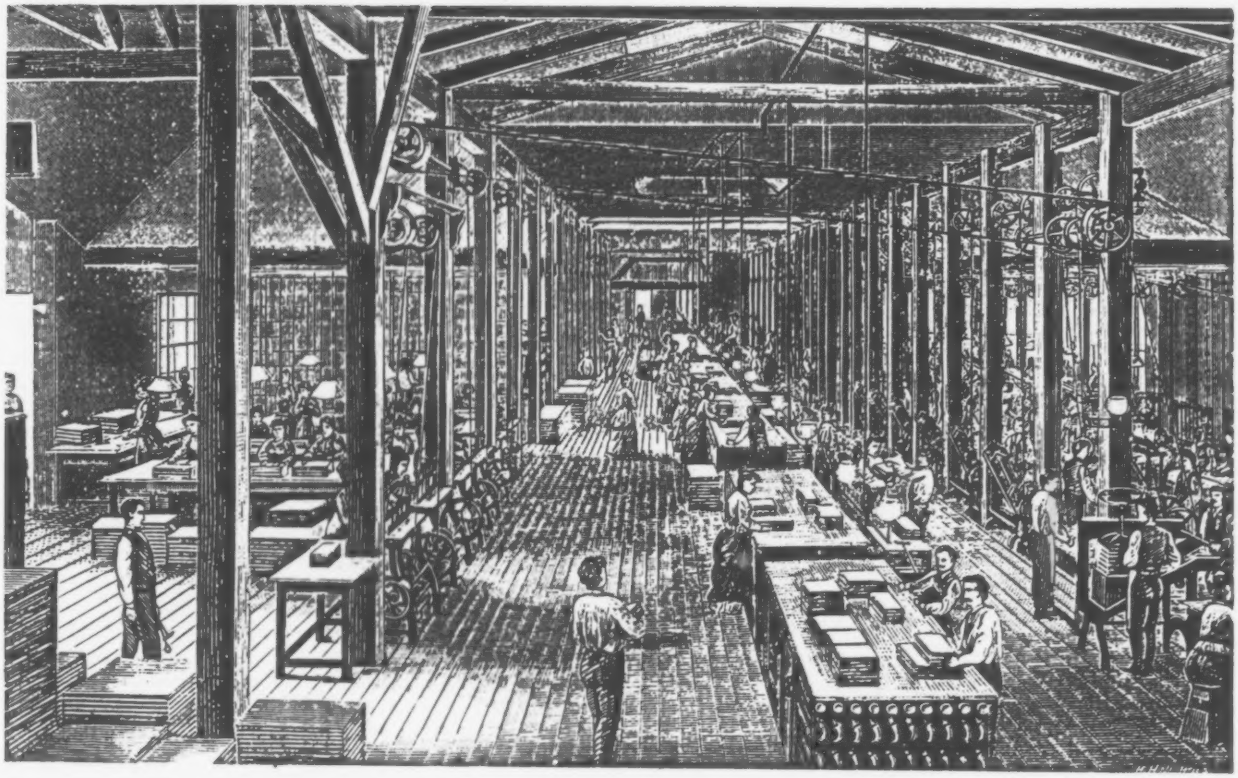
The State Bookstore represents another unit in this system of document distribution under c. 412. The new depository law includes the State Bookstore as a site for documents distribution as well. Bookstore staff will review documents to determine which documents should be reprinted and distributed in large quantities.

This system of interagency cooperation should prove highly effective in guaranteeing citizen access to state government information.

MN

MN84:H01

MINNESOTA STATE DOCUMENTS



A GUIDE FOR DEPOSITORY LIBRARIES

1042

MINNESOTA
STATE DOCUMENTS

AD HOC COMMITTEE
ON STATE DEPOSITORY DOCUMENTS

GOVERNMENT DOCUMENTS ROUND TABLE
MINNESOTA LIBRARY ASSOCIATION

A GUIDE
FOR DEPOSITORY LIBRARIES

OFFICE OF LIBRARY DEVELOPMENT AND SERVICES
MINNESOTA DEPARTMENT OF EDUCATION
SAINT PAUL 1984

1043

CONTENTS

Introduction ii

Statement of Purpose iii

1. Brief history of the depository system 1

2. How documents become depository documents 2

3. Preparing documents for use 5

4. Helping the user: access tools 9

5. Acquisition of documents in paper 13

6. Encouraging use 16

7. Weeding 18

Appendix A. List of depository libraries 19

Appendix B. List of state agency libraries 21

Appendix C. History of the LRL Checklist 22

Index. 23

INTRODUCTION

The Ad Hoc Committee on State Depository Documents of the Government Documents Round Table of the Minnesota Library Association has undertaken to write this first manual for the use of depository libraries in response to requests received during a survey of state depositories in the summer of 1982. This survey revealed confusion about the microfiche depository system and bibliographic access to it. Most manuals of this sort are produced by the statutory administrators of the depository system and are prescriptive in nature. Since Minnesota has no centralized direction and control for its depository system, this manual must of necessity be more empirical, describing the system as it presently exists (no easy task) and suggesting methods of handling the state depository collection and providing assistance its use. Lacking official requirements and guidelines we must rely on our professional standards and skills as librarians to open up this valuable resource to public use.

The Committee wishes to thank Linda Feist and Helen Whipple of the Legislative Reference Library, Steve Ordahl of the State Documents Center, Ron Johnson of the State Department of Administration's Printing and Mailing Division and Louis Pollari of the same department's Records Management Division for patiently answering our questions and even taking us on tours of their facilities. We are also grateful to Marilyn Lass, librarian of the Center for Minnesota Studies at Mankato State University, for carefully and thoughtfully reviewing the first draft and making many helpful suggestions. We particularly appreciate the kind offer of Bill Asp of Library Development and Services to publish our manual as a bona fide state document, thus allowing it to go through the very processes we have described herein.

Finally, we would like to encourage comments, suggestions, corrections and criticisms from readers and users of this manual. (Send them to Roz Jacob, St. Paul Public Library, 90 W. 4th St., St. Paul MN 55102.) We are hoping thereby to bring out a more authoritative secong edition in a few years' time

Minnesota Library Association GODORT
Ad Hoc Committee on State Depository Documents

Rosamond Jacob, Chair
Peggy Feldick
Leone Johnson
Karen Weikert

STATEMENT OF PURPOSE

The purpose of the state documents depository program, narrowly defined by the statute creating it, is to facilitate the public distribution of state publications. In a larger sense it helps make available to the people of Minnesota the record of Governmental activities and the information gathered during the course of these activities. This information can be for practical use, historical record or research and study. The depository system is an affirmation of the public's right to know how their government is being operated and to share in the results, in the form of information, which come from the expenditure of their tax dollars. In turn, the role of the state depository libraries is to provide the organizational and reference skills necessary for ensuring the availability and accessibility of this important resource for the citizens of the state of Minnesota.

1

BRIEF HISTORY OF THE DEPOSITORY SYSTEM

The beginnings of Minnesota's depository system go back to 1905 when the University of Minnesota was designated a depository of all books, pamphlets, documents, maps and other works published by or under the authority of the State of Minnesota. More than forty years later the Minnesota Historical Society and the State Library were designated as additional depositories. The University was still to get one copy, but now could request more; the Historical Society was to receive three and send one to the Library of Congress (later this provision was changed to four or five and two); and the State Library (now the State Law Library) was to receive two copies and to accept the function of initiating and carrying out exchanges of documents with other libraries and other governments. (The State Law Library now limits its exchanges to sets of the Minnesota Statutes.) In 1963 the doors were opened to the larger community and the list of depositories was expanded to include public libraries of cities of the first class and libraries of state colleges (later changed to state universities). Some time after that date community college libraries and one private library were added to the list by undocumented agreement.

In the early 1970's a wholly separate set of provisions in State law established the Legislative Reference Library as a "depository of all documents published by the state" and stipulated that agencies required to submit reports to the Legislature must send ten copies to the Legislative Reference Library. The Legislative Reference Library was also given the job of producing a checklist of these documents and distributing this list to state legislators for their ease in identifying and requesting needed documents. Out of the combination of these two elements - the simple distribution system and the attempt to serve the Legislature - with the considerable help of cooperative state officials and concerned members of MLA's Government Documents Round Table, the depository system as we know it has evolved.

For many years designated depositories were sent a monthly parcel of miscellaneous paper documents representing only a small number of the documents published by the state and its agencies each year. In 1980 documents librarians, who had forgotten discussions held four years earlier about the desirability of a microfiche depository program, were surprised to receive the first monthly shipment of documents on microfiche. These shipments proved to be much more inclusive of the universe of state documents than were the earlier depository shipments, and since that time there has been continuous improvement in timeliness and coverage.

The LRL Checklist, which started out in 1974 as a simple mimeographed list, went through a major metamorphosis in 1980, becoming a relatively sophisticated computer-produced register with author, subject and title indexes. As the Checklist comes to grips with the normal problems attendant upon a new and more highly technological method of production, and as the depository system improves its coverage, depository libraries are at last finding they can offer their users respectable access to state documents.

Problems and future needs.

These improvements in the system have come despite serious obstacles. In contrast to many states which have clear-cut depository laws and an agency - such as a state library - charged with the responsibility for the operation of a state depository system and empowered to promulgate rules, guidelines and the like, Minnesota has developed a system based on fragmentary legal authority and few, if any, rules. It is held together principally by good will and cooperation between the various state agencies - for all of whom the depository program is no more than a minor side issue when compared with their major missions. The system's greatest need is for some form of unified management and direction, by one agency, which will take responsibility for the functioning of the system and its development. There is also no provision for the financial support of the system. State agencies pay for the documents and their filming, depositories pay for the postage and handling of the shipments, and bibliographical access is a byproduct of a publication really produced for another purpose. Unfortunately, while this essential publication is free to all legislators in the state, it costs depository libraries $55.00 if they want to receive a subscription to it in paper.

2 HOW DOCUMENTS BECOME DEPOSITORY DOCUMENTS

What follows is a somewhat simplified description of the process by which state documents are produced, microfilmed and sent to depository libraries. We have thought it valuable to describe this process primarily because, as we have said above, there is no one agency in charge and it is sometimes necessary for the user to know details of the process to understand what has gone wrong or why a document may be missing.

Printing

Most state publications (with the exception of some produced outside the capitol area and a few exempt categories) must be printed by, or at least through, the Printing and Mailing Services Division (PMS) of the State Department of Administration. PMS may be consulted early in the documents creation process on questions of cost, design, etc., and, if the publication is intended to be sold by the State Documents Center, officials of the State Register and Public Documents Division (also under the State Department of Administration) may also be consulted. Usually the document is sent - ready for publication - in some cases in camera-ready copy - to PMS. Here specification writers decide whether the document can be produced in-house or should be printed by outside private sector sources because of requirements for color, size and format.

Specifications for publications to be printed outside are sent to the Procurement Division of the State Department of Administration where they are sent out for bid. From that point on they are monitored by the issuing agency and thus have more chance of escaping the net of the depository system. In-house publications are printed, collated and bound by various processes in the PMS print shop. When the publications leave the shop a sample copy follows the job ticket through the billing process and then the sample is placed in a box routinely sent to the Legislative Reference Library every two weeks or so.

Role of LRL - Collecting.

Ideally, issuing agencies send ten copies of all their publications as soon as they receive them to the Legislative Reference Library. In practice the Library has to keep one person busy encouraging the mandatory deposition of documents by comparing the contents of the sample box sent from Printing and Mailing Services with publications received directly from agencies and by monitoring various sources of state information, such as newsletters, etc., and requesting documents as they are mentioned. In some cases only one copy of a publication is available to be sent. A strong effort is made to gather all publications issued.

Role of LRL - Cataloging.

The next priority is cataloging the documents which fall within LRL's cataloging guidelines. Certain items not considered to be state documents at all are put aside. Some categories of documents (hearings, rules, opinions, etc.) do not receive full cataloging. These documents were listed until 1984 in the grey pages at the back of the Checklist and are not filmed. Documents over 18 months old are cataloged but not filmed, and the catalog record is not included in the tapes from which the Checklist is produced. Documents meeting the guidelines are cataloged and input into OCLC. Although there is no officially designated agency for cataloging state documents, LRL does in fact virtually all the original cataloging of state documents because they receive them earlier than other libraries.

Role of LRL - the Checklist.

Once a month OCLC sends a tape of LRL's records directly to Mankato State University for inputting into PALS, the State University's online catalog, and for production of copy for the LRL Checklist. The tape includes the catalog records of LRL's own collection - among them the records of the older documents mentioned above. These records go into the PALS system but not into the Checklist. The Checklist is printed by a commercial printer from a printout supplied by Mankato State and disbributed free to Legislators. Some copies are purchased directly from the printer by the Documents Center for their paid subscriptions. Because of the nature of the publication process, documents which have to be recataloged because of cataloging errors will appear more than once in the Checklist. The latest entry is the correct one.

Role of LRL - Preparing documents for microfilming.

After cataloging, the cataloged copy goes to LRL's shelves and one of the extra nine copies goes into a box which will be sent to the Micrographic Services Unit (MSU) of the Records Management Division of the State Department of Administration. The remaining eight copies are kept for filling legislators' requests. (This is the explanation of the note often seen in Checklist entries, which has bewildered many librarians: AVAILABLE FOR LOAN ONLY. It is a message intended only for legislators and means that the Library has no copies to give away. If only one copy was obtained, the cataloged copy itself is put into a separate box destined eventually for MSU and put where the documents within can be used until there are enough documents to fill the box.

When either box is full a clerk prepares the documents for filming by removing staples and bindings and preparing a Telex punched tape of the microfiche header copy, including, in the following order, Documents number, title, author/agency and date of publication. This information is taken from the title page and there is no provision for consistency of form of title or issuing agency. A law passed in 1983 requiring the presence of certain information on title pages of documents should help to alleviate some of the current problems with inadequate header information. When all of this is done the box is ready for delivery to MSU.

Role of MSU - Charging.

In the Micrographic Services Unit the header information printout goes to the Accounting Technician, who examines each item for the name of the agency responsible so that agency may be charged for the cost of filming. MSU, like the Document Center, is a totally self-supporting operation and everything they do must be charged. MSU has agreements with some agencies that their accounts may be charged more or less automatically for depository filming. Other agencies, especially some of the larger ones, require the submission of a list of titles for their approval. Sometimes these titles are not approved. In a few cases the issuing agency cannot be identified, either from lack of information in the document or because the agency is no longer in existence. If an item cannot be charged it is not filmed for depositories but only for the Legislative Reference Library, which has agreed to pay for its own copies. MSU lists the numbers of these documents at the end of each depository shipping list under the heading: NOT FILMED FOR THE DEPOSITORIES.

Other documents not filmed

It should be noted that some documents, mostly those from peripheral institutions such as the university of Minnesota, the Metropolitan Council and other metropolitan agencies, regional commissions, area Vo-techs and MECC, are cataloged and listed in the Checklist but designated there as NOT FILMED. This is because issuing agencies have already indicated they will not pay for the filming of their materials. The Legislative Reference Library usually waits until the end of a budget year before they decide whether or not to film these. Apparently they are usually fil eventually for LRL. The result of these various policies is that there are quite a few items listed in the Checklist for which depositories will not receive documents.

Role of MSU - Microfilming.

Once the document's filming is charged the document is listed by document number and header title on a shipping list and filmed. The silver halide original is inspect for flaws and then diazo copies are made and collated for depository distribution. The collated microfiche are bundled and sent, once a month, with the shipping list, to the State Documents Center. Resolution of the microfiche is 42x.

Role of Documents Center - Distribution.

The State Register and Public Documents Division of the State Department of Administration is the state agency charged with distribution of depository documents. They maintain the list of depository libraries. When they receive the bundled fiche from MSU they photocopy the shipping list for each depository and package and mail the shipments. They keep track of their postage and handling expenses and bill each depository quarterly for these costs.

Role of MSU - Provision of sales copies of microfiche.

All documents filmed by MSU are available for purchase on microfiche. This includes documents received by depositories and documents not received by depositories for filmed for LRL. MSU retains the archival quality original microfiche and uses them for making requested copies. Since MSU cannot deal directly with the public, documents on microfiche must be ordered through the State Documents Center.

We have now gotten the depository shipments into your mail delivery. The rest of this manual deals with your part in this process

3 PREPARING DOCUMENTS FOR USE

Receiving and verifying shipments.

Depository libraries receive an envelope each month from the State Documents Center containing a shipping list and from 150 to 200 microfiche. The fiche are packed together in microfiche envelopes - many fiche to an envelope. Most documents take up less than a full microfiche sheet, however there are some which run on to two or more fiche sheets. Headers do not indicate how many fiche sheets per document.

The shipping list reproduces the header information from the fiche, listing document number, title, author, date and the number of fiche per document. [Fig. 1]

Figure 1.

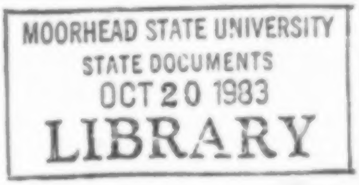
Document #	Title	# of Fiche
84-1027	RULEMAKING AUTHORITY GRANTED TO STATE AGENCIES BY THE 1984 LEGISLATURE/HOUSE OF REPRESENTATIVES. RESEARCH DEPT. MAY, 1984.	1
84-1028	EVALUATION OF STATE HUMAN SERVICE BLOCK GRANTS/ OFFICE OF THE LEGISLATIVE AUDITOR. PROGRAM EVALUATION DIVISION. JUNE, 1984.	1
84-1029	HIGH TECHNOLOGY IN MN: A DIRECTORY OF PROGRAMS, POLICIES AND SERVICES/GOVERNOR'S OFFICE OF SCIENCE AND TECHNOLOGY. MAY, 1984.	1

Remember that the header information is not bibliographically correct cataloging information, but merely a clerical read-off of information from the document's cover. Title and author may be listed differently in the LRL Checklist. At the end of each list is a line NOT FILMED FOR THE DEPOSITORIES, followed by a group of document numbers. These are documents that the Micrographic Services Unit could not get a promise of payment for filming.

Upon receipt of a shipment the microfiche and the shipping list should be compared to ensure that all documents listed for deposit have been received. If there are missing or defective microfiche, write or call the State Documents Center, 117 University Avenue, St. Paul, MN 55155 (612-297-2549) and request a replacement. Be sure to use both title and document number in your request.

Once it has been determined that a shipment is complete the microfiche should be arranged by document number and, if desired, each single document jacketed in a separate microfiche envelope. Microfiche can be filed unjacketed but are harder to use and to locate. The envelopes should be acid free (available from most library supply companies.) It is a good idea also to stamp the envelope with a library ownership stamp - preferably one which indicates date of receipt and depository status as well. [Fig 2]

Figure 2.



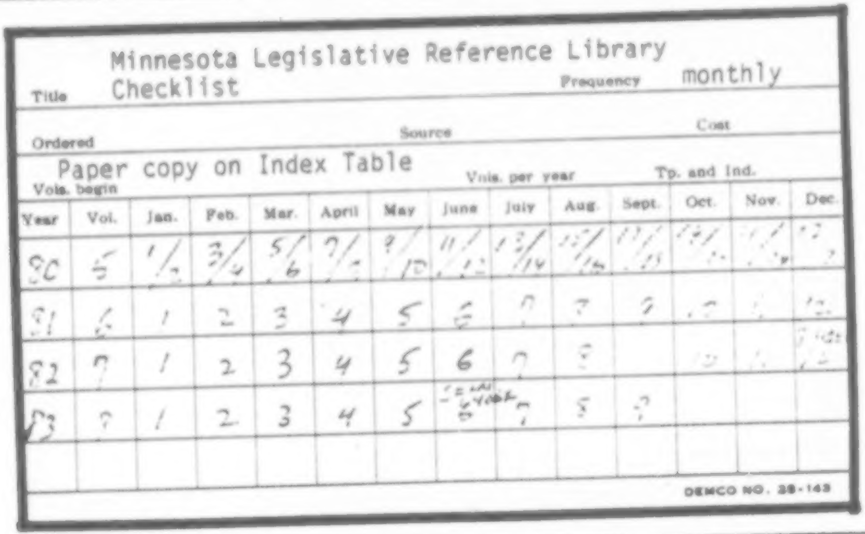
MOORHEAD STATE UNIVERSITY
STATE DOCUMENTS
OCT 20 1983
LIBRARY

Best practice suggests that stamping should be done with a stamp only used for fiche envelopes and acid-free ink should be used. Ink can be obtained free of charge from Preservation Office, the Library of Congress, Washington, D.C. 20540. The Preservation Office also recommends using a balsa wood stamp pad because the ink is very thick. Stamp pads can be purchased from Phillips Process Company, Inc., 192 Mill St., Rochester, N.Y. 14614. Minimum purchase is $5.00 so you may want to pool orders.

Checking in: Shelflists and holdings records.

A relatively small number of state documents are considered periodicals and given a number preceded by "P". These P numbers remain the same year after year. Most periodicals, with the exception of the LRL Checklist, are filmed only at the end of the year in which they appear -- those who care about them usually find it necessary to arrange to receive them in paper when published. P number documents can be checked in on an appropriate type of serials check-in card. [Fig.3]

Figure 3.



Title Minnesota Legislative Reference Library Checklist
Frequency monthly
Ordered
Source
Cost
Vols. begin Paper copy on Index Table
Vols. per year
Tp. and Ind.

Year	Vol.	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
80	5	1/2	3/4	5/6	7/8	9/10	11/12	13/14	15/16	17/18	[illegible]	[illegible]	[illegible]
81	6	1	2	3	4	5	6	7	8	9	10	[illegible]	12
82	7	1	2	3	4	5	6	7	8		[illegible]	[illegible]	[illegible]
83	8	1	2	3	4	5	[illegible] 6	7	8	9			

DEMCO NO. 28-143

Most microfiche have the regular Minnesota document number, which consists of the two last digits of the year and a number (i.e. 83-124 or 84-67). Numbers are assigned consecutively throughout the year. (Serials which are not designated "periodicals", such as annual or quarterly reports, etc., are not brought together but appear with the random document number given them when their turn came to be cataloged.) These documents should be checked in on some kind of record which

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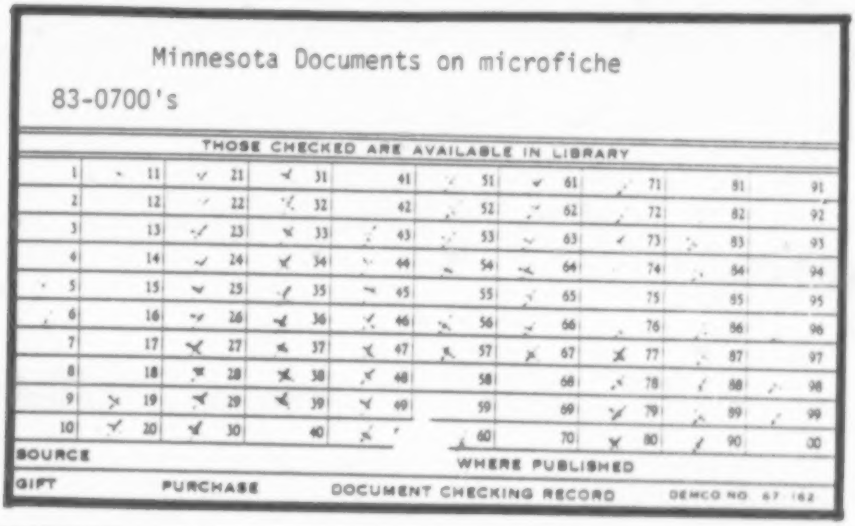
will show holdings. One of the simplest is a check-in card on which Minnesota document numbers are checked off. [Fig. 4]

Figure 4



Minnesota Documents on microfiche

83-0700's

THOSE CHECKED ARE AVAILABLE IN LIBRARY

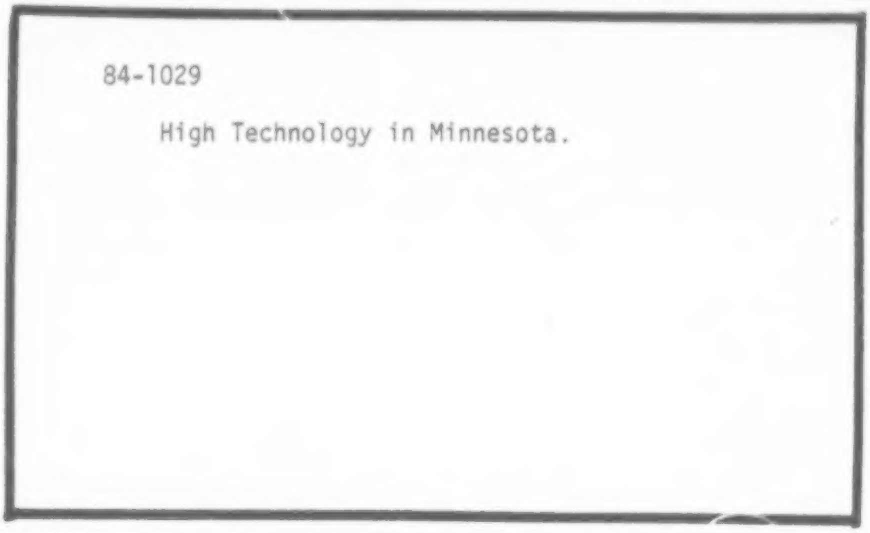
1	11	✓ 21	✓ 31	41	✓ 51	✓ 61	✓ 71	81	91
2	12	✓ 22	✓ 32	42	✓ 52	✓ 62	✓ 72	82	92
3	13	✓ 23	✓ 33	✓ 43	✓ 53	✓ 63	✓ 73	✓ 83	93
4	14	✓ 24	✓ 34	✓ 44	✓ 54	✓ 64	74	✓ 84	94
5	15	✓ 25	✓ 35	✓ 45	55	✓ 65	75	85	95
✓ 6	16	✓ 26	✓ 36	✓ 46	✓ 56	✓ 66	✓ 76	✓ 86	96
7	17	✓ 27	✓ 37	✓ 47	✓ 57	✓ 67	✓ 77	✓ 87	97
8	18	✓ 28	✓ 38	✓ 48	58	68	✓ 78	✓ 88	✓ 98
9	✓ 19	✓ 29	✓ 39	✓ 49	59	69	✓ 79	✓ 89	✓ 99
10	✓ 20	✓ 30	40	✓	✓ 60	70	✓ 80	✓ 90	00

SOURCE WHERE PUBLISHED

GIFT PURCHASE DOCUMENT CHECKING RECORD DEMCO NO. 67 162

A second format is a card file with an individual card for each document, listing the title and Minnesota Document number. [Fig 5]

Figure 5



84-1029

High Technology in Minnesota.

Some libraries are using the shipping lists in place of individual cards, and others check in the documents next to the entry in the LRL Checklist. This latter method has the advantage of showing users which documents in the Checklist the library received, but would be difficult to correct after weeding. We suggest that libraries which catalog some or all of their documents may want to record the OCLC number on whatever form of holdings record is used - again for ease of adjusting records after weeding

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Other libraries use a combination of methods. For example, one library uses a check-in card to indicate holdings, but does not shelve documents for public use until the record for that document actually appears in the LRL Checklist. In a few cases a record will never appear.

Storage of microfiche.

Storage in a microfiche cabinet is the preferred method. Such cabinets come in many sizes and designs. For purposes of estimating needs there is a general rule of thumb that says you can figure 62.3 fiche to an inch. The Government Printing Office has estimated that an inch of diazo microfiche housed in envelopes, one fiche sheet per envelope, squeezed finger-tight and measured at the maximum thickness point is 56 fiche. If sheets are packed two per envelope the figure is 43 envelopes with 86 microfiche. They estimate the weight of the former at 8.5 ounces and the latter 11.5 ounces. There are many differing estimates of this, probably because even diazo microfiche vary in thickness, so you may want to make your own estimates. You will probably find that with judicious weeding (see Chapter 7) you will be able to get along with one microfiche cabinet for many years. The Micrographic Services Unit suggests that storage temperatures not exceed 70° F and humidity not exceed 40% for best preservation of the microfiche, but many depositories cannot meet these desired standards.

Organization of Minnesota documents, and cataloging.

State and local documents, paper and fiche, can either be integrated into the library's general collection or be maintained as a separate collection, most likely arranged by Minnesota document number. If integrated, monographs need to be cataloged and periodicals added to the library's periodical record. Some libraries place some microfiche in the library's main collections, either cataloged or occasionally in a vertical file. Attractive microfiche holders may be purchased to enable a microfiche or set of microfiche, to be shelved with a collection of paper materials. Wherever the fiche are placed, however, their location should be noted on whatever form of shelflist or holdings record is used.

Many libraries are now cataloging at least some of the state document microfiche, even those left in a separate documents collection, and including them in the library' main catalog. Besides access on PALS, discussed in Chapter 4, Minnesota microfiche documents can be accessed on OCLC. Entries can then be established in the COM or card catalog of the library. Catalogers sometimes are reluctant to catalog serials since, as explained above, each issue has been given a separate document number. However, general or open entries can be made with directions to see the documents department for holdings information. It is possible for the documents department then to maintain its own small file of Minnesota document numbers for each cataloged serial title, or users can be asked to use the LRL Checklist.

Another cataloging problem comes from relying on the information on the fiche header. This often disagrees with the OCLC entry, leading the cataloger to believe that the fiche is not on OCLC. This can be avoided by cataloging from the title page - or by waiting to send the fiche to be cataloged until you can get the OCLC number from the entry in the LRL Checklist. Then locating the record is a simple operation. If the library does not have OCLC, the LRL Checklist itself can be used to provide cataloging information.

State documents in paper may also appear in OCLC but many will not and will need original cataloging.

The writers of this manual strongly recommend that at least some cataloging be done. Minnesota documents are no different from other library materials in that if the public and the library staff do not know they exist, they will not be used. One person may know all about them, but that person can't be on duty at all public stations at all times the library is open. If some are cataloged, users or other librarians who never heard of state documents may be led to them by a general subject search of the catalog. In particular, if the library has OCLC, the benefits of cataloging should outweigh the effort.

4 HELPING THE USER: ACCESS TOOLS

LRL Checklist.

For documents not cataloged in your COM, card or on-line catalog, the principal access tool is the LRL Checklist. The Checklist began in June, 1974 as a simple typed list of state documents - unindexed - which was sent to legislators as a sort of current awareness service. The first subject index was produced in December, 1976 by cutting and pasting Checklist entries under broad subject categories. In the ensuing ten years it has developed into a computer-produced monthly index containing complete bibliographic information conforming to standard cataloging rules, with author, title and subject indexes in each issue - indexes which are cumulated semi-annually and annually. (For a list of volumes of the Checklist as issued both in paper and in microfiche from 1974 on see Appendix C.) Here is a sample main entry shown with all its index listings. [Fig. 6]

Figure 6.

MAIN ENTRY

```
84-0397 MLR
    Freeman, Iris C.
    The nursing home residents' guide to
      Minnesota medical assistance :
      eligibility and rights. [Minn. :
      Minnesota Board on Aging, 1983]
    44 p. ; 28 cm.
    "October, 1983." MINN. DOC. NO.
      84-0397.
    OCLC: 10399632
    1. Nursing home patients--Minnesota
      --Civil rights. 2. Medical
      assistance--Minnesota.
    I. Minnesota Board on Aging. II. Title
  MINN. DOC. RA412.5.U52 M63
```

AUTHOR INDEX

```
Freeman, Iris C.
    The nursing home residents' guide to
      Minnesota medical assistance :
      eligibility and rights.
    84-0397 MLR


Minnesota Board on Aging.
    The nursing home residents' guide to
      Minnesota medical assistance :
      eligibility and rights.
    84-0397 MLR
```

SUBJECT INDEX

```
MEDICAL ASSISTANCE--MINNESOTA.
    The nursing home residents' guide to
      Minnesota medical assistance :
      eligibility and rights.
    84-0397 MLR

NURSING HOME PATIENTS--MINNESOTA--CIVIL
      RIGHTS.
    The nursing home residents' guide to
      Minnesota medical assistance :
      eligibility and rights.
    84-0397 MLR
```

TITLE INDEX

```
The nursing home residents' guide to
      Minnesota medical assistance :
      eligibility and rights.
    84-0397 MLR
```

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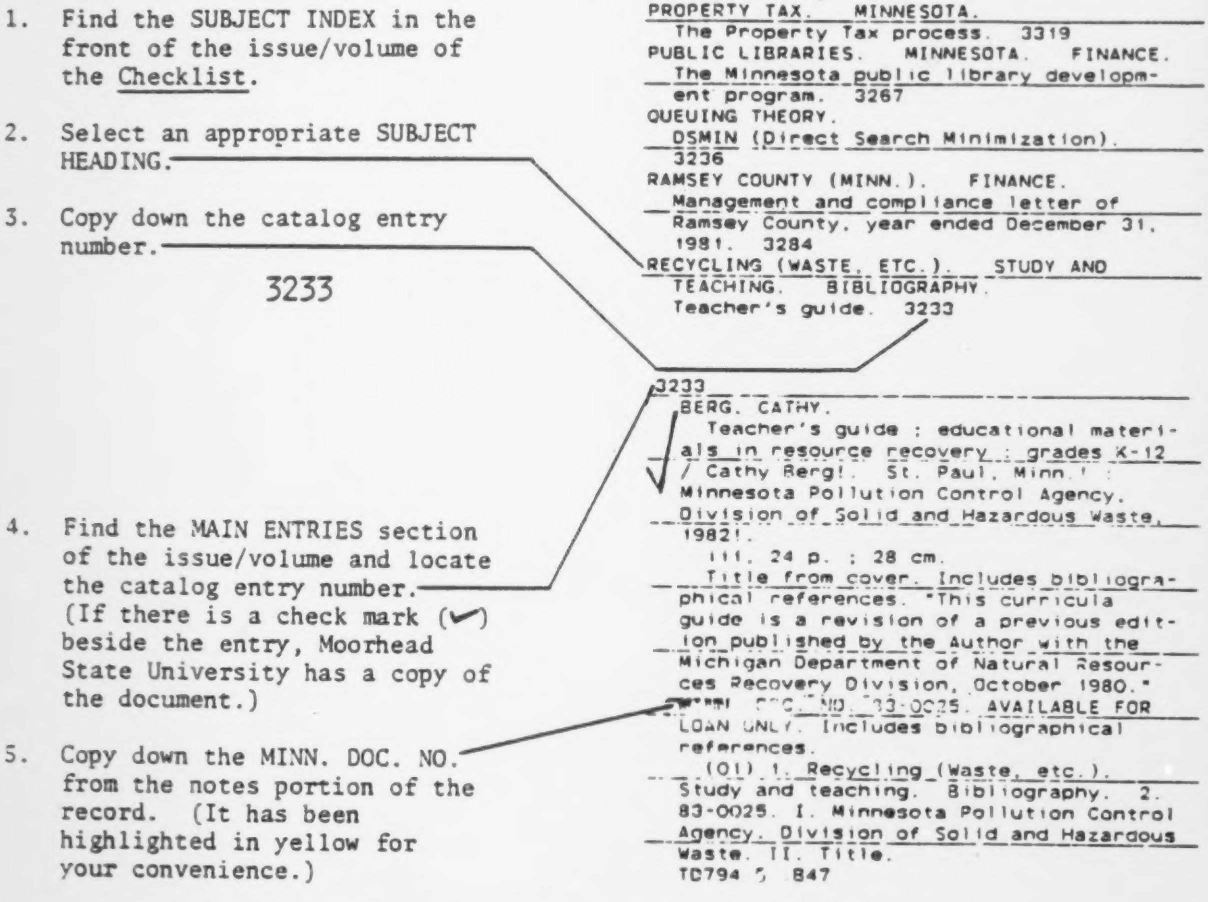
While there have been several notable hitches in the progress of the index cumulations, it is expected that the system will run smoothly from now on.

Since entries are listed in each monthly Checklist in Minnesota Document number order users may now go directly from an index entry to either the main entry for full bibliographical information or directly to the microfiche file itself. The same Minnesota document number which appears here and on the fiche also appears in PALS and OCLC records and even in the Library of Congress's Monthly Checklist of State Publications. From November, 1980 through December, 1983 another step in the process was necessary, since a separate system of numbers linked the index listing with the main entries. Searching for documents in the Checklist for this period can be facilitated by aids such as the following search guide developed at Moorhead State University. [Fig. 7]

Figure 7.



1. Find the SUBJECT INDEX in the front of the issue/volume of the Checklist.
2. Select an appropriate SUBJECT HEADING.
3. Copy down the catalog entry number.

3233

4. Find the MAIN ENTRIES section of the issue/volume and locate the catalog entry number. (If there is a check mark (✓) beside the entry, Moorhead State University has a copy of the document.)
5. Copy down the MINN. DOC. NO. from the notes portion of the record. (It has been highlighted in yellow for your convenience.)

rience study. 3335
PROPERTY TAX. MINNESOTA.
The Property Tax process. 3319
PUBLIC LIBRARIES. MINNESOTA. FINANCE.
The Minnesota public library development program. 3267
QUEUING THEORY.
DSMIN (Direct Search Minimization). 3236
RAMSEY COUNTY (MINN.). FINANCE.
Management and compliance letter of Ramsey County, year ended December 31, 1981. 3284
RECYCLING (WASTE, ETC.). STUDY AND TEACHING. BIBLIOGRAPHY.
Teacher's guide. 3233

3233
BERG, CATHY.
Teacher's guide : educational materials in resource recovery : grades K-12 / Cathy Berg!. St. Paul, Minn.! : Minnesota Pollution Control Agency. Division of Solid and Hazardous Waste, 1982!.
ill, 24 p. ; 28 cm.
Title from cover. Includes bibliographical references. "This curricula guide is a revision of a previous edition published by the Author with the Michigan Department of Natural Resources Recovery Division, October 1980." MINN. DOC. NO. 83-0025. AVAILABLE FOR LOAN ONLY. Includes bibliographical references.
(01) 1. Recycling (Waste, etc.). Study and teaching. Bibliography. 2. 83-0025. I. Minnesota Pollution Control Agency. Division of Solid and Hazardous Waste. II. Title.
TD794.5 .B47

The Checklist in the form in which it existed before November, 1980 will seldom be used nowadays if it can be avoided because of its lack of any index other than a broad subject one. State University libraries will be able to locate and verify earlier documents through PALS (see p.) and other libraries may purchase the forthcoming microfiche version of the Legislative Reference Library's own catalog which includes state documents published since 1974.

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From the beginning there have been complaints of incomplete coverage of state documents both in the depository shipments and in the Checklist. The ultimate cause of this - the fragmented responsibility for managing the depository system - has been described in detail in Chapter 2. It is to be expected that some state documents will be missed altogether by the system. Possibly these are documents not printed through Printing and Mailing Services. Documents appearing in the Checklist but not in the depository set are now mostly tagged in the Checklist or on the shipping list as "not filmed". The reason why an occasional document appears in fiche but not in the Checklist remains a mystery. Anyone who can contribute toward solving it is urged to write the authors.

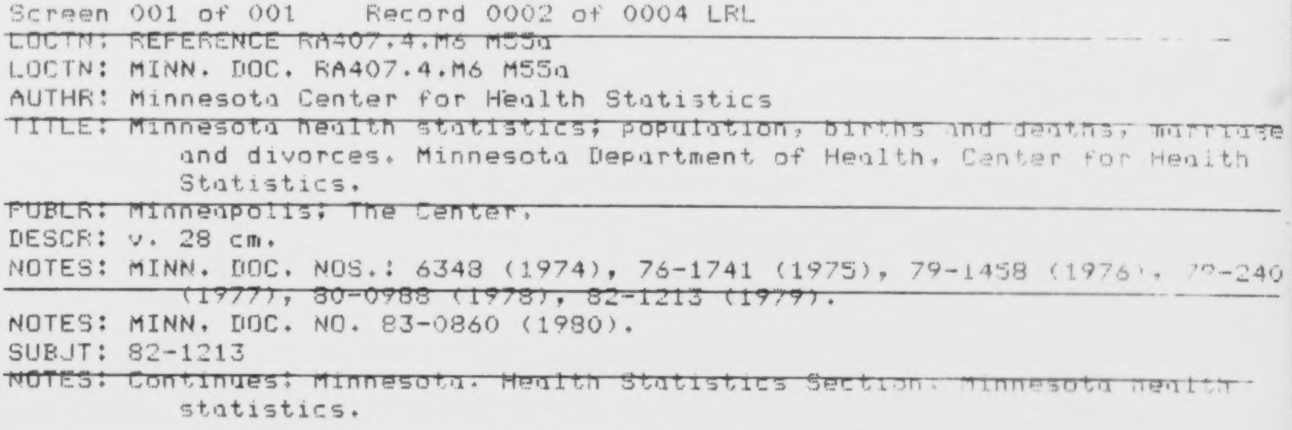
Although the depository shipments include a microfiche edition of the LRL Checklist, we strongly urge you to obtain a paper subscription to the Checklist, either by purchase from the State Documents Center or by asking your local legislators to pass on their used copies (most of which, we understand, are otherwise discarded.)

The paper Checklist can be left as is or separated into sections, punched and kept in a notebook. If the Checklist is bound, it is best to bring together all the main entries, discard the individual monthly indexes and bind the main entries with the cumulative indexes. A word of caution: there will be some overlap in document numbers between monthly main entry listings, since some entries are delayed in appearing or represent corrections. Those who have the older Checklists may bind them with whatever indexes cover their contents.

PALS (Minnesota State University System's Project for Automation of Library Services.)

The preferred method of locating Minnesota documents, for those who have access to it, is through the online PALS catalog. Although PALS is currently available only to the members of the state university system, Concordia College, North Dakota State University and the Legislative Reference Library, there have been discussions about extending it to other libraries around the state. The forthcoming microfiche catalog of LRL's holdings mentioned above is a byproduct of the PALS system. Following are two examples of Minnesota document monographic and serial records in PALS. [Figs. 8 and 9]

Figure 8



```
Screen 001 of 001    Record 0002 of 0004 LRL
LOCTN: REFERENCE RA407.4.M6 M55a
LOCTN: MINN. DOC. RA407.4.M6 M55a
AUTHR: Minnesota Center for Health Statistics
TITLE: Minnesota health statistics; population, births and deaths, marriage
          and divorces. Minnesota Department of Health. Center for Health
          Statistics.
PUBLR: Minneapolis; The Center.
DESCR: v. 28 cm.
NOTES: MINN. DOC. NOS.: 6348 (1974), 76-1741 (1975), 79-1458 (1976), 79-240
          (1977), 80-0788 (1978), 82-1213 (1979).
NOTES: MINN. DOC. NO. 83-0860 (1980).
SUBJT: 82-1213
NOTES: Continues: Minnesota. Health Statistics Section. Minnesota health
          statistics.
```

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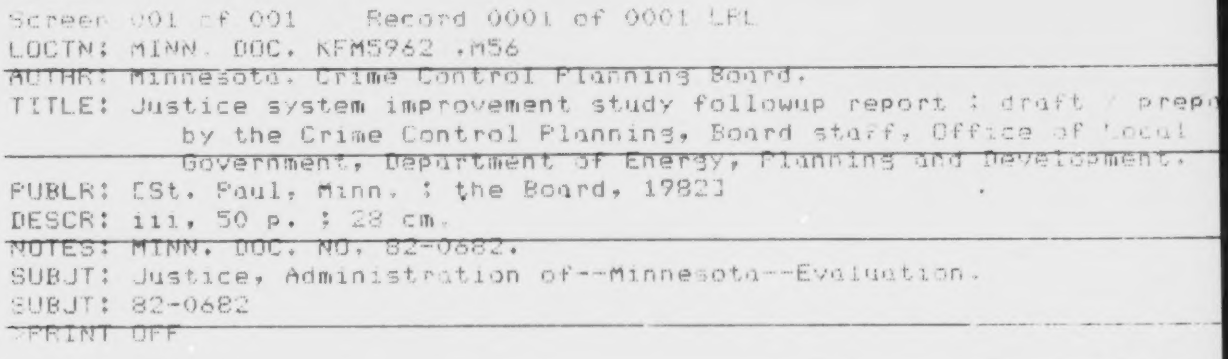
Figure 9



```
Screen 001 of 001    Record 0001 of 0001 LRL
LOCTN: MINN. DOC. KFM5962 .M56
AUTHR: Minnesota. Crime Control Planning Board.
TITLE: Justice system improvement study followup report : draft / prep
           by the Crime Control Planning, Board staff, Office of Local
           Government, Department of Energy, Planning and Development.
PUBLR: [St. Paul, Minn. : the Board, 1982]
DESCR: iii, 50 p. ; 28 cm.
NOTES: MINN. DOC. NO. 82-0682.
SUBJT: Justice, Administration of--Minnesota--Evaluation.
SUBJT: 82-0682
>PRINT OFF
```

Searching in PALS may be done by author, title, term, subject heading or any combination thereof. See Figure 10 for an example of PALS searching from Moorhead State University's guide on the subject.

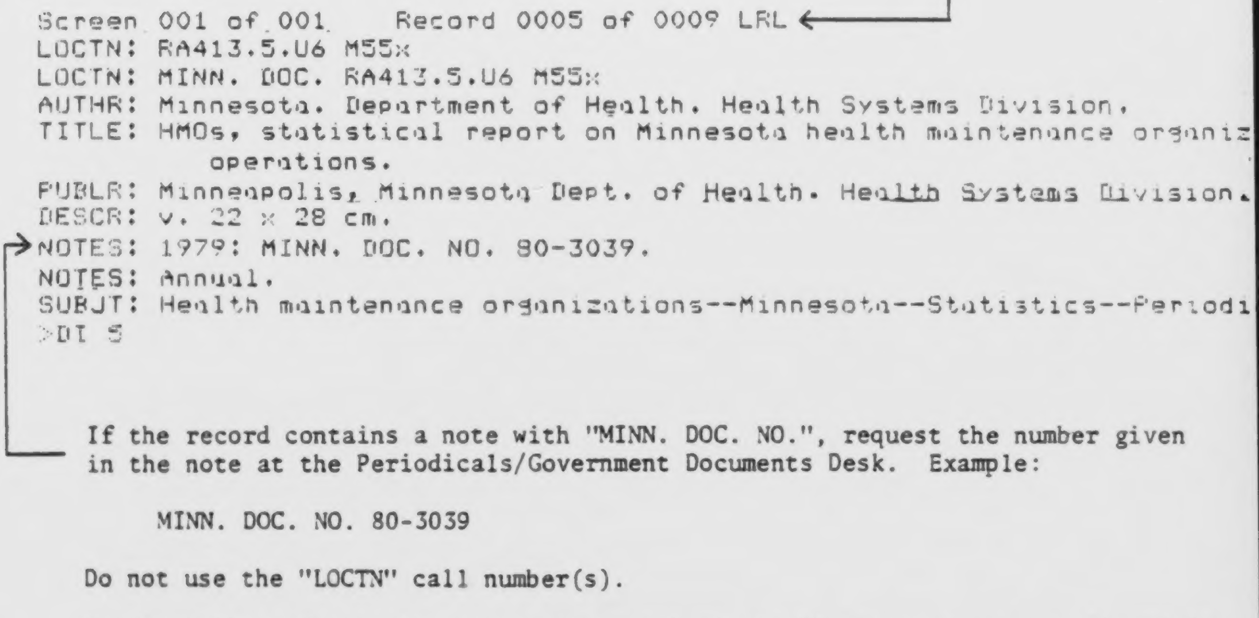
Figure 10.

I. The first method is to search the Minnesota Legislative Reference Library's collection in the online catalog. (You must search LRL's holdings in order to find the document number for material published from 1980 to date, because Moorhead State University is not currently cataloging Minnesota documents.)

Enter the search command, library symbol "LRL", search words. Example:

ST LRL HEALTH STATISTICS

The library symbol will appear at the end of the first line.



```
Screen 001 of 001    Record 0005 of 0009 LRL ←
LOCTN: RA413.5.U6 M55x
LOCTN: MINN. DOC. RA413.5.U6 M55x
AUTHR: Minnesota. Department of Health. Health Systems Division.
TITLE: HMOs, statistical report on Minnesota health maintenance organiz
           operations.
PUBLR: Minneapolis, Minnesota Dept. of Health. Health Systems Division.
DESCR: v. 22 x 28 cm.
→NOTES: 1979: MINN. DOC. NO. 80-3039.
NOTES: Annual.
SUBJT: Health maintenance organizations--Minnesota--Statistics--Periodi
>DI 5
```

If the record contains a note with "MINN. DOC. NO.", request the number given in the note at the Periodicals/Government Documents Desk. Example:

MINN. DOC. NO. 80-3039

Do not use the "LOCTN" call number(s).

Moorhead State University does <u>not</u> own all of the Minnesota documents listed in the LRL collection.

BEST COPY AVAILABLE

Monthly Checklist of State Publications.

Each month the Minnesota State Historical Society sends two copies of each Minnesota document it receives to the Library of Congress. They in turn, select documents to be listed in the Monthly Checklist of State Publications. Each entry includes issuing agency, title, date, place and pagination. [Fig 11].

Figure 11

- 5841 -

ENERGY DIVISION. Marketing home energy audits: you can lead consumers to a window but you can't make them caulk. St. Paul, 1983. 21 p.

- 5842 -

ENERGY DIVISION. Minnesota State plan to implement district heating: executive summary. Prepared for the U. S. Dept. of Energy. St. Paul, 1983. 1 sheet 10.5 x 15 cm. (microfiche)
83-0724.

Note that Minnesota Document numbers are given for microfiche entries. The Monthly Checklist is most likely be to used by librarians acquiring out-of-state documents, but its selectivity makes it useful within the state for librarians interested in suggestions for acquisition in paper or for items that may warrant cataloging. The Monthly Checklist lists periodicals separately in its June and December issues and provides somewhat tardy annual indexes.

Other finding aids.

Many libraries make their own finding aids. One library has a list of document numbers, each number with the LRL Checklist item number and the month it appeared in the Checklist (this record was particularly valuable before the change in the numbering system in 1984.) They have also created a separate subject catalog of cards with copies of the Checklist entries on the cards. We have mentioned elsewhere another library's file bringing together the document numbers of issues of serials. Academic libraries, in particular, will want to create guides and user aids such as those illustrated in this Chapter from Moorhead State University.

5 ACQUISITION OF DOCUMENTS IN PAPER

If you are interested in obtaining non-depository documents in paper, or paper copies of depository items, the following strategy may prove helpful.

Selection.

The various indexes to Minnesota state documents serve as ideal selection tools. It is a good idea to regularly scan the LRL Checklist and the Monthly Checklist of State Publications (See Chapter 4) to seek out new documents of note.

BEST COPY AVAILABLE

Another excellent source is the Statistical Reference Index published by the Congressional Information Service.

Many state agencies publish their own catalogs in addition to having their publications listed in the State Documents Center catalogs. Many of these catalogs list items which are not available through the Documents Center, and which may be obtained free from the issuing agency. It is worthwhile to get on as many mailing lists as possible. Some of these lists are:

Minnesota Crime Control Planning Board: Criminal Justice Publications.
Minnesota Historical Society: General Catalog and Catalog of Educational Services.
Metropolitan Council: Publications Directory and Metro Monitor.
Minnesota Geological Survey: List of Publications in Print.
Minnesota State Documents Center: Catalog and Minnesota Outdoors Catalog, Free Index of Minnesota Lake Maps, and Rules and Selected Laws Catalog.
Minnesota Department of Education: Catalog of Publications.
University of Minnesota Agricultural Extension Service: Publications Catalog.
University of Minnesota Immigration History Research Center: Publications Catalog.

Many new publications are mentioned in newspaper columns and articles in Minnesota journals. It is a good idea to regularly read through as many of these as possible. Also, ask others to keep an eye out for good titles.

Finally, remember that most documents listed in the LRL Checklist are available on interlibrary loan. Some documents may be photocopied for you if they are brief.

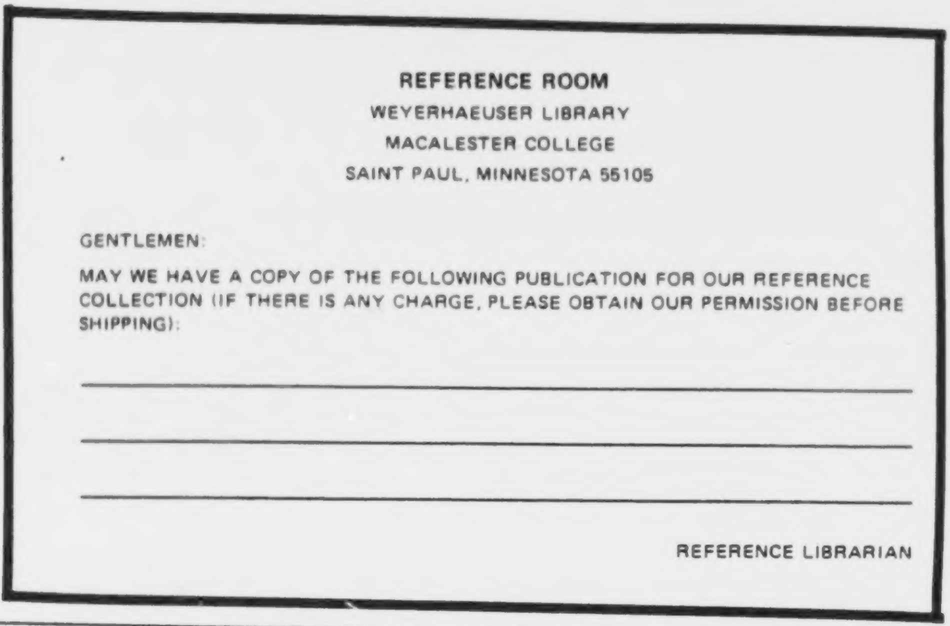
Obtaining free documents.

There are three ways to obtain free documents. The first is by calling the agency responsible for producing the document and asking for a copy. This can be a frustrating experience because often it is difficult to find out who in an agency has the document and would be willing to send it out. You can spend an inordinate amount of time on the telephone, and out-state callers probably won't want to do this. The great advantage of this method, however, if that by the time you have final found the source of the document you can make a request to be put on the permanent mailing list, if it is a serial, or to be notified of the publication of similar documents in the future.

The second way to obtain documents is to send a pre-printed postcard to the agency. This is the least painful way of dealing with the situation. Get a supply of postcards printed up, fill in the titles you need and send them off. [For examples see Figures 12 and 13.] For addresses and telephone numbers use the State Telephone Directory and the Minnesota Guidebook to State Agency Services as well as local telephone directories. You may wish to keep track of what you ask for in order to follow up on items not received.

The third method is to make annual or semi-annual visits to various agencies, identify yourself and pick up what you can. Many agencies are very willing to let you help yourself. It is wise not to abuse this privilege, however.

Figure 12



REFERENCE ROOM

WEYERHAEUSER LIBRARY
MACALESTER COLLEGE
SAINT PAUL, MINNESOTA 55105

GENTLEMEN:

MAY WE HAVE A COPY OF THE FOLLOWING PUBLICATION FOR OUR REFERENCE COLLECTION (IF THERE IS ANY CHARGE, PLEASE OBTAIN OUR PERMISSION BEFORE SHIPPING):

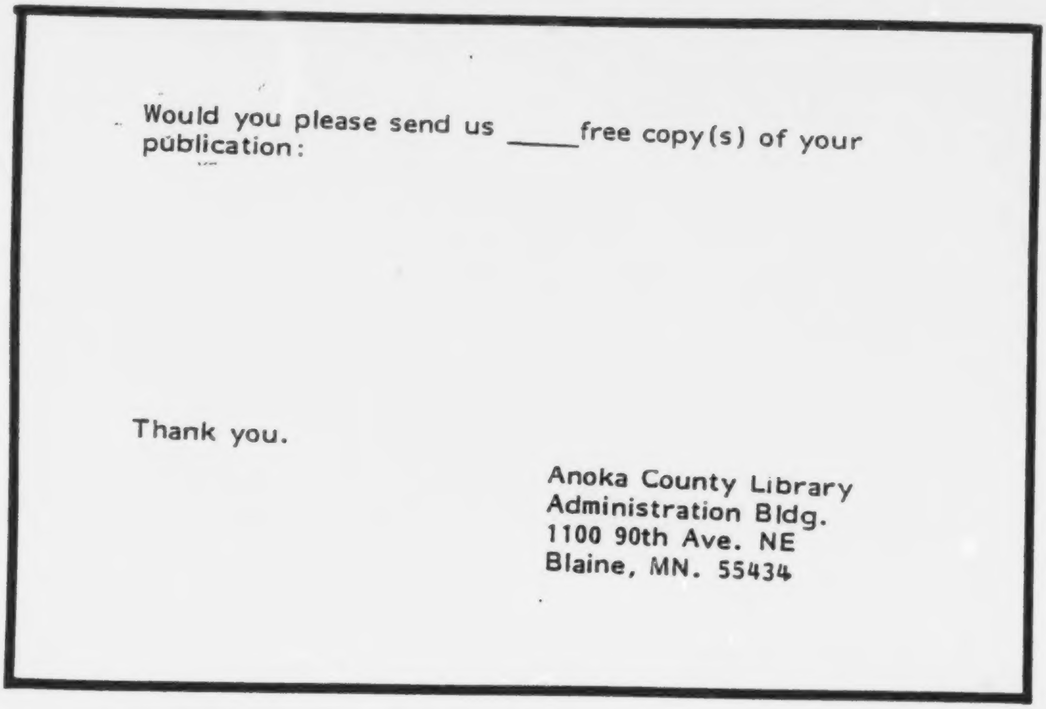
____

____

____

REFERENCE LIBRARIAN

Figure 13



Would you please send us _____ free copy(s) of your publication:

Thank you.

Anoka County Library
Administration Bldg.
1100 90th Ave. NE
Blaine, MN. 55434

Purchasing documents.

Paper and microfiche documents may be ordered from the Minnesota Documents Center, 117 University Avenue, St. Paul MN 55155 (612-297-3000 in the Metro area or 1-800-652-9747 toll free). Payment must accompany the order unless you wish to establish a deposit account or to charge your purchase on Master or Visa. It is easiest to order by consulting the Documents Center Catalogs mentioned above. Microfiche documents and some paper documents are not listed in the catalogs so it often pays to call or write and ask about availability. It is best to use the Minnesota Document number when ordering microfiche. Cost of paper documents appears in the catalog. Fiche cost $8.00 for the first fiche and 55¢ each for ensuing ones, plus a $1.50 handling charge, which applies as well to paper documents. Remember when considering order a document on microfiche that fiche to fiche copies often can be arranged for with another library which does own the fiche and the cost will be less. Also sometimes interlibrary loan requests will be filled with fiche which can be retained by the receiving library.

Locating and verifying elusive documents.

Remember that there are many libraries in state agencies and that librarians in these libraries may be able to help you track down hard-to-locate documents or may be able to suggest department experts who can help. A partial list of state agency libraries is included as Appendix B.

6 ENCOURAGING USE

One of the commonplaces about documents is that they are a valuable but underused resource. Documents librarians are always interested in remedying this situation.

To start with there are two steps you can take which will increase use of state documents right away and without a lot of continuous effort. One is to keep indexes and other access tools out with other Library indexes where users can find them on their own. The other, as we pointed out in Chapter 3, is to get at least some of the collection cataloged. A regular program of cataloging selected documents - there need not be many - will take little of your time (perhaps an hour a month selecting) and little of the cataloger's time as well, if you have access to OCLC.

The process which converts boxes or files of unused microfiche just taking up room into a well-used collection, will, first of all, take its cue from the attitude and knowledge of the library staff. The more you and other staff members use the collection, become familiar with the indexes and the documents and enthusiastically suggest use of both to library patrons, the more you will set the tone for your users. Spend some time actually finding out what sorts of documents are in the collection. If you aren't cataloging documents, consider making a little card file of some documents on subjects you know are of current interest: abortion and child abuse statistics, consumer information, peat, acid rain, hazardous waste disposal, or other subjects of particular concern to your patrons, etc. Suggest these to users looking for materials on those subjects. Tell them there are more where those came from!

Nothing communicates itself more quickly than an antipathy toward microfiche. Cheerful appreciation of the fiche (think of the good side - a larger collection, more space, less processing time, etc.) will rub off on your users. Students will accept the fiche most readily - older persons with bifocals may resist it - but practically anyone who needs what's on a microfiche will learn to use it gratefully once they are fully convinced you are not hiding a paper copy of the information somewhere.

This brings up the next hint for encouraging use. Even Pollyanna couldn't popularize a microfiche collection without a microfiche reader! Adequate workspace, comfortable seating, proper lighting, proximity of indexes and, at the very least, one microfiche reader are basic essentials. Preferably you should have at least two readers and a microfiche reader-printer. If your library really cannot afford a microfiche reader-printer and you have decided you can't raise the money by means of a bake sale or grant application, make it your business to locate one you and your patrons can use - if necessary through library networking. The best of libraries will purchase a portable fiche reader or two for checking out with the fiche. Such readers can be obtained for less than $200. There really is no reason for not allowing fiche to circulate if patrons have a way of reading them.

Spreading the word.

First, don't forget the rest of the library. Your best allies in publicizing the depository collection are your library colleagues, both in your institution and in other libraries in the vicinity. To begin with, they must know about your collection. Be sure state documents are included in your library's training programs, tours and courses, and be sure the depository collection is mentioned in all library use manuals and library signage. Get documents included in all interdisciplinary bibliographies. Academic librarians should consider developing a formal instruction program in the use of documents such as the one at Mankato State University. Programs like these help educate the faculty as well as the students.

Notify faculty members and other librarians about interesting new documents in their fields, send out notices to all of new documents of general interest. Publish a newsletter for other librarians featuring documents - you will find that documents make good copy - praise some and poke fun at others. Participate in affairs of the wider library community - meet with other state depository librarians and correspond with them - exchange user aids and publicity ideas.

Don't neglect specific local people who may have a need for your collection. First should be your state legislators and their local offices. Let them know you are a depository - they may been to use your services (and you may be able to use theirs), but more importantly your library will be an excellent place to which they can refer constituents in need of state information - point this out. Also contact local officials and their staffs - particularly any researchers, planners, administrative aides and others who have the job of assembling information. Contact local offices of state agencies - they may really need you. If you are near an affiliate of the State Data Center network get in touch with them - they may need the resources of a state depository, you may need some of their demographic information - and they might own a reader-printer in addition. Inform local non-profit agencies of the existence of your collection, as well as professional groups and local businesses.

When you have exhausted the possibilities for promotion in every other way, take on a really big challenge - the local papers and radio or TV stations. Try to get yourself interviewed if you are brave , or your copy used if you would rather write. You may not succeed, but it is fun trying, and you will find that you become even more fond of your collection as your sing its praises.

By the time you have gotten well into this program of increasing exposure you will be so busy serving new users that you may be forced to abandon your more heroic and hopeless efforts and rest on your laurels.

7 WEEDING

There are as yet no statutory requirements nor restrictive traditions about keeping state documents. In the past, depositories have discarded unwanted publications without ceremony or repercussions. This Manual's authors would suggest keeping the fiche at least five years - this is the mandatory retention period for most Federal depository documents - except for superceded or ephemeral materials.

A depository library has no control over which or how many documents are received so some libraries may have to weed before five years. If storage space is a serious problem some libraries may, at the time the fiche are received, immediately weed those fiche which are extremely unlikely to be used, for example, auditor's reports. Also, if you already have a paper copy of a document you may want to keep only one cop either fiche or paper.

If selective weeding is done, a record should be kept on the shipping lists, in the Checklist or in any other type of accession file that is kept, and changes must be made, of course, in the records of cataloged documents.

As in any other type of weeding, it is best to have a written policy, either a separate one for the state documents collection or a library/departmental one if it is applicable. Ideally, librarians will wait for several years of increased used of the state microfiche before making too many wholesale weeding decisions. You may be surprised how much your perception of the utility of individual documents changes as people become dependent on them and as you accumulate valuable backfiles of statistical and other series.

A LIST OF DEPOSITORY LIBRARIES

State Libraries

Minnesota Historical Society. 690 Cedar Street. St. Paul, MN 55101

Office of Library Development and Services. 550 Cedar Street. St. Paul, MN 55101

State Law Library. 117 University Avenue. St. Paul, MN 55155

Public Libraries

Duluth Public Library. 520 West Superior Street. Duluth, MN 55085

Minneapolis Public Library. 300 Nicollet Avenue. Minneapolis, MN 55401

St. Paul Public Library. 90 West 4th Street. St. Paul, MN 55101

Western Plains Library System. Attn: Bob Boese. Headquarters Library,
224 South 1st Street. Montevideo, MN 56265

Special Library

Hill Reference Library. 80 West 4th Street. St. Paul, MN 55102

University of Minnesota

University of Minnesota. Minneapolis Campus. Minneapolis, MN 55455

University of Minnesota. St. Paul Campus. 1984 Buford Street. St. Pual, MN 55108

University of Minnesota. Law Library. Minneapolis, MN 55455

University of Minnesota, Duluth. Duluth, MN 55801

University of Minnesota, Morris. Morris, MN 56267

University of Minnesota Technical College. Crookston, MN 56716

State Universities

Bemidji State University. Bemidji, MN 56601

Mankato State University. Center for MN Studies. Mankato, MN 56001

Moorhead State University. Moorhead, MN 56560

St. Cloud State University. St. Cloud, MN 56301

Southwest State University. Marshall, MN 56258

Winona State University. Winona, MN 55987

Community Colleges

Anoka Ramsey Community College. 11200 Mississippi Blvd. Coon Rapids, MN 55433

Austin Community College. 1600 NW 8th Avenue. Austin, MN 55912

Brainerd Community College. College Drive at SW 4th Street. Brainerd, MN 56401

Fergus Falls Community College. 1414 College Way. Fergus Falls, MN 56537

Hibbing Community College. 1515 East 25th Street. Hibbing, MN 55746

Inver Hills Community College. 8445 College Trail. Inver Grove Heights, MN 55075

Itasca Community College. 1851 E. 25th Street. Grand Rapids, MN 55744

Lakewood Community College. 3401 Century Avenue. White Bear Lake, MN 55110

Mesabi Community College. 9th Ave. and W. Chestnut St. Virginia, MN 55792

Minneapolis Community College. 50 Willow Street. Minneapolis, MN 55403

Normandale Community College. 9700 France Ave. Bloomington, MN 55431

North Hennepin Community College. 7411 85th Ave. N. Brooklyn Park, MN 55445

Northland Community College. Highway 1 East. Thief River Falls, MN 56701

Rainy River Community College. International Falls, MN 56649

Rochester Community College. Highway 14 East. Rochester, MN 55901

Vermillion Community College. 1900 East Camp Street. Ely, MN 55731

Willmar Community College. County Road 5, P. O. Box 797. Willmar, MN 56201

Worthington Community College. 1450 College Way. Worthington, MN 56187.

B LIST OF STATE AGENCY LIBRARIES

1. Attorney General. 102 State Capitol Building, St. Paul MN 55155
(296-8152)

2. Criminal Justice Program. 100 Capital Square Bldg. 550 Cedar Street,
St. Paul, MN 55101 (296-2771)

3. Economic Security. Office of Economic Opportunity, 690 American Center Bldg.
150 East Kellogg Blvd. St. Paul, MN 55101 (296-8810)

4. Energy Library. 980 American Center Bldg. 150 East Kellogg Blvd.
St. Paul, MN 55101 (296-8902)

5. Health. 717 Delaware Street, SE. P.O. Box 9441, Minneapolis, MN 55440.
(623-5091)

6. Historical Society. 690 Cedar Street. St. Paul, MN 55101 (296-2143)

7. Division of Archives and Manuscripts. 1500 Mississippi Street. St. Paul, MN
55101. (296-6980)

8. Interagency Resource and Information Center (IRIC) 501 Capitol Square Bldg.
550 Cedar Street. St. Paul, MN 55101. (296-6684)

9. Legislative Reference Library. 111 State Capitol Bldg. St. Paul, MN 55155
(296-8338)

10. Office of Library Development and Services. 440 Capitol Square Bldg.
550 Cedar Street. St. Paul, MN 55101 (296-2821)

11. Pollution Control Agency. 1935 West County Road B-2. Roseville, MN 55113
(296-7719)

12. Public Welfare. Oak Terrace Nursing Home. 14500 County Road 67. Minnetonka,
MN 55343 (934-4100 ext 237)

13. Senate Index. 231 State Capitol Bldg. St. Paul, MN 55155 (296-2887)

14. Transportation Library and Information Services Section. 26-A Transportation
Bldg. St. Paul, MN 55155 (296-2385)

15. Minnesota Zoological Gardens. Apple Valley MN 55124 (432-9010)

16. Minnesota State Law Library. 117 University Avenue. St. Paul, MN 55155
(297-2087)

C HISTORY OF THE LRL CHECKLIST

PAPER

1. June, 1974 - June, 1976 and Cumulative subject index.
2. July, 1976 - June 1977 (v. 1) and Cumulative subject index.
3. July, 1977 - June, 1978 (v. 2) and Cumulative subject index.
4. First Serials Supplement, 1978.
5. July, 1978 - December, 1978 (v. 3).
6. January - December, 1979 (v. 4).
7. Cumulative subject index, July,1978 - June, 1979.
8. Second Serials Supplement, 1979.
9. January - October, 1980 (v. 5) and Cumulative subject index.
10. November, 1980 - beginning of new format.
11. January - December, 1981 (v. 6) and Cumulative index July - December included in December issue.
12. Third Serials Supplement, 1981.
13. January - December, 1982 (v. 7) and Cumulative index January - December, 1982.
14. Serials Supplement, 1982.
15. January - December, 1983 (v. 8) and Cumulative indexes January - June and July - December, 1983.
16. January - 1984 - (v. 9).

MICROFICHE (Minnesota Document P187)

1. 1980 (v. 5, nos. 1-22 on two fiche).
2. 1981 (v. 6, nos. 1-6 on two fiche; nos. 7-12 each a separate fiche; index to nos. 7-12 in no. 12).
3. 1982 (v. 7, nos. 1-12 each a separate fiche; separate index, February - July).
4. 1983 (v. 8, nos. 1-12, each a separate fiche and indexes for nos. 1-6 and 7-12).
5. 1984 (v. 9).

INDEX

cataloging, 8-9, 16

check-in cards, 6-8

free documents, 14

holdings records, 6-8

ink, acid-free, 6

interlibrary loan, 16

Legislative Reference Library, 1
    cataloging, 3
    collection, 2-3, 4, 10

libraries
    depository, Appendix A, 19-20
    state agency, Appendix B, 21

LRL Checklist, 1, 9-11
    as a cataloging tool, 8
    as a holdings record, 7
    binding, 11
    cost, 2
    double entries, 3
    entries, 9-10
    "not filmed", 4, 11
    printing, 3
    search guide, 10
    volumes published 1974-84, Appendix C, 22

microfiche, see also state documents
    State Documents Depository System
    check-in cards, 6-8
    claiming, 5
    cost, 16
    distribution, 4
    envelopes, 5
        stamp and ink, 5-6
    headers, 3, 5, 8
    numbers, 6-7, 9-10
    purchasing, 4, 16
    readers and printers, 17
    shipping lists, 5, 7
    size, 4
    storage, 8

Minnesota Administration Department
    Micrographic Services Unit, 3-4
    Printing and Mailing Services Division, 2
    Procurement Division, 2
    State Register and Public Documents Division, 4
        State Documents Center, 4, 16

Minnesota documents numbers, 6-7, 9-10

Monthly Checklist of State Publications, 13

news media, 18

OCLC, 3, 7, 8, 10

PALS (Project for Automation of Library Services), 3, 10, 11-12

paper documents, 13-16

periodicals, 6

publicity, 16-18

serials, 6
    cataloging, 8

shelflists, 6-8

shipping lists, 5
    as a holdings record, 7

staff attitude, 16-17

stamp pad, 6

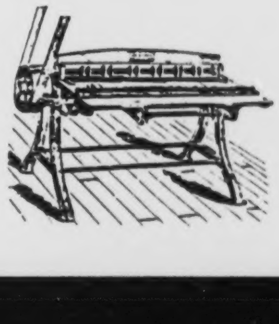
state documents, see also microfiche
    agency catalogs, 14
    cataloging, 3, 8-9, 16
    finding aids, 13
    free, 14-15
    microfilming, 4
    not microfilmed, 4, 5
    organization, 8
    paper copies, 13-16
    printing, 2

State Documents Center, 4, 16

State Documents Depository System
    history, 1
    law, 1
    libraries, Appendix A, 19-20
    problems, 1-2
    purpose, iii

Statistical Reference Index, 14

weeding, 18



MN89:J01

Legislative Reference Library Presents:

THE STATE
OF
THE STATE
DOCUMENT

1070

There are many answers to this question. Various definitions exist throughout Minnesota Statutes.

According to Minnesota Statute 3.302 Subdivision 3, the Legislative Reference Library will receive *all documents published* by the state. This statute defines a document as "any publication issued by the state, constitutional officers, departments, commissions, councils, bureaus, research centers, societies, task forces, including advisory task forces, or other agencies supported by state funds, or any publication prepared for the state by private individuals or organizations."

Minnesota Statute 15.18 presents a definition which pertains to state depository libraries. A document is defined as any book, journal, map pamphlet or report *issued for public distribution* by any department, agency or official of the state.

WHAT IS A STATE DOCUMENT?

1071

The Legislative Reference Library produces two current awareness publications which identify recent state documents.

MINNESOTA RESOURCES

– A selected list of current Minnesota state documents. Minnesota Resources contains brief entries arranged by broad subject category. Entries include: author, title, publisher, date, LC call number and our Minnesota document number.

FICHE LISTING

– A list that accompanies each microfiche shipment sent to depository libraries. The Fiche Listing provides quick access to titles included in the current depository shipment. Entries are arranged by document number, and include title, publisher, date and pagination.

These publications are available upon request. To be added to our mailing list, call 612-296-3398. The library provides copies of documents only to legislators and legislative staff.

1072

CURRENT AWARENESS TOOLS

The Legislative Reference Library produces two publications which provide access to Minnesota documents for research purposes.

LRL LIBRARY CATALOG

— A microfiche catalog of the entire collection at the Legislative Reference Library (not only state documents). Title entries contain full bibliographic information; author and subject entries do not. The LRL Library Catalog is arranged in dictionary format and is updated each January.

LRL CHECKLIST

— A microfiche publication which supplements the LRL Library Catalog. The Checklist is produced in March, June and September. Each issue is cumulative for the current year. Coverage is limited to state documents and the format parallels the LRL Library Catalog.

These publications are available upon request. To be added to our mailing list, call 612-296-3398.

The Legislative Reference Library is an OCLC member and a PALS participant. Our complete collection can be accessed through either of these online databases.

1073

RESEARCH TOOLS

TO OBTAIN A STATE DOCUMENT:

– Request a copy from the issuing agency.

– Purchase a copy from the Minnesota Documents Division. Selected titles are available for purchase. Contact the Division to receive their most recent catalog. (612-297-3000)

– Purchase a microfiche copy from the Micrographics Services Unit. Call for specific price and order information. (612-296-9708)

* * *

TO USE A STATE DOCUMENT:

– Visit the Legislative Reference Library. The library is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Documents circulate only to legislators, legislative staff and state employees (some restrictions may apply during the legislative session). Photocopy facilities are available.

– Visit a state depository library. For further information, contact any library listed on the next page.

1074

HOW TO OBTAIN COPIES

STATE DEPOSITORY LIBRARIES receive most documents issued by the legislative, judicial and executive branches of Minnesota state government. The Minnesota Documents Division is responsible for distributing microfiche depository shipments. Depository libraries include:

Anoka Ramsey Community College
Austin Community College
Bemidji State University
Brainerd Community College
Duluth Public Library
Fergus Falls Community College
Hibbing Community College
Inver Hills Community College
Itasca Community College
Lakewood Community College
Mankato State University
~~Marshall Southwest University~~
Mesabi Community College
Minneapolis Community College
Minneapolis Public Library
Minnesota Historical Society
Minnesota Office of Library Development
and Services
Minnesota State Law Library
Moorhead State University
Normandale Community College
North Hennepin Community College
Northland Community College
Rainy River Community College
Rochester Community College
St. Cloud State University
St. Paul Public Library
Southwest State University
University of Minnesota, Crookston
University of Minnesota, Duluth
University of Minnesota, Minneapolis
University of Minnesota, Morris
University of Minnesota, St. Paul
Vermilion Community College
Willmar Community College
Winona State University
Worthington Community College

1075

DEPOSITORY LIBRARIES

MS

1076

MS88:D01

MISSISSIPPI
LIBRARY COMMISSION
Serving the Information Generation

Post Office Box 10700
Jackson, Mississippi 39209-0700
(601) 359-1036

David M. Woodburn
Director

TO:

FROM: Mississippi Library Commission
Recorder of Public Documents
1221 Ellis Avenue
P.O. Box 10700
Jackson, MS 39209-0700

DATE:

SUBJECT: SIX-MONTHS CHECKLIST OF PUBLIC DOCUMENTS PRODUCED BY YOUR AGENCY DURING PERIOD____

SOURCES: Miss. Code Ann. Sec. 25-51-1 to 7 (1972 & Suppl. 1984)
STATE DEPOSITORY FOR PUBLIC DOCUMENTS HANDBOOK FOR STATE AGENCIES AND DEPOSITORY LIBRARIES (1985)

( ) No documents from your agency were received at the Mississippi Library Commission during this period. Please list and send.

( ) Send the Mississippi Library Commission 35 copies of all documents produced by your agency during this period, but not previously sent.

( ) See attached list for your agency publications received by the Recorder of Public Documents.

( ) List other publications by your agency not sent to the Recorder of Public Documents.

RETURN: THIS FORM, THE DOCUMENTS, AND DOCUMENTS LISTS BY________________________

TO: Mississippi Library Commission
Recorder of Public Documents
1221 Ellis Avenue
P.O. Box 10700
Jackson, MS 39209-0700

Board of Commissioners

Charles E. Sewell, Jackson, Chairman
Mrs. W. O. Benjamin, Fulton
Jack E. Harper, Jr., Indianola
Mrs. Malone Jackson, Pearl
Mrs. Gordon White, Bailey

TO: Mississippi Library Commission
Recorder of Public Documents
1221 Ellis Avenue
P.O. Box 10700
Jackson, MS 39209-0700

FROM:

SUBJECT: SIX-MONTHS CHECKLIST OF PUBLIC DOCUMENTS PRODUCED BY YOUR AGENCY DURING PERIOD ____________________

LIST OF AGENCY PUBLICATIONS RECEIVED BY THE RECORDER OF PUBLIC DOCUMENTS

1.

2.

3.

4.

5.

6.

( ) See attached list.

OTHER PUBLICATIONS NOT SENT TO THE RECORDER OF PUBLIC DOCUMENTS

1.

2.

3.

4.

5.

6.

( ) Please check here if no publications were printed during this period.

CLAIM NOTICE

MISSISSIPPI
LIBRARY COMMISSION
Serving the Information Generation

Post Office Box 10700
Jackson, Mississippi 39209-0700
(601) 359-1036

David M. Woodburn
Director

TO:

FROM: Mississippi Library Commission
Recorder of Public Documents
1221 Ellis Avenue
P.O. Box 10700
Jackson, MS 39209-0700

DATE:

SUBJECT: CLAIM NOTICE FOR STATE DOCUMENTS

SOURCES: Miss. Code Ann. Sec. 25-51-1 to 7 (1972 & Suppl. 1984)
STATE DEPOSITORY FOR PUBLIC DOCUMENTS HANDBOOK FOR STATE AGENCIES AND DEPOSITORY LIBRARIES (1985)

( ) The publication(s) of your agency listed below has/have not yet been received by the Mississippi Library Commission

( ) The publication(s) of your agency listed below was/were received in insufficient quantity for distribution to the depository libraries

( ) Please send ________ copies.

Please send routinely each publication issued by your agency as published.

We apprecieate your help in making the reports of the work of your agency available to the public through the depository program.

Board of Commissioners

Charles E. Sewell, Jackson, Chairman
Mrs. W. O. Benjamin, Fulton
Jack E. Harper, Jr., Indianola
Mrs. Malone Jackson, Pearl
Mrs. Gordon White, Bailey

MS88:H01

STATE DEPOSITORY FOR PUBLIC DOCUMENTS:
NDBOOK FOR STATE AGENCIES AND DEPOSITORY LIBRARIES

Revised
October 1985

Prepared by
Gerald Buchanan
Assistant Director for Library Operations

Mississippi Library Commission
P.O. Box 10700
1221 Ellis Avenue
Jackson, MS 39209

1080

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CONTENTS

Preface Page ii

Introduction Page 1

State Agency Responsibilities Page 4

Depository Responsibilities Page 7

Recorder of Public Documents Responsibilities Page 10

Mississippi State Government Publications Index Page 11

Six-Months Checklist Request Letter Page 12

Claim Notice Page 14

Outline of Mississippi State Documents (msdocs) Classification Scheme Page 15

Numerical Codes for Mississippi State Agencies Page 16

Depository Libraries for Mississippi State Government Publications Page 17

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PREFACE

This handbook is intended to aid state agencies, the Mississippi Library Commission, and the depository libraries in complying with the intent of the law setting up the depository system for state documents.

Its purpose is to answer as many questions as possible about the depository program: to define state documents, to describe the depository program, to detail the procedures of the depository program, to set standards for depository libraries, and to fulfill the intent of the law by making the largest possible number of state publications available to all Mississippians.

The willing cooperation of both state agencies and depository libraries is essential to the success of the depository program. The Library Commission thus wishes to express its appreciation to all agencies that have contributed to the accomplishment of the goal of the program, to seek their continuing assistance in making vital information available through the depository libraries, and to solicit the support of additional agencies for the depository program.

Questions about the depository program should be directed to the Recorder of Public Documents at 359-1036.

1082

INTRODUCTION

History

In 1966, the Mississippi Legislature established a depository system for state publications and created the position of Recorder of Public Documents in the office of the Secretary of State. The Recorder of Public Documents' responsibilities included the acquisition, distribution, and maintenance of an archival collection of publications by agencies of state government.

The legislation required state agencies to deposit with the Recorder of Public Documents sufficient copies of each publication for distribution to depository libraries and to provide at six months intervals a list of all agency publications.

In January 1967, the first list of publications arranged by agency was published, PUBLIC DOCUMENTS OF THE STATE OF MISSISSIPPI. Subsequent editions were published every six months through December 1974.

In 1975, the Legislature amended the depository program law to move the Recorder of Public Documents and the depository system to the Mississippi Library Commission. The transfer became effective July 1, 1975.

Planning was begun at that time to: (1) secure sufficient copies of each publication for distribution to depository libraries, (2) provide a subject index to documents, (3) secure more publications from more agencies, (4) begin systematic microfilming of documents, and (5) increase the frequency of mailing to depository libraries.

In 1977, the first edition of the keyword-in-context (KWIC) index to state publications was published. The MISSISSIPPI STATE GOVERNMENT PUBLICATIONS KEYWORD-IN-CONTEXT INDEX was published on a regular monthly schedule up through June 1985, with yearly and 5-year cumulations. Documents were mailed out monthly.

In July 1985, the KWIC index was discontinued and was replaced by the MISSISSIPPI STATE GOVERNMENT PUBLICATIONS INDEX. This index is the result of cataloging state publications in OCLC, an automated library network with cooperative cataloging which permits searching by system members nationwide. Inclusion in the OCLC data base gives national exposure for Mississippi state documents, providing bibliographic data and holding library locations. Mississippians also have direct access to this same information through the MISSISSIPPI UNION CATALOG.

In October 1985, plans were implemented to produce retrospective KWIC indexes for those items listed in the PUBLIC DOCUMENTS OF THE STATE OF MISSISSIPPI, bringing together in four 5-year cumulations all Mississippi state documents received by the Recorder of Public Documents from 1966 through June 1985.

Purpose

The purpose of the state documents depository program is to make available to students, researchers, and the general public the written results of state agencies' work and findings. It is an affirmation of the public's right to know how their government is being operated and how their tax dollars are being used. Almost all agencies are convinced of the value of the work they do or the services they offer and are thus eager to make the reports of this work or these services available for public use.

Frequently researchers investigating a particular topic or an individual pursuing a special interest can find the needed facts only in the publications of a government agency. The system of depository libraries is designed to make state government publications readily available to interested persons.

The philosophical basis for the depository program is that an informed citizen can make more intelligent decisions than one who in uninformed.

Copy of law

CHAPTER 51

State Depository for Public Documents

§ 25-51-1. Designation.

The Mississippi Library Commission shall be the state depository for the public records issued by any government agency for public distribution. The libraries of state agencies, public junior colleges, colleges, public universities and public libraries located in the state may also become depositories of these records, when designated as such by the director of the Mississippi Library Commission upon their written request to this effect.

SOURCES: Laws, 1975, ch. 347, § 1, eff from and after July 1, 1975.

§ 25-51-3. Agencies to furnish copies of documents.

All agencies of state government shall furnish to the director of the Mississippi Library Commission sufficient copies of each public document printed, and the director of the Mississippi Library Commission shall deliver to each depository as many as two (2) copies of each document requested. These records shall be made accessible by the depository receiving them to any person desiring to examine the same.

SOURCES: Laws, 1975, ch. 347, § 2, eff from and after July 1, 1975.

§ 25-51-5. Semiannual lists of public documents.

Each agency of state government shall furnish to the director of the Mississippi Library Commission semiannually a list of all its publications issued for public distribution, and the director of the Mississippi Library Commission shall make and furnish to each depository a duplicate copy of the same.

SOURCES: Laws, 1975, ch. 347, § 3, eff from and after July 1, 1975.

§ 25-51-7. Recorder of public documents.

A recorder of documents shall be appointed by the director of the Mississippi Library Commission in his office, whose functions shall be to administer the provisions of this chapter under the supervision of the director of the Mississippi Library Commission.

SOURCES: Laws, 1975, ch. 347, § 4, eff from and after July 1, 1975.

STATE AGENCY RESPONSIBILITIES

The law states "All agencies of state government shall furnish to the director of the Mississippi Library Commission sufficient copies of each public document printed..."

Definition of Public Document

A public document (and thus a depository document) is:

> Any item published by the state government, for the state government, or at state government expense, and which would be available without charge upon request from any person other than the employees of the producing agency, and which bears the imprint of any state government agency.

An agency of state government is:

> Any part of the Legislative, Executive, or Judicial branches, or any educational, eleemosynary, or other institution for which any funds are appropriated by the State Legislature.

There are five broad groups of state publications: Items that

1. Result directly from the process of governing, e.g., legislative journals, committee reports, bills, acts, laws, statutes, codes, judicial decisions, administrative regulations and codes, research reports and annual reports.
2. Are created for operational purposes, e.g., rules and regulations, lists of library materials.
3. Result from an agency's work, e.g., directories, maps, research reports, statistical compilations.
4. Are designed primarily to help individuals or groups in their private or business lives, e.g., safety bulletins, information sheets, farmer's or hobbyist's bulletins.
5. Are primarily for public relations purposes, e.g., newsletters, speeches, press releases.

Items that are produced for sale and whose continued publication depends upon revenue from subscription or sale are generally excluded from depository distribution. They are excluded even though they may be partially produced at state expense if a substantial source of their revenue is derived from subscription, membership dues, or advertising and if their continued existence depends upon this non-appropriated revenue. Examples of items excluded would be subscription journals, students newspapers, school yearbooks, etc. For archival purposes and future research, two copies of such publications shall be deposited with the Recorder of Public Documents.

Number of copies

Please send 35 copies. Agencies are expected to send sufficient copies for distribution to all depository libraries plus two copies for the permanent collection of the Library Commission. Currently, there are 31 state depository libraries and two out-of-state depositories (the Library of Congress and the Center for Research Libraries). Any change in the number of depository libraries will require a change in the number of copies needed.

Time to Mail or Ship

Please send documents immediately upon publication.

MLC Addresses

First class mail

Mississippi Library Commission
Recorder of Public Documents
P.O. Box 10700
Jackson, Ms 39209-0700

Packages, bulky mail, etc.

Mississippi Library Commission
Recorder of Public Documents
1221 Ellis Avenue
Jackson, Ms 39209

State hand mail

Mississippi Library Commission
Recorder of Public Documents
1221 Ellis Avenue
Jackson

Direct delivery

Mississippi Library Commission
Recorder of Public Documents
1221 Ellis Avenue
Miller Center (Corner of Ellis & Lynch)
Jackson

When necessary, the MLC courier can pick up documents at Jackson area offices. Call the Recorder of Public Documents at 359-1036 to arrange for this service.

1087

Direct Distribution to Depository Libraries

With prior approval of the Recorder of Public Documents, agencies may choose to mail documents directly to depository libraries. Items so mailed must be designated as depository copies. Two copies must be sent to the Recorder of Public Documents.

Six-months Checklist

The law requires each agency to provide the Library Commission with a semi-annual list of documents published in the preceding six months. The Library Commission is required to furnish depository libraries with a list of these publications.

The Library Commission requests for the semi-annual lists are mailed by June 15 and December 15 of each year. Included are forms showing the titles of documents received by the Library Commission and with space for additional titles published but not sent to the Recorder of Public Documents. These forms should be completed and returned within one month, by July 15 and January 15. Copy of requesting letter is on p.12. Copy of form showing titles on p.13.

The call number index of the MISSISSIPPI STATE GOVERNMENT PUBLICATIONS INDEX may serve as the MLC list for the depository libraries.

Claim Notices

Claim notices are sent to agencies for documents not received by the Recorder of Public Documents or for documents received in insufficient quantity. A copy of the claim notice in on p.14.

The Recorder of Public Documents checks various lists, newspapers, and other sources to identify documents published but not sent to the Recorder.

Requests for Non-depository Libraries

Because the Recorder of Public Documents receives only enough copies for distribution to depository libraries, requests for copies from non-depository libraries cannot be filled by the Recorder. Such requests are referred to the publishing agency.

Some agencies may choose to send to the Recorder more than 35 copies of certain documents with a written request that the extra copies be used to fill requests from non-depository libraries. The Recorder reserves the right to dispose of extra copies after a reasonable time.

DEPOSITORY RESPONSIBILITIES

The law states: "The libraries of state agencies, public junior colleges, colleges, public universities and public libraries located in the state may also become depositories of these records, when designated as such by the director of the Mississippi Library Commission upon their written request to this effect".

Criteria for Depository Designation

The purpose of the state documents depository program is to make available to all citizens the publications of state government. This availability requires considerations of geographical location, population distribution, and physical resources.

In keeping with the Long-Range Program for Library Development in Mississippi, designation of depository libraries is based on these criteria:

1. Geographic location - At least one and preferably two depository libraries in each Planning and Development District. The Southern Mississippi Planning and Development District is divided into Southern and Gulf Coast districts, the latter consisting of the six southernmost counties. Whenever possible, the two depository libraries shall include one academic and one public library in each district. Except for other valid reason, no more than two depository libraries shall be designated within one PDD.

2. Population distribution - When the population density so indicates additional depositories may be designated in a PDD.

3. Physical resources - The depository library shall have adequate space for the housing of the collection and the processing of new materials and sufficient personnel to assure organization and accessibility of the collection.

Standards for Depository Libraries

In addition to the above criteria for depository designations, depository libraries shall meet the following standards.

1. Space for depository collection shall be of the same quality as other areas of the library, with acceptable levels of comfort, lighting, temperature, ventilation, and noise control.

2. Space shall be adequate for the housing of the collection. All parts of the collection shall be readily accessible, preferably on open shelves.

3. The library shall record its accessions and provide at minimum a shelf list which shows the library's holdings and the call numbers or locations where they may be found.

4. The library shall adopt a standard classification system for precise indentification and location of materials requested by library users. The classification system adopted shall be optional with the library. Any document shall be available for public use within 10 days after receipt. The msdoc Classification Scheme is recommended for public libraries. See p.15 for an outline of the Scheme.

5. Collections shall be maintained in as good physical condition as other library materials.

6. The depository collection shall be open to any user for free use of depository publications whenever the library is open for public service.

7. All documents in public library depositories shall be available for circulation according to policies set by each depository. All items in each depository shall be available for interlibrary loan or photocopy without charge to other Mississippi libraries. Out-of-state interlibrary loan shall be governed by policies of each depository.

8. Depositories shall retain all documents at least three years, except that:

   a. Documents may be discarded when the information therein is obsolete and not needed for historical research (e.g., out-dated college catalogs; a new or revised edition is received).

   b. Documents may be discarded when the information is cumulated into a later document (e.g., monthly reports are merged into a quarterly, semi-annual, or annual report; bound volumes; or microfilm copies).

   c. Documents over three years onld may be discarded with discretion: that is, if the information is obsolete and if the document would be of no value to historical researchers or would be used so seldom that a copy borrowed on interlibrary loan would suffice.

9. At least one staff member with professional library training shall be assigned to duty as documents librarian, either part-time or full time depending on the size of the library and of the documents collection. Every staff member should be aware of the availability requirement in number 6 above.

10. Depository libraries shall respond promptly to surveys and other communications from the Recorder of Public Documents. The Recorder may make periodic visits to depository libraries to determine if standards are being met.

11. No partial selection of depository documents is possible. A depository must accept all items.

12. Depositories which cannot meet these criteria may choose to cease depository status. A written letter to that effect should be sent to the Recorder of Public Documents.

RECORDER OF PUBLIC DOCUMENTS RESPONSIBILITIES

The law states " A recorder of documents shall be appointed by the director of the Mississippi Library Commission in his office, whose functions shall be to administer the provisions of this chapter uder the supervision of the director of the Mississippi Library Commission".

Acquisition

The Recorder of Public Documents:

1. Receives state government publications for the depository program

2. Counts and records titles/copies received by agency

3. Notes insufficient copies and files claim notices

4. Files claim notices for titles verified as state publications but not received as depository items

Bibliographic Access

The Recorder of Public Documents provides bibliographic access by:

1. Classifying each title with msdocs Classification Scheme

2. Preparing the MISSISSIPPI STATE GOVERNMENT PUBLICATIONS INDEX

3. Maintaining the MLC shelf list and depository collection

4. Retaining one copy for an official permanent collection

Distribution

Distribution of documents is according to a set priority.

The United States Postal Service is used for shipping documents to libraries outside the Jackson area. Within the Jackson area, Hand Mail for state agencies and Infopass for other libraries are used.

Maintenance

1. Six-month checklist - In June and December, the Recorder is required to solicit from each agency a list of publications during the preceding six months.

2. Microfilming - Distribution of documents in microfilm is being held in abeyance. When funds and technology permit, the retrospective collection may be filmed and made available to all libraries. Monthly microform distribution is not deemed possible or desirable at this time.

MISSISSIPPI STATE GOVERNMENT PUBLICATIONS INDEX

The MISSISSIPPI STATE GOVERNMENT PUBLICATIONS INDEX lists documents cataloged at the Mississippi Library Commission including those added to the MLC collection as the State Depository for Public Documents Miss. Code Ann. Sec. 25-51-1 to 7 (1972 & Suppl. 1984).

Excluding ephemera, all documents are classified using the MISSISSIPPI STATE DOCUMENTS (msdocs) CLASSIFICATION SCHEME (2nd edition, 1985), cataloged in OCLC, and included in the MISSISSIPPI UNION CATALOG (MUC). An outline of the scheme and a list of Numerical Codes for Mississippi State Agencies are given on pages 15-16.

The MISSISSIPPI STATE GOVERNMENT PUBLICATIONS INDEX consists of three primary indexes (1) call number, (2) title, and (3) subject, and several supplemental indexes. The three primary indexes are duplicated from Accessions Lists produced by OCLC for items MLC cataloged in the OCLC data base. These three primary indexes along with the serials supplement provide full bibliographic data on each item. The supplements are produced at MLC to add additional information not included in the three primary indexes.

Primary Indexes

1. Call Number Index is arranged in msdocs classification number order. It is used, along with the supplemental indexes, as the shipping list. This index will be used as the list of publications issued by agency.

2. Title Index is arranged alphabetically by title. A depository library may elect to use this list as the shipping list instead of the call number index. (Would have to be used with the supplemental indexes.)

3. Subject Index is arranged alphabetically by each subject heading entered in OCLC.

Supplemental Indexes

1. Serials - Serials are listed in the three primary indexes only when cataloged for the first time. Only the msdocs classification prefix is given. Individual serial issues are listed in the Serials Supplement with the full msdocs classification number for the listed issue.

2. Ephemera - Ephemera are not cataloged in OCLC so must be appended to the index.

3. Previously Indexed Documents Received at MLC - Documents cataloged for other agencies but not in the MLC State Depository Collection are included in the three primary indexes and are flagged with a number sign (#). If any of these documents are received at MLC at a later time, they are listed in this supplement.

Frequency

At this time the Index is produced monthly, with no cumulation.

MISSISSIPPI
LIBRARY COMMISSION
Serving the Information Generation

Post Office Box 10700
Jackson, Mississippi 39209-0700
(601) 359-1036

David M. Woodburn
Director

TO:

FROM: Mississippi Library Commission
Recorder of Public Documents
1221 Ellis Avenue
P.O. Box 10700
Jackson, MS 39209-0700

DATE:

SUBJECT: SIX-MONTHS CHECKLIST OF PUBLIC DOCUMENTS PRODUCED BY YOUR AGENCY DURING PERIOD ______________________________

SOURCES: Miss. Code Ann. Sec. 25-51-1 to 7 (1972 & Suppl. 1984)
STATE DEPOSITORY FOR PUBLIC DOCUMENTS HANDBOOK FOR STATE AGENCIES AND DEPOSITORY LIBRARIES (1985)

( ) No documents from your agency were received at the Mississippi Library Commission during this period. Please list and send.

( ) Send the Mississippi Library Commission 35 copies of all documents produced by your agency during this period, but not previously sent.

( ) See attached list for your agency publications received by the Recorder of Public Documents.

( ) List other publications by your agency not sent to the Recorder of Public Documents.

RETURN: THIS FORM, THE DOCUMENTS, AND DOCUMENTS LISTS BY ______________________

TO: Mississippi Library Commission
Recorder of Public Documents
1221 Ellis Avenue
P.O. Box 10700
Jackson, MS 39208-0700

TO: Mississippi Library Commission
Recorder of Public Documents
1221 Ellis Avenue
P.O. Box 10700
Jackson, MS 39209-0700

FROM:

SUBJECT: SIX-MONTHS CHECKLIST OF PUBLIC DOCUMENTS PRODUCED BY YOUR AGENCY DURING PERIOD ______________________________

LIST OF AGENCY PUBLICATIONS RECEIVED BY THE RECORDER OF PUBLIC DOCUMENTS

1.

2.

3.

4.

5.

6.

( ) See attached list.

OTHER PUBLICATIONS NOT SENT TO THE RECORDER OF PUBLIC DOCUMENTS

1.

2.

3.

4.

5.

6.

( ) Please check here if no publications were printed during this period.

CLAIM NOTICE

**MISSISSIPPI
LIBRARY COMMISSION**
Serving the Information Generation

Post Office Box 10700
Jackson, Mississippi 39209-0700
(601) 359-1036

David M. Woodburn
Director

TO:

FROM: Mississippi Library Commission
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SOURCES: Miss. Code Ann. Sec. 25-51-1 to 7 (1972 & Suppl. 1984)
STATE DEPOSITORY FOR PUBLIC DOCUMENTS HANDBOOK FOR STATE AGENCIES AND DEPOSITORY LIBRARIES (1985)

( ) The publication(s) of your agency listed below has/have not yet been received by the Mississippi Library Commission

( ) The publication(s) of your agency listed below was/were received in insufficient quantity for distribution to the depository libraries

( ) Please send __________ copies.

Please send routinely each publication issued by your agency as published.

We appreciate your help in making the reports of the work of your agency available to the public through the depository program.

An Outline of
MISSISSIPPI STATE DOCUMENTS (msdocs) CLASSIFICATION SCHEME
(2nd edition, 1985)

a = alpha code / n = numeric code / x = variable length alpha/numeric

PREFIX		State agency code **plus** publication category (nnn.n: or nnnaa.n:)
	nnn	issuing State agency (3-digit numeric)
	aa	subdivision of State agency (2-character capitalized alpha) used only as needed for clarity
	.	end of agency code
	n	publication category (1- or 2-digit numeric) 1 - reports 2 - newsletters, periodicals 3 - handbooks, manuals, guides 4 - regulations, rules, instructions 5 - directories 6 - laws, statutes, etc. 7 - general publications 8 - catalogs 9 - bulletins 10 - ephemera (not cataloged in OCLC and not included in MUC)
	:	end of prefix
SUFFIX		Individual document and issue identification
monographs	nnnnnn	Year of receipt **plus** accession number
	nn	last 2 numbers of calendar year document received at MLC
	nnnn	4-digit numeric accession number, beginning with 0001 each calendar year
serials	aaxxxx	Serial title code **plus** issue identification
	aa	Serial title code (2-character alpha: 2 upper case letters=2-word reference; 1 upper case and 1 lower case=1-word reference)
	xx/xx	volume/number of issue (variable length) (example: 3/111)
(OR)		
	nnnnnnn	date of issue: year (last 3 digits), month (2 numeric digits), day (2 numeric digits) (example: 9850715)
(OR)		
	nnnaa	date of issue--seasonal: year (last 3 digits), season (2alpha characters: Wi = Winter; Sp = Spring; Su = Summer; Fa = Fall) (Example: 985Sp)
(OR)		
	nnnnq	date of issue--quarter: year (last 3 digits), quarter (1-digit numeric: 1, 2, 3, or 4), q for quarter) (example: 9851q)
(OR)		
	xx	number in series (variable length) (example: PS-22)
ephemera	nnn	Year of receipt
	nnn	last 3 digits of year received at MLC

EXAMPLES

MONOGRAPH:	473.1:850243	**Historic Preservation in Mississippi: a Comprehensive Plan.** Mississippi Dept. of Archives and History, 1975.
SERIALS:	245.2:Pk17/5	**The MLC Packet.** Mississippi Library Commission. Vol. 17, No. 5 (September/October, 1984)
	488.1:Re9850114	**Regular Meeting.** Board of Mississippi Levee Commissioners (January 14, 1985)
	211.2:OC985Sp	**On Camera.** Mississippi Authority for Eductional Television (Spring, 1985)
	671.1:EW9843q	**Mississippi Covered Employment & Wages.** Mississippi Employment Security Commission (Third quarter, 1984)
	473AS.1:AR11	**Survey and Excavation Along Archusa Creek.** Mississippi Dept. of Archives and History, Archaeological Survey. Archaelogical Report no.11 (1982)
EPHEMERA:	258.10:985	**Police Science Program** [flyer] Jackson State University (n.d.)

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NUMERICAL CODES FOR MISSISSIPPI STATE AGENCIES

021	Mississippi. Legislature. Joint Committee on Performance Evaluation and Expenditure Review.
025	Mississippi. Joint Legislative Budget Committee.
051	Mississippi. Supreme Court.
061	Mississippi. State Law Library.
071	Mississippi. Attorney General.
095	Mississippi Ethics Commission.
096	Mississippi. Commission on Judicial Performance.
101	Mississippi. Office of the Governor.
101DM	Mississippi. Office of the Governor. Division of Medicaid.
101FS	Mississippi. Office of the Governor. Federal-State Programs.
101GS	Mississippi. Office of the Governor. General Services.
111	Mississippi. Secretary of State.
151	Mississippi. Office of the Auditor.
160	Mississippi. State Fiscal Management Board.
171	Mississippi. State Treasury Department.
175	Mississippi. State Depository Commission.
181	Mississippi. State Tax Commission.
201	Mississippi. State Department of Education.
201A	Mississippi. State Department of Education. Division of Administration and Finance.
201VT	Mississippi. State Department of Education. Board of Vocational and Technical Education.
214	Mississippi. State Department of Rehabilitation Services.
231	Mississippi School for the Blind.
232	Mississippi School for the Deaf.
241	Mississippi State Textbook Procurement Commission.
245	Mississippi Library Commission.
247	Mississippi. Authority for Educational Television.
248	Mississippi. Educational Finance Commission.
251	Mississippi. Board of Trustees of State Institutions of Higher Learning.
252	Delta State University.
253	Mississippi University for Women.
254	Mississippi State University.
254RD	Mississippi State University. Southern Rural Development Center.
255	University of Mississippi.
255MC	University of Mississippi. Medical Center.
255PP	University of Mississippi. Public Policy Research Center.
255SC	University of Mississippi. Center for the Study of Southern Culture.
256	University of Southern Mississippi.
257	Alcorn State University.
258	Jackson State University.
259	Mississippi Valley State University.
291	Mississippi. Junior College Commission.
301	Mississippi. Department of Health
323	Mississippi Health Care Commission.
351	Mississippi. Board of Trustees of Eleemosynary Institutions.
371	Mississippi. Department of Mental Health.
383	Mississippi. Board of Trustees of Children's Rehabilitation Center.
390	Mississippi. State Hospital Commission.
395	Mississippi. Hospital Reimbursement Commission.
401	Mississippi. Department of Agriculture and Commerce.
401EM	Mississippi. Department of Agriculture and Commerce. Egg Marketing Board.
401FA	Mississippi. Department of Agriculture and Commerce. Authority for the Control of Fire Ants.
401FC	Mississippi. Department of Agriculture and Commerce. Farmers Central Market Board.
401GI	Mississippi. Department of Agriculture and Commerce. Grain Inspection Services.
401LD	Mississippi. Department of Agriculture and Commerce. Lime Division.
401PI	Mississippi. Department of Agriculture and Commerce. Plant Industry Division.
401RP	Mississippi. Department of Agriculture and Commerce. Rice Promotion Board.
401SB	Mississippi. Department of Agriculture and Commerce. State Seed Board.
401SP	Mississippi. Department of Agriculture and Commerce. Soybean Promotion Board.
411	Mississippi Department of Economic Development.
421	Mississippi. Cooperative Extension Service.
422	Mississippi. Agricultural and Forestry Experiment Station.
427	Mississippi. Animal Health Board.
430	Mississippi Fair Commission.
441	Mississippi Research and Development Center.
443	Mississippi. Gulf Coast Research Laboratory.
447	Mississippi. State Chemical Laboratory.
448	Mississippi. Forest Products Utilization Laboratory.
451	Mississippi. State Forestry Commission.
468	Mississippi Department of Wildlife Conservation.
468FW	Mississippi Department of Wildlife Conservation. Bureau of Fisheries and Wildlife.
468MR	Mississippi Department of Wildlife Conservation. Bureau of Marine Resources.
468NS	Mississippi Department of Wildlife Conservation. Natural Science Museum
472	Grand Gulf Military Monument Commission.
473	Mississippi. Department of Archives and History.
473AS	Mississippi. Department of Archives and History. Archaeological Survey.
477	Mississippi Department of Natural Resources.
477GE	Mississippi Department of Natural Resources. Bureau of Geology.
477LW	Mississippi Department of Natural Resources. Bureau of Land and Water Resources.
477PC	Mississippi Department of Natural Resources. Bureau of Pollution Control.
477RP	Mississippi Department of Natural Resources. Bureau of Recreation and Parks.
480	Pat Harrison Waterway District.
481	Pearl River Basin Development District.
482	Pearl River Valley Water Supply District.
483	Tennessee-Tombigbee Waterway Development Authority.
486	Mississippi. Soil and Water Conservation Commission.
488	Board of Mississippi Levee Commissioners.
491	Mississippi. State Oil and Gas Board.
501	Mississippi. Insurance Commission.
511	Mississippi. Department of Banking and Consumer Finance.
521	Mississippi. Workmen's Compensation Commission.
531	Mississippi. Public Employees' Retirement System.
541	Mississippi. Savings Associations.
552	Mississippi. Department of Corrections.
571	Mississippi. Department of Youth Services.
601	Mississippi. Central Data Processing Authority.
610	Mississippi. State Personnel Board.
611	Mississippi. Public Service Commission.
651	Mississippi. State Department of Public Welfare.
671	Mississippi Employment Security Commission.
701	Mississippi. Military Department.
711	Mississippi. Department of Public Safety.
711NA	Mississippi. Department of Public Safety. Bureau of Narcotics
721	Mississippi Emergency Management Agency.
731	Mississippi. State Veteran's Affairs Board.
734	Mississippi. Veterans Farm and Home Board.
821	Mississippi Aeronautics Commission.
823	Mississippi State Board of Psychological Examiners.
824	Mississippi State Board of Dental Examiners.
825	Mississippi. State Agricultural Aviation Board.
827	Mississippi. Board of Veterinary Examiners.
828	Mississippi Physical Therapy Board.
829	Mississippi. State Board of Medical Licensure.
830	Mississippi Department of Energy and Transportation.
831	Mississippi. Board of Optometry.
832	Mississippi Real Estate Commission.
833	Mississippi. State Board of Funeral Services.
834	Mississippi. State Board of Public Contractors.
837	Mississippi. Board of Professional Polygraph Examiners.
838	Mississippi Board of Nursing.
839	Mississippi. Motor Vehicle Commission.
840	Mississippi. State Board of Barber Examiners.
843	Mississippi Athletic Commission.
844	Mississippi. State Board of Registration of Foresters.
845	Mississippi State Board of Public Accountancy.
846	Mississippi. State Board of Pharmacy.
847	Mississippi. Board of Bar Admissions.
848	Mississippi. State Board of Architecture.
848AC	Mississippi. State Board of Architecture. Landscape Advisory Commission.
849	Mississippi. State Board of Chiropractic Examiners.
861	Mississippi Memorial Stadium Commission.
865	Mississippi Arts Commission.
925	Mississippi. State Board of Cosmetology.
928	Mississippi. State Board of Registration for Professional Engineers and Land Surveyors.
941	Mississippi. State Highway Department.
987	Mississippi Coast Coliseum Commission.

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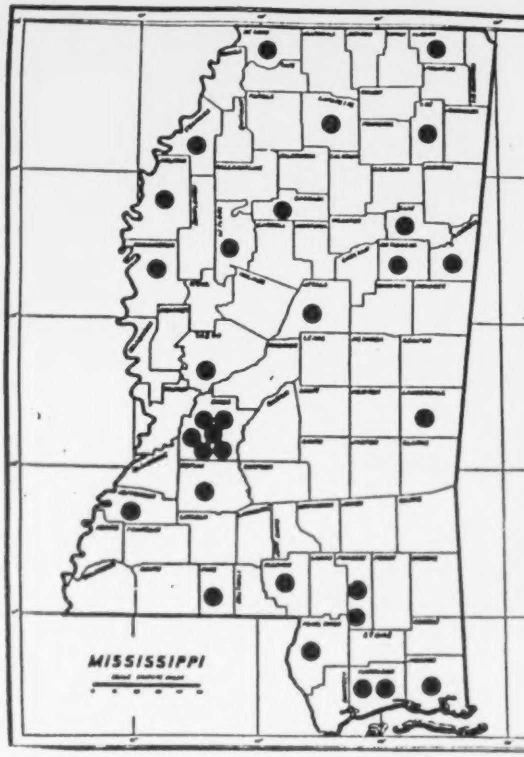
for
MISSISSIPPI STATE GOVERNMENT PUBLICATIONS



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Clarksdale, MS 38614

Copiah-Jefferson Regional Library
223 South Extension Street
Hazlehurst, MS 39083

Elizabeth Jones Library
Box 130
320 South Line Street
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First Regional Library
59 Commerce Street
Hernando, MS 38632

Harrison County Library System
Box 4018
21st Avenue & 14th Street
Gulfport, MS 39502

Hattiesburg Public Library
723 Main Street
Hattiesburg, MS 39401

Jackson-George Regional Library
3214 Pascagoula Street
Pascagoula, MS 39567

Lee-Itawamba Library System
219 North Madison Street
Tupelo, MS 38801

Meridian Public Library
2517 7th Street
Meridian, MS 39301

Mid-Mississippi Regional Library System
201 South Huntington Street
Kosciusko, MS 39090

Northeast Regional Library
1023 Fillmore Street
Corinth, MS 38834

Pearl River County Library System
900 Goodyear Boulevard
Picayune, MS 39466

Pike-Amite-Walthall Library System
114 State Street
McComb, MS 39648

South Delta Library Services
310 North Main Street
Yazoo City, MS 39194

South Mississippi Regional Library
900 Broad Street
Columbia, MS 39429

Tombigbee Regional Library System
Box 675
338 Commerce Street
West Point, MS 39773

Washington County Library System
341 Main Street
Greenville, MS 38701

ACADEMIC

Alcorn State University
John Dewey Boyd Library
Lorman, MS 39096

Delta State University
W. B. Roberts Memorial Library
Cleveland, MS 38733

Jackson State University
Henry Thomas Sampson Library
1400 J. R. Lynch Street
Jackson, MS 39217

Millsaps College
Millsaps-Wilson Library
1701 North State Street
Jackson, MS 39202

Mississippi College
Leland Speed Library
Box 127
Clinton, MS 39056

Mississippi State University
Mitchell Memorial Library
Drawer 5408
Mississippi State, MS 39762

Mississippi University for Women
John Clayton Fant Memorial Library
Columbus, MS 39701

Mississippi Valley State University
James Herbert White Library
Itta Bena, MS 38941

University of Mississippi
Library
University, MS 38677

University of Mississippi
Law School Library
University, MS 38677

University of Southern Mississippi
William D. McCain Library and Archives
Box 5148, Southern Station
Hattiesburg, MS 39406

University of Southern Mississippi
Library
Gulf Park Campus
Long Beach, MS 39560

STATE AGENCY

Mississippi Department of Archives and History
Box 571
100 South State Street
Jackson, MS 39205

Mississippi Library Commission
Box 10700
1221 Ellis Avenue
Jackson, MS 39209

Mississippi Research and Development Center
Information Services Division
Drawer 2470
3825 Ridgewood Road
Jackson, MS 39211

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Exchange & Gift Division
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1093

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MISSISSIPPI

(msdocs)

State Documents Classification Scheme

SECOND EDITION

JULY 1985

MISSISSIPPI LIBRARY COMMISSION
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MISSISSIPPI STATE DOCUMENTS
(msdocs)
CLASSIFICATION SCHEME

Second Edition
July 1985

Compiled and Revised by

Barbara Smith
Recorder of Public Documents

and

Orlane Harvey
Assistant Manager
Collection Development

MISSISSIPPI LIBRARY COMMISSION
P. O. BOX 10700
1221 ELLIS AVENUE
JACKSON, MS 39209-0700

TABLE OF CONTENTS

Introduction Page 5

MISSISSIPPI STATE DOCUMENTS (msdocs) CLASSIFICATION SCHEME Page 6-9

An Outline of MISSISSIPPI STATE DOCUMENTS (msdocs) CLASSIFICATION SCHEME Page 10

Examples Page 11-12

Mississippi State Agencies Numerical Codes Changes Page 13-14

Mississippi State Agencies Numerical Codes Page 15-20

Mississippi State Agencies Key Word Index Page 21-36

INTRODUCTION

In 1966 the Mississippi Legislature established a depository system for state publications and created the position of Recorder of Public Documents in the office of the Secretary of State. At this time, the Recorder of Public Documents with the aid of the Mississippi Library Commission developed a classification scheme for Mississippi State Documents. This classification is the basis of the scheme now used. The scheme consisted of 1) an agency code, 2) a type of publication code, and 3) chronology to identify the individual document or issue.

In July 1975, the responsibility for the State Depository Program and the position of Recorder of Public Documents were transferred to MLC. With automation for the documents KWIC index, a slight revision was made to the classification scheme to change the issue identification code to an accession number.

In July 1985, this Second Edition of the Classification Scheme is issued to coincide with the beginning of OCLC cataloging for Mississippi State Government Publications. Second Edition changes are:

1. **Agency Code Numbers:** Some agency code numbers are changed to conform to codes used by the State Auditor and the State Personnel Board.
2. **Serials:** Issue identification codes are changed from accession numbers to title code with enumeration or chronology. (This change shelves together all issues of a title in sequential order.)
3. **Ephemera:** The unique accession numbers are changed to general classification numbers using a new publication category code with MLC date of receipt. (This shelves together all ephemera from an agency.)

MISSISSIPPI STATE DOCUMENTS
(msdocs)
CLASSIFICATION SCHEME

The Mississippi State Documents (msdocs) Classification Scheme is used for classification of Mississippi State documents by the Recorder of Public Documents of the Mississippi Library Commission. The classification number is made up of a **prefix** which includes the State agency code and the type of publication code and a **suffix** which identifies individual documents or issues. The prefix is built alike for all documents. The suffix differs for monographs and serials.

a = alpha / n = numeric / x = variable length alpha/numeric

A. Prefix.

(nnn.n: or nnnaa.n:) Agency code **plus** type of publication code.

1. Agency code. The msdocs Classification Scheme is arranged by a 3-digit numerical code for each State agency, with limited alphabetical code subdivisions by major departments within the parent agency.
   a. The agency code is usually the agency number assigned by the State Auditor. When an agency has no msdocs classification number, the Recorder of Public Documents assigns the agency number using the procedure below.
      1) check the latest edition of the Auditor's **Expenses and Appropriations of the Mississippi Legislature** for the Auditor's assigned number. (This publication is arranged in numerical order by subject area.)
      2) call the Auditor's office
      3) call the State Personnel Board
      4) call the Agency itself
      5) check the subject area for open numbers on the numerical list for Mississippi State Agencies and assign number in that range.

b. A department or subdivision within an agency may be defined with a 2-letter capitalized alpha code, refering to the department name. Subdivisions within an agency are denoted whenever the Recorder of Public Documents decides that subdivision is necessary for keeping publications of a subdivision together.

Example: Agency code for the Governor's Office is 101.

Agency code for the General Services Division of the Governor's Office is 101GS.

c. A period (.) follows the agency code.

2. The type or form of publication is designated by a 1- or 2-digit numeric code.

a. Codes for type of publication are listed below. Documents not fitting under any of the specifically defined categories are placed under general publications (7).

1 - reports
2 - newsletters, periodicals
3 - handbooks, manuals, guides
4 - regulations, rules, instructions
5 - directories
6 - laws, statutes, etc.
7 - general publications
8 - catalogs
9 - bulletins
10 - ephemera

b. A colon (:) follows the publication category.

Examples:
245.2: a newsletter from the Mississippi Library Commission.
488.1: a report from the Board of Mississippi Levee Commissioners.
477GE.9: a bulletin from the Department of Natural Resources, Bureau of Geology.
258.10: ephemera from Jackson State University.

B. **Suffix.**

Individual document or issue identification follows the colon (:). Suffixes differ for monographs and serials.

1. Monographs. (nnnnnn) 6-digit numeric accession number.

a. The first 2-digits of the suffix for monographs refer to the last two digits of the year of receipt at MLC.

b. The last 4-digits are numeric accession numbers which begin with 0001 each calendar year. Example: 850001, 850002, etc., 860001. (See p.11, example 1)

2. Serials. (aaxxxx) 2-letter alpha serials title code **plus** a variable length numeric or alpha/numeric code.

A serial is defined as a publication issued indefinitely with a common title and some designation to distinguish one issue from another. Serials are divided into three categories: 1) **Periodicals** which are issued more often than annually or up to twice a year, e.g., magazines, journals; 2) **Continuations** which are issued less often than twice a year, e.g., annual reports; and 3) **Monographs-in-series** which have a series title, but each individual volume has an unique author/title.

a. The serial title is designated by a 2-letter alpha code. Two-upper case letters refer to 2 words; 1-upper case and 1-lower case refer to one word.

Examples: OC = ON CAMERA
Pk = PACKET

b. Individual issue is defined by the characters after the serials title code. These identification codes may be numeric or alpha/numeric.

1) **Enumeration** is preferred over chronology.

a) Volume number/issue number (xx/xx) The slash is used with no spaces to separate volume number from issue number.
Examples: 17/5; 3/111; 10/AR-1.
(See p.11, example 2)

b) Number in series (xx)
Examples: 109; PS-13; 55.
(See p.11, example 3)

2) **Chronology.** When no enumeration designation is given the date is used to identify the issue.

a) Date of issue--date (nnnnnnn)
year (last 3 digits)
month (2-digits, insert a zero in front of a 1-digit month)
day (2-digits, insert a zero in front of a 1-digit day)

Example: July 15, 1985 - 9850715
August 1985 - 98508

(See p.11, example 4)

1106

b) Date of issue--seasonal (nnnaa)

year (last 3 digits)
season (2-alpha characters) Codes for seasons: Wi = Winter;
Sp = Spring; Su = Summer; Fa = Fall

Example: Winter issue of 1985 - 985Wi

(See p.12, example 5)

c) Date of issue--quarterly (nnnnq) (To be used only when no other designation is given)

year (last 3 digits)
number of quarter (1-digit; 1, 2, 3, or 4)
q (for quarter)

Example: First quarter of 1985 - 9851q

(See p.12, example 6)

d) Date of issue--yearly (nnn)

year (last 3 digits)

Example: Annual report of 1984 - 984

(See p.12, example 7)

3. **Ephemera.** (nnn) last 3-digits of year of receipt at MLC.

Ephemera are handbills, pamphlets, flyers, brochures and other material, of ephemeral interest and value. The Recorder of Public Documents decides what should be classified as ephemera.

Example: Ephemera received in 1985 - 985

(See p.12, example 8)

An Outline of
MISSISSIPPI STATE DOCUMENTS (msdocs) CLASSIFICATION SCHEME
(2nd edition, 1985)

a = alpha code / n = numeric code / x = variable length alpha/numeric

PREFIX State agency code **plus** publication category (**nnn.n:** or **nnnaa.n:**)

nnn issuing State agency (3-digit numeric)

aa subdivision of State agency (2-character capitalized alpha) used only as needed for clarity

. end of agency code

n publication category (1- or 2-digit numeric)

1 - reports
2 - newsletters, periodicals
3 - handbooks, manuals, guides
4 - regulations, rules, instructions
5 - directories
6 - laws, statutes, etc.
7 - general publications
8 - catalogs
9 - bulletins
10 - ephemera (not cataloged in OCLC and not included in MUC)

: end of prefix

SUFFIX Individual document and issue identification

monographs **nnnnnn** Year of receipt **plus** accession number

nn last 2 numbers of calendar year document received at MLC

nnnn 4-digit numeric accession number, beginning with 0001 each calendar year

serials **aaxxxx** Serial title code **plus** issue identification

aa Serial title code (2-character alpha: 2 upper case letters=2-word reference; 1 upper case and 1 lower case=1-word reference)

xx/xx volume/number of issue (variable length) (example: 3/111)

(OR)

nnnnnnn date of issue: year (last 3 digits), month (2 numeric digits), day (2 numeric digits) (example: 9850715)

(OR)

nnnaa date of issue--seasonal: year (last 3 digits), season (2alpha characters: Wi = Winter; Sp = Spring; Su = Summer; Fa = Fall) (Example: 985Sp)

(OR)

nnnnq date of issue--quarter: year (last 3 digits), quarter (1-digit numeric: 1, 2, 3, or 4), q for quarter) (example: 9851q)

(OR)

xx number in series (variable length) (example: PS-22)

ephemera **nnn** Year of receipt

nnn last 3 digits of year received at MLC

EXAMPLES

MONOGRAPH:	473.1:850243	**Historic Preservation in Mississippi: a Comprehensive Plan.** Missisippi Dept. of Archives and History, 1975.
SERIALS:	245.2:Pk17/5	**The MLC Packet.** Mississippi Library Commission. Vol. 17, No. 5 (September/October, 1984)
	488.1:Re9850114	**Regular Meeting.** Board of Mississippi Levee Commissioners (January 14, 1985)
	211.2:OC985Sp	**On Camera.** Mississippi Authority for Eductional Television (Spring, 1985)
	671.1:EW9843q	**Mississippi Covered Employment & Wages.** Mississippi Employment Security Commission (Third quarter, 1984)
	473AS.1:AR11	**Survey and Excavation Along Archusa Creek.** Mississippi Dept. of Archives and History, Archaeological Survey. Archaelogical Report no.11 (1982)
EPHEMERA:	258.10:985	**Police Science Program** [flyer] Jackson State University (n.d.)

1108

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EXAMPLES

Monograph

(1) **Historic Preservation in Mississippi, a Comprehensive Plan.** (Mississippi Dept. of Archives and History, 1975) (Received at MLC August, 1985)

Agency code: 473.
Type of publication code: 1:
(report)
Accession number: 850243

msdocs number: 473.1:850243

Serials

(2) **The MLC Packet.** (Vol.17, no.5, September/October, 1984) (Mississippi Library Commission, 1984)

Agency code: 245.
Type of publication code: 2:
(newsletter)
Title code: Pk
Enumeration: 17/5

msdocs number: 245.2:Pk17/5

(3) **Survey and Excavation Along Archusa Creek.** (Archaeological Report, no.11) (Mississippi Dept. of Archives and History, Archaeological Survey, 1982)

Agency code: 473AS.
Type of publication code: 1:
(report)
Title code: AR
(Archaeological Report)
Enumeration: 11

msdocs number: 473AS.1:AR11

(4) **Regular Meeting.** (January 14, 1985) (Board of Mississippi Levee Commissioners, 1985)

Agency code: 488.
Type of publication code: 1:
(report)
Title code: Re
(Regular)
Chronology: 9850114

msdocs number: 488.1:Re9850114

(5) **On Camera.** (Spring, 1985) (Mississippi Authority for Educational Television, 1985)

Agency code: 211.
Type of publication code: 2:
(newsletter)
Title code: OC
Chronology: 985Sp

msdocs number: 211.2:OC985Sp

(6) **Mississippi Covered Employment & Wages.** (Third Quarter, 1984) (Mississippi Employment Security Commission, 1985)

Agency code: 671.
Type of publication code: 1:
(report)
Title Code: EW
Chronology: 9843q

msdocs number: 671.1:EW9843q

(7) **Annual Report.** (Fiscal Year 1984) (Mississippi Library Commission, 1985)

Agency code: 245.
Type of publication code: 1:
(report)
Title code: An
(Annual)
Chronology: 984

msdocs number: 245.1:An984

(8) **Police Science Program.** [flyer] (Jackson State University, n.d.) Received at MLC August 1985.

Agency code: 258.
Type of publication code: 10:
(ephemera)
Chronology: 985
(year received at MLC)

msdocs number: 258.10:985

MISSISSIPPI STATE AGENCIES NUMERICAL CODES CHANGES

Some state agency codes have been changed to conform with the State Auditor and the State Personnel Board agency codes. They are:

Old Code	Agency	New Code
161	Mississippi. State Tax Commission.	181
211	Mississippi. Authority for Educational Television.	247
322	Mississippi. Department of Mental Health.	371
405	Mississippi. State Chemical Laboratory.	447
420	Mississippi. State Agricultural Aviation Board.	825
431	Mississippi Fair Commission.	430
455	Mississippi. Forest Products Utilization Laboratory.	448
496	Mississippi Department of Natural Resources.	477
601	Mississippi. Motor Vehicle Commission.	839
621	Mississippi Aeronautics Commission.	821
632	Mississippi Real Estate Commission.	832
634	Mississippi. State Board of Public Contractors.	834
641	Mississippi. State Highway Department.	941
702	Mississippi. Military Department.	701
733	Mississippi. State Veteran's Affairs Board.	731
883	Mississippi Arts Commission.	865
921	Mississippi State Board of Public Accountancy.	845
922	Mississippi. State Board of Architecture.	848
923	Mississippi. Board of Bar Admissions.	847
924	Mississippi. State Board of Barber Examiners.	840
926	Mississippi State Board of Dental Examiners.	824
927	Mississippi. State Board of Funeral Services.	833
932	Mississippi. Board of Veterinary Examiners.	827
933	Mississippi Board of Nursing.	838
934	Mississippi. State Board of Pharmacy.	846
935	Mississippi. Board of Optometry.	831
943	Mississippi Athletic Commission.	843

1111

To place all agency publications together, some agency subdivision codes have been changed to the administrative codes for the parent agency.

Old Code	Agency	New Code
392	Mississippi. Air and Water Pollution Commission.	**477PC**
406	Farmer's Central Market.	**401FC**
423	Mississippi. Department of Agriculture and Commerce. Division of Plant Industry.	**401PI**
461	Mississippi. Game and Fish Commisison.	**468FW**
466	Mississippi Marine Conservation Commission.	**468MR**
471	Mississippi Park Commission.	**477RP**
485	Mississippi. Board of Water Commissioners.	**477LW**
902	Mississippi Council on Aging.	**101FS**

MISSISSIPPI STATE AGENCIES NUMERICAL CODES

021	Mississippi. Legislature. Joint Committee on Performance Evaluation and Expenditure Review.
025	Mississippi. Joint Legislative Budget Committee.
051	Mississippi. Supreme Court.
061	Mississippi. State Law Library.
071	Mississippi. Attorney General.
095	Mississippi Ethics Commission.
096	Mississippi. Commission on Judicial Performance.
101	Mississippi. Office of the Governor.
101DM	Mississippi. Office of the Governor. Division of Medicaid.
101FS	Mississippi. Office of the Governor. Federal-State Programs.
101GS	Mississippi. Office of the Governor. General Services.
111	Mississippi. Secretary of State.
151	Mississippi. Office of the Auditor.
160	Mississippi. State Fiscal Management Board.
171	Mississippi. State Treasury Department.
175	Mississippi. State Depository Commission.
181	Mississippi. State Tax Commission.
201	Mississippi. State Department of Education.
201A	Mississippi. State Department of Education. Division of Administration and Finance.
201VT	Mississippi. State Department of Education. Board of Vocational and Technical Education.
214	Mississippi. State Department of Rehabilitation Services.
231	Mississippi School for the Blind.
232	Mississippi School for the Deaf.
241	Mississippi State Textbook Procurement Commission.

245	Mississippi Library Commission.
247	Mississippi. Authority for Educational Television.
248	Mississippi. Educational Finance Commission.
251	Mississippi. Board of Trustees of State Institutions of Higher Learning.
252	Delta State University.
253	Mississippi University for Women.
254	Mississippi State University.
254RD	Mississippi State University. Southern Rural Development Center.
255	University of Mississippi.
255MC	University of Mississippi. Medical Center.
255PP	University of Mississippi. Public Policy Research Center.
255SC	University of Mississippi. Center for the Study of Southern Culture.
256	University of Southern Mississippi.
257	Alcorn State University.
258	Jackson State University.
259	Mississippi Valley State University.
291	Mississippi. Junior College Commission.
301	Mississippi. Department of Health.
323	Mississippi Health Care Commission.
351	Mississippi. Board of Trustees of Eleemosynary Institutions.
371	Mississippi. Department of Mental Health.
383	Mississippi. Board of Trustees of Children's Rehabilitation Center.
390	Mississippi. State Hospital Commission.
395	Mississippi. Hospital Reimbursement Commission.
401	Mississippi. Department of Agriculture and Commerce.
401EM	Mississippi. Department of Agriculture and Commerce. Egg Marketing Board.

401FA	Mississippi. Department of Agriculture and Commerce. Authority for the Control of Fire Ants.
401FC	Mississippi. Department of Agriculture and Commerce. Farmers Central Market Board.
401GI	Mississippi. Department of Agriculture and Commerce. Grain Inspection Services.
401LD	Mississippi. Department of Agriculture and Commerce. Lime Division.
401PI	Mississippi. Department of Agriculture and Commerce. Plant Industry Division.
401RP	Mississippi. Department of Agriculture and Commerce. Rice Promotion Board.
401SB	Mississippi. Department of Agriculture and Commerce. State Seed Board.
401SP	Mississippi. Department of Agriculture and Commerce. Soybean Promotion Board.
411	Mississippi Department of Economic Development.
421	Mississippi. Cooperative Extension Service.
422	Mississippi. Agricultural and Forestry Experiment Station.
427	Mississippi. Animal Health Board.
430	Mississippi Fair Commission.
441	Mississippi Research and Development Center.
443	Mississippi. Gulf Coast Research Laboratory.
447	Mississippi. State Chemical Laboratory.
448	Mississippi. Forest Products Utilization Laboratory.
451	Mississippi. State Forestry Commission.
468	Mississippi Department of Wildlife Conservation.
468FW	Mississippi Department of Wildlife Conservation. Bureau of Fisheries and Wildlife.
468MR	Mississippi Department of Wildlife Conservation. Bureau of Marine Resources.
468NS	Mississippi Department of Wildlife Conservation. Natural Science Museum.

472	Grand Gulf Military Monument Commission.
473	Mississippi. Department of Archives and History.
473AS	Mississippi. Department of Archives and History. Archaeological Survey.
477	Mississippi Department of Natural Resources.
477GE	Mississippi Department of Natural Resources. Bureau of Geology.
477LW	Mississippi Department of Natural Resources. Bureau of Land and Water Resources.
477PC	Mississippi Department of Natural Resources. Bureau of Pollution Control.
477RP	Mississippi Department of Natural Resources. Bureau of Recreation and Parks.
480	Pat Harrison Waterway District.
481	Pearl River Basin Development District.
482	Pearl River Valley Water Supply District.
483	Tennessee-Tombigbee Waterway Development Authority.
486	Mississippi. Soil and Water Conservation Commission.
488	Board of Mississippi Levee Commissioners.
491	Mississippi. State Oil and Gas Board.
501	Mississippi. Insurance Commission.
511	Mississippi. Department of Banking and Consumer Finance.
521	Mississippi. Workmen's Compensation Commission.
531	Mississippi. Public Employees' Retirement System.
541	Mississippi. Savings Associations.
552	Mississippi. Department of Corrections.
571	Mississippi. Department of Youth Services.
601	Mississippi. Central Data Processing Authority.
610	Mississippi. State Personnel Board.
611	Mississippi. Public Service Commission.

651	Mississippi. State Department of Public Welfare.
671	Mississippi Employment Security Commission.
701	Mississippi. Military Department.
711	Mississippi. Department of Public Safety.
711NA	Mississippi. Department of Public Safety. Bureau of Narcotics.
721	Mississippi Emergency Management Agency.
731	Mississippi. State Veteran's Affairs Board.
734	Mississippi. Veterans Farm and Home Board.
821	Mississippi Aeronautics Commission.
823	Mississippi State Board of Psychological Examiners.
824	Mississippi State Board of Dental Examiners.
825	Mississippi. State Agricultural Aviation Board.
827	Mississippi. Board of Veterinary Examiners.
828	Mississippi Physical Therapy Board.
829	Mississippi. State Board of Medical Licensure.
830	Mississippi Department of Energy and Transportation.
831	Mississippi. Board of Optometry.
832	Mississippi Real Estate Commission.
833	Mississippi. State Board of Funeral Services.
834	Mississippi. State Board of Public Contractors.
837	Mississippi. Board of Professional Polygraph Examiners.
838	Mississippi Board of Nursing.
839	Mississippi. Motor Vehicle Commission.
840	Mississippi. State Board of Barber Examiners.

843	Mississippi Athletic Commission.
844	Mississippi. State Board of Registration of Foresters.
845	Mississippi State Board of Public Accountancy.
846	Mississippi. State Board of Pharmacy.
847	Mississippi. Board of Bar Admissions.
848	Mississippi. State Board of Architecture.
848AC	Mississippi. State Board of Architecture. Landscape Advisory Commission.
849	Mississippi. State Board of Chiropractic Examiners.
861	Mississippi Memorial Stadium Commission.
865	Mississippi Arts Commission.
925	Mississippi. State Board of Cosmetology.
928	Mississippi. State Board of Registration for Professional Engineers and Land Surveyors.
941	Mississippi. State Highway Department.
987	Mississippi Coast Coliseum Commission.

MISSISSIPPI STATE AGENCIES

Key Word Index

In this Mississippi State Agencies Key Word Index, State agencies with their msdocs codes are listed by key words with the exception of the following stop words:

Advisory
Agency
Authority
Board
Bureau
Commission
Committee
Department
District
Division
Mississippi
Office
Program
Service
State

MISSISSIPPI STATE AGENCIES

Key Word Index

Accountancy
  Mississippi State Board of Public Accountancy 845

Admissions
  Mississippi. Board of Bar Admissions. 847

Aeronautics
  Mississippi Aeronautics Commission. 821

Affairs
  Mississippi. State Veteran's Affairs Board. 731

Aging
  Mississippi Council on Aging.
    now coded under
  Mississippi. Office of the Governor. Federal-State Programs. 101FS

Agricultural
  Mississippi. Agricultural and Forestry Experiment Station. 422
  Mississippi. State Agricultural Aviation Board. 825

Agriculture
  Mississippi. Department of Agriculture and Commerce. 401

Alcorn
  Alcorn State University. 257

Animal
  Mississippi. Animal Health Board. 427

Ants
  Mississippi. Department of Agriculture and Commerce.
    Authority for the Control of Fire Ants. 401FA

Appalachian
  Governor's Office of Appalachian Development.
    now coded under
  Mississippi. Office of the Governor. Federal-State Programs. 101FS

Archaeological
  Mississippi. Department of Archives and History.
    Archaeological Survey. 473AS

Architecture
  Mississippi. State Board of Architecture. 848

Archives
  Mississippi. Department of Archives and History. 473

Arts
  Mississippi Arts Commission. 865

Athletic	
Mississippi Athletic Commission.	843
Attorney	
Mississippi. Attorney General.	071
Auditor	
Missisippi. Office of the Auditor.	151
Aviation	
Mississippi. State Agricultural Aviation Board.	825
Banking	
Mississippi. Department of Banking and Consumer Finance.	511
Bar	
Mississippi. Board of Bar Admissions.	847
Barber	
Mississippi. State Board of Barber Examiners.	840
Basin	
Pearl River Basin Development District.	481
Blind	
Mississippi School for the Blind.	231
Budget	
Mississippi. Commission of Budget and Accounting.	
now coded under	
Mississippi. State Fiscal Management Board.	160
Mississippi. Joint Legislative Budget Committee.	025
Building	
Bureau of Building, Grounds & Real Property Management.	
now coded under	
Mississippi. Office of the Governor. General Services.	101GS
Capitol	
Bureau of Capitol Facilities	
now coded under	
Mississippi. Office of the Governor. General Services.	101GS
CDPA	
see	
Mississippi. Central Data Processing Authority.	601
Center	
Mississippi. Board of Trustees of the Children's Rehabilitation Center.	383
Mississippi Research and Development Center.	441
Mississippi State University University. Southern Rural Development Center.	254RD
University of Mississippi. Center for the Study of Southern Culture.	255SC
University of Mississippi. Public Policy Research Center.	255PP

Central	
Mississippi. Central Data Processing Authority.	601
Mississippi. Department of Agriculture and Commerce. Farmers Central Market Board.	401FC
Chemical	
Mississippi. State Chemical Laboratory.	447
Children	
Commission on Children and Youth. now coded under Mississippi. Office of the Governor. Federal-State Programs.	101FS
Children's	
Mississippi. Board of Trustees of the Children's Rehabilitation Center.	383
Chiropractic	
Mississippi. State Board of Chiropractic Examiners.	849
Coast	
Mississippi Coast Coliseum Commission.	987
Mississippi. Gulf Coast Research Laboratory.	443
Coliseum	
Mississippi Coast Coliseum Commission.	987
College	
Mississippi. Junior College Commission.	291
Commerce	
Mississippi. Department of Agriculture and Commerce.	401
Community	
Community Development Block Grant Advisory Board. Governor's Office of Community Development. both now coded under Mississippi. Office of the Governor. Federal-State Programs.	101FS
Compensation	
Mississippi. Workmen's Compensation Commission.	521
Conservation	
Mississippi Department of Wildlife and Conservation.	468
Mississippi. Soil and Water Conservation Commission.	486
Consumer	
Mississippi. Department of Banking and Consumer Finance.	511
Contractors	
Mississippi. State Board of Public Contractors.	834

Control	
Mississippi. Department of Agriculture and Commerce. Authority for the Control of Fire Ants.	401FA
Mississippi Department of Natural Resources. Bureau of Pollution Control.	477PC
Cooperative	
Mississippi. Cooperative Extension Service.	421
Corrections	
Mississippi. Department of Corrections.	552
Cosmetology	
Mississippi. State Board of Cosmetology.	925
Council	
Mississippi Council on Aging. now coded under Mississippi. Office of the Governor. Federal-State Programs.	101FS
Criminal	
Governor's Office of Criminal Justice Planning. now coded under Mississippi. Office of the Governor. Federal-State Programs.	101FS
Culture	
University of Mississippi. Center for the Study of Southern Culture.	255SC
Data	
Mississippi. Central Data Processing Authority.	601
Deaf	
Mississippi School for the Deaf.	232
Delta	
Delta State University.	252
Dental	
Mississippi State Board of Dental Examiners.	824
Depository	
Mississippi. State Depository Commission.	175
Development	
Mississippi Department of Economic Development.	411
Mississippi Research and Development Center.	441
Mississippi State University. Southern Rural Development Center.	254RD
Pearl River Basin Development District.	481
Tennessee-Tombigbee Waterway Development District.	488
Economic	
Mississippi Department of Economic Development.	411
Education	
Mississippi. State Department of Education.	201

Educational
Mississippi. Authority for Educational Television. 247
Mississippi. Educational Finance Commission. 248

Egg
Mississippi. Department of Agriculture and Commerce. Egg Marketing Board. 401EM

Eleemosynary
Mississippi. Board of Trustees of Eleemosynary Institutions. 351

Emergency
Mississippi Emergency Management Agency. 721

Employees
Mississippi. Public Employees' Retirement System. 531

Employment
Mississippi Employment Security Commission. 671

Energy
Mississippi Department of Engergy and Transportation. 830

Engineers
Mississippi. State Board of Registration for Professinal Engineers and Land Surveyors. 928

Estate
Mississippi Real Estate Commission. 832

Ethics
Mississippi Ethics Commission. 095

ETV
see
Mississippi. Authority for Educational Television. 247

Examiners
Mississippi. Board of Professional Polygraph Examiners. 837
Mississippi. Board of Veterinary Examiners. 827
Mississippi. State Board of Barber Examiners. 840
Mississippi. State Board of Chiropractic Examiners. 849
Mississippi State Board of Dental Examiners. 824
Mississippi. State Board of Psychological Examiners. 823

Experiment
Mississippi. Agricultural and Forestry Experiment Station. 422

Extension
Mississippi. Cooperative Extension Service. 421

Fair	
Mississippi Fair Commission.	430
Farm	
Mississippi. Veterans Farm and Home Board.	734
Farmers	
Mississippi. Department of Agriculture and Commerce. Farmers Central Market Board.	401FC
Federal-State	
Mississippi. Office of the Governor. Federal-State Programs.	101FS
Finance	
Mississippi. Department of Banking and Consumer Finance.	511
Mississippi. Educational Finance Commission.	248
Mississippi. State Department of Education. Division of Administration and Finance.	201A
Fire	
Mississippi. Department of Agriculture and Commerce. Authority for the Control fo Fire Ants.	401FA
Fiscal	
Mississippi. State Fiscal Management Board.	160
Fisheries	
Mississippi Department of Wildlife Conservation. Bureau of Fisheries and Wildlife.	468FW
Forest	
Mississippi. Forest Products Utilization Laboratory.	448
Foresters	
Mississippi. State Board of Registration of Foresters.	844
Forestry	
Mississippi. Agricultural and Forestry Experiment Station.	422
Mississippi. State Forestry Commission.	451
Funeral	
Mississippi. State Board of Funeral Services.	833
Gas	
Mississippi. State Oil and Gas Board.	491
General	
Mississippi. Attorney General.	071
Mississippi. Office of the Governor. General Services.	101GS
Geology	
Mississippi Department of Natural Resources. Bureau of Geology.	477GE
Governor	
Mississippi. Office of the Governor.	101

Governor's

Governor's Office of Appalachian Development. Governor's Office of Community Development. Governor's Office of Criminal Justice Planning. Governor's Office of Human Development. all of these are now coded under Mississippi. Office of the Governor. Federal-State Programs.	101FS

Grain

Mississippi. Department of Agriculture and Commerce. Grain Inspection Service.	401GI

Grand

Grand Gulf Military Monument Commission.	472

Gulf

Grand Gulf Military Monument Commission.	472
Mississippi. Gulf Coast Research Laboratory.	443

Handicapped

Handicapped Services Advisory Board. now coded under Mississippi. Office of the Governor. Federal-State Programs.	101FS

Harrison

Pat Harrison Waterway District.	480

Health

Health and Human Services Block Grant Advisory Board. now coded under Mississippi. Office of the Governor. Federal-State Programs.	101FS
Mississippi. Animal Health Board.	427
Mississippi. Department of Health.	301
Mississippi Health Care Commission.	323

Higher

Mississippi. Board of Trustees of State Institutions of Higher Learning.	251

Highway

Mississippi. State Highway Department.	941

History

Mississippi. Department of Archives and History.	473

Home

Mississippi. Veterans Farm and Home Board.	734

Hospital

Mississippi. Hospital Reimbursement Commission.	395
Mississippi. State Hospital Commission.	390

Human	
Governor's Office of Human Development. now coded under Mississippi. Office of the Governor. Federal-State Programs.	101FS
Industry	
Mississippi. Department of Agriculture and Commerce. Plant Industry Division.	401PI
Inspection	
Mississippi. Department of Agriculture and Commerce. Grain Inspection Service.	401GI
Institutions	
Mississippi. Board of Trustees of Eleemosynary Institutions.	351
Mississippi. Board of Trustees of State Institutions of Higher Learning.	251
Insurance	
Mississippi. Insurance Commission.	501
Jackson	
Jackson State University.	258
Job	
Job Training Coordinating Council. now coded under Mississippi. Office of the Governor. Federal-State Programs.	101FS
Judicial	
Mississippi. Commission on Judicial Performance.	096
Junior	
Mississippi. Junior College Commission.	291
Juvenile	
Juvenile Justice Advisory Commission. now coded under Mississippi. Office of the Governor. Federal-State Programs.	101FS
Laboratory	
Mississippi. Forest Products Utilization Laboratory.	448
Mississippi. Gulf Coast Research Laboratory.	443
Mississippi. State Chemical Laboratory.	447
Land	
Mississippi. State Board of Registration for Professional Engineers and Land Surveyors.	928
Mississippi Department of Natural Resources. Bureau of Land and Water Resources.	477LW
Landscape	
Mississippi. State Board of Architecture. Landscape Advisory Commission.	848AC

Law	
Law Enforcement Officer Standards and Training. now coded under Mississippi. Office of the Governor. Federal-State Programs.	101FS
Mississippi. State Law Library.	061
Learning	
Mississippi. Board of Trustees of State Institutions of Higher Learning.	251
Levee	
Board of Mississippi Levee Commissioners.	288
Library	
Mississippi Library Commission.	245
Mississippi. State Law Library.	061
Licensure	
Mississippi. State Board of Medical Licensure.	829
Lime	
Mississippi. Department of Agriculture and Commerce. Lime Division.	401LD
Low-Income	
Low-Income Weatherization Assistance Program. now coded under Mississippi. Office of the Gvoernor. Federal-State Programs.	101FS
Management	
Mississippi. Emergency Management Agency.	721
Mississippi. State Fiscal Management Board.	160
Marine	
Mississippi Department of Wildlife Conservation. Bureau of Marine Resources.	468MR
Market	
Mississippi. Department of Agriculture and Commerce. Farmers Central Market Board.	401FC
Marketing	
Mississippi. Department of Agriculture and Commerce. Egg Marketing Board.	401EM
Medicaid	
Mississippi. Office of the Governor. Division of Medicaid.	101DM
Medical	
Mississippi. State Board of Medical Licensure.	829
University of Mississippi. Medical Center.	255MC

Memorial		
	Mississippi Memorial Stadium Commission.	861
Mental		
	Mississippi. Department of Mental Health.	371
Military		
	Grand Gulf Military Monument Commission.	472
	Mississippi. Military Department.	701
Monument		
	Grand Gulf Military Monument Commission.	472
Motor		
	Mississippi. Motor Vehicle Commission	839
Museum		
	Mississippi Department of Wildlife Conservation. Natural Science Museum.	468NS
Narcotics		
	Mississippi. Department of Public Safety. Bureau of Narcotics.	711NA
Natural		
	Mississippi Department of Natural Resources.	477
	Mississippi Department of Wildlife Conservation. Natural Science Museum.	468NS
Nursing		
	Mississippi Board of Nursing.	838
Oil		
	Mississippi. State Oil and Gas Board.	491
Optometry		
	Mississippi. Board of Optometry.	831
Parks		
	Mississippi Department of Natural Resources. Bureau of Recreation and Parks.	477RP
Pat		
	Pat Harrison Waterway District.	480
Pearl		
	Pearl River Basin Development District.	481
	Pearl River Valley Water Supply District.	482

PEER
see
Mississippi. Legislature. Joint Committee on Performance Evaluation and Expenditure Review. 021

Performance
Mississippi. Legislature. Joint Committee on Performance Evaluation and Expenditure Review. 021

Personnel
Mississippi. State Personnel Board. 610

Pharmacy
Mississippi. State Board of Pharmacy. 846

Physical
Mississippi Physical Therapy Board. 828

Plant
Mississippi. Department of Agriculture and Commerce. Plant Industry Division. 401PI

Pollution
Mississippi Department of Natural Resources. Bureau of Pollution Control. 477PC

Polygraph
Mississippi. Board of Professional Polygraph Examiners. 837

Processing
Mississippi. Central Data Processing Authority. 601

Products
Mississippi. Forest Products Utilization Laboratory. 448

Professional
Mississippi. Board of Professional Polygraph Examiners. 837
Mississippi. State Board of Registration for Professional Engineers and Land Surveyors. 928

Promotion
Mississippi. Department of Agriculture and Commerce. Rice Promotion Board. 401PR
Mississippi. Department of Agriculture and Commerce. Soybean Promotion Board. 401SP

Procurement
Mississippi State Textbook Procurement Commisison. 241

Psychological
Mississippi State Board of Psychological Examiners. 823

Public

Mississippi. Department of Public Safety.	711
Mississippi. Public Employees' Retirement System.	531
Mississippi. Public Service Commission.	611
Mississippi State Board of Public Accountancy.	845
Mississippi. State Board of Public Contractors.	834
Mississippi. State Department of Public Welfare.	651
University of Mississippi. Public Policy Research Center.	255PP

Real

Mississippi Real Estate Commission.	832

Recreation

Mississippi Department of Natural Resources. Bureau of Recreation and Parks.	477RP

Registration

Mississippi. State Board of Registration for Professional Engineers and Land Surveyors.	928
Mississippi. State Board of Registration of Foresters.	844

Rehabilitation

Mississippi. Board of Trustees of the Children's Rehabilitation Center.	383
Mississippi. State Department of Rehabilitation Services.	214

Reimbursement

Mississippi. Hospital Reimbursement Commission.	395

Research

Mississippi. Gulf Coast Research Laboratory.	443
Mississippi Research and Development Center.	441
Mississippi State University. Southern Rural Development Center.	254RD

Resources

Mississippi Department of Natural Resources.	477
Mississippi Department of Natural Resources. Bureau of Land and Water Resources.	477LW
Mississippi Departmetn of Wildlife Conservation. Bureau of Marine Resources.	468MR

Retirement

Mississippi. Public Employees' Retirement System.	531

Rice

Mississippi, Department of Agriculture and Commerce. Rice Promotion Board.	401RP

River

Pearl River Basin Development District.	481
Pearl River Valley Water Supply District.	492

Rural

Mississippi State University. Southern Rural Development Center.	254RD

Safety

Mississippi. Department of Public Safety.	711

Savings	
Mississippi. Savings Associations.	541
School	
Mississippi School for the Blind.	231
Mississippi School for the Deaf.	232
Science	
Mississippi Department of Wildlife Conservation. Natural Science Museum.	468NS
Secretary	
Mississippi. Secretary of State.	111
Security	
Mississippi Employment Security Commisison.	671
Seed	
Mississippi. Department of Agriculture and Commerce. State Seed Board.	401SB
Services	
Mississippi. Department of Youth Services.	571
Mississippi. Office of the Governor. General Services.	101GS
Mississippi. State Board of Funeral Services.	833
Mississippi. State Department of Rehabilitation Services.	214
Soil	
Mississippi. Soil and Water Conservation Commission.	486
Southern	
Mississippi State University. Southern Rural Development Center.	254RD
University of Mississippi. Center for the Study of Southern Culture.	255SC
University of Southern Mississippi.	256
Soybean	
Mississippi. Department of Agriculture and Commerce. Soybean Promotion Board.	401SP
Stadium	
Mississippi Memorial Stadium Commission.	861
Station	
Mississippi. Agricultural and Forestry Experiment Station.	422
Supply	
Pearl River Valley Water Supply District.	482
Supreme	
Mississippi. Supreme Court.	051
Surplus	
Bureau of Surplus Property. now coded under Mississippi. Office of the Governor. General Services.	101GS

Survey
  Mississippi. Department of Archives and History. Archaeological Survey. 473AS

Surveyors
  Mississippi. State Board of Registration for Professional Engineers and Land Surveyors. 928

Tax
  Mississippi. State Tax Commission. 181

Technical
  Mississippi. State Department of Education. Board of Vocational and Technical Education. 201VT

Television
  Mississippi. Authority for Educatinal Television. 247

Therapy
  Mississippi Physical Therapy Board. 828

Tennessee-Tombigbee
  Tennessee-Tombigbee Waterway Development District. 488

Textbook
  Mississippi State Textbook Procurement Commission. 241

Transportation
  Mississippi Department of Energy and Transportaion. 830

Treasury
  Mississippi. State Treasury Department. 171

Trustees
  Mississippi. Board of Trustees of Eleemosynary Institutions. 351
  Mississippi. Board of Trustees of State Institutions of Higher Learning. 251
  Mississippi. Board of Trustees of the Children's Rehabilitation Center. 383

Utilization
  Mississippi. Forest Products Utilization Laboratory. 448

University
  Alcorn State University. 257
  Delta State University. 252
  Jackson State University. 258
  Mississippi State University. 254
  Mississippi University for Women. 253
  Mississippi Valley State University. 259
  University of Mississippi. 255
  University of Southern Mississippi. 256

Valley	
Mississippi Valley State University.	259
Pearl River Valley Water Supply District.	482
Vehicle	
Mississippi. Motor Vehicle Commission.	839
Veterans	
Mississippi. State Veteran's Affairs Board.	731
Mississippi. Veterans Farm and Home Board.	734
Veterinary	
Mississippi. Board of Veterinary Examiners.	827
Vocational	
Mississippi. State Department of Education. Board of Vocational and Technical Education.	201VT
Water	
Mississippi Department of Natural Resources. Bureau of Land and Water Resources.	477LW
Mississippi. Soil and Water Conservation Commisison.	486
Pearl River Valley Water Supply District.	482
Waterway	
Pat Harrison Waterway District.	480
Tennessee-Tombigbee Waterway Development District.	488
Welfare	
Mississippi. State Deprtment of Public Welfare.	651
Wildlife	
Mississippi Department of Wildlife Conservation.	468
Mississippi Department of Wildlife Conservation. Bureau of Fisheries and Wildlife.	468FW
Women	
Mississippi University for Women.	253
Workmen's	
Mississippi. Workmen's Compensation Commission.	521
Youth	
Mississippi. Department of Youth Services.	571

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Handbooks Manuals Laws Maps Charts Posters Newsletters Pamphlets
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Information for Nebraskans from Government Publications

Nebraska Publications Clearinghouse

1140

NOTABLE NEBRASKA DOCUMENTS

1972 - 1987

Compiled by

Karen Lusk and Doris Garlow

Nebraska Publications Clearinghouse Nebraska Library Commission

Lincoln, Nebraska

1988

1141

TABLE OF CONTENTS

Introduction — i
Agriculture/Science — 1
Community Information — 7
Directories — 13
Economics — 21
Education — 29
Environment — 35
Government — 39
Guides/Handbooks/Manuals — 45
Health — 53
History — 55
Laws — 63
Legislation — 67
Libraries — 69
Minorities — 73
Recreation — 77
Series — 79
Statistics — 83
Index — 89

INTRODUCTION

Notable Nebraska Documents: 1972-1987 was designed to commemorate the fifteenth anniversary of the Nebraska Publications Clearinghouse, a division of the Nebraska Library Commission. Since 1972, the Clearinghouse has had statutory responsibility (R.R.S. 1943, c. 51, sec. 411-418) for collecting, indexing, and disseminating to depository libraries the publications of Nebraska state government agencies.

The Clearinghouse collection now contains more than 50,000 state agency publications, many of which have been reproduced on microfiche and sent to thirteen state depository libraries across the state. Publications are indexed and summarized in the Nebraska State Publications Checklist which is updated and issued bimonthly on microfiche. More than 350 libraries and other organizations receive the Checklist, thus making information about state publications widely accessible to Nebraskans.

Selection

Notable Nebraska Documents contains only a sampling of the many useful and attractive publications issued by Nebraska agencies. The full listing appears in the Checklist. Works were selected by Karen Lusk, state documents librarian, and Doris Garlow, state documents assistant, based on a wide range of criteria ranging from content to aesthetic quality.

Arrangement

Entries are arranged alphabetically within seventeen broad subject categories. A title index with cross references is located at the back. The intent of the arrangement is to accommodate a variety of user styles, ranging from casual browsing to specific title searching.

Acknowledgments

At the beginning, we believed that selecting the works for inclusion in this publication would be the most difficult task. We underestimated the difficulties and time involved with downloading records from the online Checklist, editing and handling files, and converting the publication to our new desktop publishing system. The completion of the project is largely due to the assistance and persistence of Vern Buis, director of computer applications at the Nebraska Library Commission, and to Doris Garlow, state documents assistant *extraordinaire* -- and now something of a computer expert herself.

Jacqueline Mundell
Director
Information and Interloan Services

1143

AGRICULTURE/SCIENCE

TITLE	AGRICULTURAL LAND VALUATION MANUAL, NEBRASKA.
CALL NO	R5000H012-(year)
DATE	(holdings: 1980, 1986).
PAGING	162p. MF.
ABSTRACT	Manual outlines and prescribes standard procedures for Nebraska county assessors and appraisers for use in the valuation of agricultural land.

TITLE	AGRICULTURAL STATISTICS, NEBRASKA.
CALL NO	A5100A002-1985
DATE	1986.
PAGING	90+p. MF.
FREQ	annually.
ABSTRACT	This publication is a combination of the detailed agricultural statistics annual report (A5100A001-) and Preliminary County Estimates and State Agricultural Data (A5100S056-). Major grain crop estimates are contained in this publication. All other revised county crop & livestock estimates are available only upon request from the issuing agency. Selected agricultural items most frequently used by agricultural data users are included.

TITLE	AGRICULTURAL STATISTICS, NEBRASKA; ANNUAL REPORT 1981-1982 (ON COVER: ANNUAL REPORT 1981/PRELIMINARY REPORT 1982).
CALL NO	A5100A001-1982
DATE	1983. (holdings: 1919-46, 1948-1982). (ceased).
PAGING	164+p. MF.
FREQ	annually.
ABSTRACT	Contains preliminary statistics for the previous year and final statistics for the year prior to that, covering in detail virtually every aspect of Nebraska agriculture. Ceased as a comprehensive publication as of the 1982 issue. For later statistical information see A5100A002-

TITLE	AGRICULTURE 2001, NEBRASKA: THE NEXT 20 YEARS.
CALL NO	U0000B006.0700-1984
AUTHOR	By AGRICULTURE 2001 COMMITTEE.
DATE	1984.
PAGING	40p. MF.
ABSTRACT	The Board of Regents established the Agriculture 2001 Committee as a study and planning committee. The committee was charged with making recommendations in regard to Institute of Agriculture and Natural Resources programs that would best serve the state and would strengthen the economic performance of Nebraska's agriculture from the present to the year 2001. Six task forces were established to collect and analyze information and make recommendations. This is a summary of those task force reports. The reports are: Nebraska's Agricultural Business and Financial Management (U0000B006.0100-1983) Nebraska's Crops (U0000B006.0200-1983) Nebraska's Human Resources (U0000B006.0300-1983) Nebraska's Livestock (U0000B006.0400-1983) Nebraska's Marketing and Utilization (U0000B006.0500-1983) Nebraska's Natural Resources (U0000B006.0600-1983).

TITLE	BIBLIOGRAPHY OF NEBRASKA GEOLOGY, 1843-1976.
CALL NO	U2375D001-1983
AUTHOR	By Sandy, John H.; With Fussell, Jay.
DATE	1983.
PAGING	198p. MF.
ABSTRACT	Bibliography includes indexing by author, joint author and keyword-in-context (KWIC).

TITLE	BIRDS OF NEBRASKA CHECKLIST.
CALL NO	G1000D006-1985
DATE	1985.
PAGING	16p.
ABSTRACT	A condensed list of birds in Nebraska and a list of organizations and other publications of interest to Nebraska bird watchers and lovers.

TITLE	COMMON & SCIENTIFIC NAMES OF NEBRASKA PLANTS: NATIVE & INTRODUCED.
CALL NO	U2140H002-1982
AUTHOR	By STATEWIDE ARBORETUM.
DATE	(1982).
PAGING	85p. MF.
ABSTRACT	A list showing both common and scientific names for plants occuring in Nebraska. Indicates for each plant whether it is native or introduced.

TITLE	EFFECTS OF FIRE ON A SAND HILLS GRASSLAND ENVIRONMENT.
CALL NO	G1000B006-1972
AUTHOR	By Wolfe, Carl W..
DATE	1972.
PAGING	15p. MF.
ABSTRACT	Describes the effects of a fire in the Sand Hills in 1965.

TITLE	THE FISHES OF NEBRASKA.
CALL NO	G1000H001-(year)
AUTHOR	By Morris, Jerry; Larry Morris; & Larry Witt.
DATE	(holdings: 1972, 1974).
PAGING	98p. MF.
ABSTRACT	A guide to the fishes found in Nebraska waters. Includes color photos of each species and narrative descriptions of each fish family. Also includes maps showing the range of each species, and general background information on their anatomies, habitats, lifecycles, etc.

TITLE	INSECTS, NEBRASKA.
CALL NO	A5000H002-1986
AUTHOR	By Johnson, Stephen V.; With Rieske, Lynne K..
DATE	1986.
PAGING	approx. 200p.
ABSTRACT	This volume contains color photographs and descriptions of hundreds of insects present in Nebraska. A brief life history for each is given as well as the type of damage they cause.

TITLE	NEBRASKA WEEDS.
CALL NO	A5560H001-(year)
DATE	(holdings: 1921, 1953, 1960, 1968, 1971, 1975, 1977, 1979).
PAGING	312. MF.
ABSTRACT	A guide to identifying the weeds of Nebraska. Includes for each weed: a color photograph (of the plant and its seeds), illustrations of leaf and/or stem configurations, and a descriptive paragraph. A glossary and index are also included.

TITLE	OFFICIAL LIVESTOCK BRAND BOOK, STATE OF NEBRASKA (COVER TITLE: NEBRASKA LIVESTOCK BRAND BOOK).
CALL NO	B7100H001-(year)
DATE	(holdings: 1979, 1981, 1984) (see note below for earlier holdings).
PAGING	approx. 800p.
FREQ	quadrennial, with quarterly supplements; index issued annually.
ABSTRACT	All livestock brands used in the state are illustrated, and the following information is provided for each: location of brand on livestock; identification number of brand; brand owner's name, mailing address; and counties in which he runs livestock so branded. Index lists brand owners, their nearest post office town, and their brand identification number.

Note: although the "Brand Book" has been issued since March 1975 by the Nebraska Brand Committee (B7100), all supplements to the 1975 edition (which was published prior to March 1975) retain the S1100H001-classification number so that they are shelved with their "parent" edition.

The 1979 edition and all later issues are classified B7100H001- .

TITLE	PUBLICATIONS (CONSERVATION & SURVEY DIVISION) (title varies).
CALL NO	U2375H011-(year)
DATE	(holdings: 1966, 67, 69, 72, 74, 75, 82, 87).
PAGING	47p.
ABSTRACT	A catalog of all available UNL Conservation and Survey Division publications. Included are "Conservation Bulletins"; "Resource Publications"; Geological Survey publications and maps; "Water Survey" publications; "Soil Survey" reports; soil, topographic, land-use, geologic and other specialized maps and charts; and other related publications.

Note: early editions untitled

1972, 1974 editions title: Available Publications
1976 edition title: List of Publications

1976 edition formerly classified U2375D001-1975.

TITLE	PUBLICATIONS FOR FARM AND HOME.
CALL NO	U2250D001-(year)
DATE	(holdings: 1967, 69, 76, 79-).
PAGING	91p.
FREQ	annually.
ABSTRACT	A list of Agricultural Extension Service and Experiment Station publications available to the public. Citations are arranged by broad subject area and include ordering information. Nebguides, Home Economics Nebguides, and Extension Circulars are among the series that can be ordered as sets or single items.

NEBGUIDE (SERIES)

This series deals with a wide variety of farm and agricultural concerns, methods, innovations, technologies on current topics. Examples of topics covered are: crops, livestock, water, insects, soils, weather and climate, etc. Publications in this series are concise, informative, and easy to understand.

HOME ECONOMICS NEBGUIDE (SERIES)

The publications in this series focus on subjects concerning family, foods, budgets, clothing, child care, safety, home care, etc. Coverage is brief and easy to read.

EXTENSION CIRCULAR (SERIES)

These publications are often several pages in length and deal with subjects ranging from honey bees to swine production. Reports often include photographs, charts, and graphs to illustrate information provided. Bibliographies are frequently included for further reading on the subject.

TITLE	RESIDENTIAL SOLAR ARCHITECTURE, NEBRASKA: A REPRESENTATIVE INVENTORY.
CALL NO	E5700B019-1984
AUTHOR	By SOLAR ENERGY ASSOCIATES, LTD.
DATE	1983.
PAGING	113p. MF.
ABSTRACT	This book is intended to acquaint readers with the wide diversity of approaches being taken by Nebraska Homeowners using or building energy efficient solar homes. Photographs and simple floor plans of 50 homes across the state are included.

TITLE	TRACTOR TEST DATA FOR (YEAR), NEBRASKA.
CALL NO	U2060S001-(year)
DATE	(holdings: 1968, 69, 72, 74-).
PAGING	95+p.
FREQ	annually.
ABSTRACT	Contains test data on the performance of tractors sold in Nebraska, covering: engine horsepower, power-take-off performance, fuel consumption, noise levels, and drawbar performance. Also includes engine and chassis specifications for each.

TITLE	TRANSACTIONS OF THE NEBRASKA ACADEMY OF SCIENCES AND AFFILIATED SOCIETIES.
CALL NO	U0050B002-(year)
AUTHOR	With EDUCATION, DEPT. OF.
DATE	(holdings: 1972-).
PAGING	85+p. MF.
FREQ	annually.
ABSTRACT	Contains the texts of papers submitted by scientists throughout Nebraska, covering: anthropology, behavioral sciences, dental research, earth sciences, engineering & applied sciences, life sciences, mathematics & computer sciences, physical sciences, history and philosophy of science, and science teaching.

TITLE	UNDERSTANDING COMMERCIAL VEGETABLE MARKETS IN NEBRASKA.
CALL NO	U2125B002-1986
DATE	1986.
PAGING	42p. MF.
ABSTRACT	The fresh produce industry in Nebraska is investigated in this report. With the current depressed market conditions of Nebraska's more traditional grain and livestock products, the production, packaging and delivery of fresh produce to commercial wholesale and food processing markets becomes a more feasible commercial venture.

COMMUNITY INFORMATION

TITLE	COMMUNITY IMPROVEMENT: A NEBRASKA STORY.
CALL NO	E1000B032-1983
AUTHOR	By Hoiberg, Dr. Otto G..
DATE	1983.
PAGING	103p.
ABSTRACT	This publication describes how diverse elements within a society, such as governmental agencies, the university and private enterprise, can combine their efforts and resources to enhance the quality of communities.

TITLE	COMMUNITY PROFILE . . . (name of city) . . ., NEBRASKA.
CALL NO	E1000S001-
DATE	(holdings: 1973-).
PAGING	4p. each. MF.
ABSTRACT	These leaflets provide statistical data on individual Nebraska communities, in the following areas: population, labor force, transportation, utilities, tax structure, municipal services, educational facilities, health facilities, recreational facilities, commercial services, housing, industry, etc. Note: entries are included in the Checklist index, by city name, for each report received by the Clearinghouse.

TITLE	DIRECTORY OF EMPLOYMENT AND RELATED RESOURCES FOR WOMEN IN NEBRASKA.
CALL NO	W3000D003-(year)
AUTHOR	By Mayfield, Cindy; & Burden, E. Shelton, editor.
DATE	(holdings: 1978, 1980, 1982, 1983).
PAGING	90+p. MF.
ABSTRACT	A directory to services for Nebraska women who are seeking employment, arranged in the following categories: (1) GETTING READY, (2) EDUCATION AND TRAINING, (3) EMPLOYMENT, (4) SUPPORT SERVICES, and (5) ORGANIZATIONS. Included for each are general information and a directory to relevant agencies, services and resources in Nebraska.

TITLE	DIRECTORY OF SERVICES: SUBSTANCE ABUSE, MENTAL HEALTH, REHABILITATION SERVICES FOR THE VISUALLY IMPAIRED, VETERANS' HOMES (title varies).
CALL NO	I2000D003-(year)
DATE	(holdings: 1980, 1981, 1986) (see also note below).
PAGING	approx. 100p.
ABSTRACT	A directory to Dept. of Public Institutions-affiliated facilities throughout Nebraska by function (alcoholism treatment, mental health, mental retardation, veterans homes, visually impaired). Note: see "DPI Yellow Pages" for editions prior to 1980.

TITLE	DIRECTORY OF SERVICES FOR CHILDREN AND YOUTH, NEBRASKA.
CALL NO	C1500D001-(year)
DATE	(holdings: 1963, 1969, 1974, 1978, 1986).
PAGING	268p.
ABSTRACT	A guide to agencies, both governmental and private, which provide services to children and youth in Nebraska. Includes: (1) an alphabetical listing of all agencies, (2) a "function index," which lists agencies by type of service offered (adoption, day care, speech therapy, recreation, vocational training, etc.), and (3) general information about each agency, including: services offered; geographical area served; application, referral, and admission procedures; rates or fees; licensing; sources of funding.

TITLE	DRINKING AND DRIVING: THE IMPACT ON THE COMMUNITY.
CALL NO	R6000B062-1984
AUTHOR	By Christensen, Cathy.
DATE	1984.
PAGING	18p. MF.
ABSTRACT	Discussion and facts about alcohol related traffic accidents in Nebraska and the consequences a community suffers from such occurrences.

TITLE	ECONOMIC IMPACT OF THE UNIVERSITY OF NEBRASKA AT OMAHA ON THE OMAHA ECONOMY.
CALL NO	U8220B064-1974
AUTHOR	By Todd, Ralph H.; With Blair, Robert F..
DATE	1974.
PAGING	17+p. MF.
ABSTRACT	A study of the economic relationships between the University of Nebraska at Omaha and the City of Omaha. The impact of UNO on the city's economy is measured by the amount of UNO income and expenditures, capital construction projects, UNO employee payroll, local expenditures by faculty, staff, students and visitors, etc.

TITLE	A FLOWERING: A FESTIVAL; WRITING AND STORYTELLING FESTIVAL FOR OLDER NEBRASKANS.
CALL NO	U3100T014-(year)
DATE	(holdings: Vol. I, 1981; Vol. II, 1982; Vol. III, 1983).
PAGING	320p.
ABSTRACT	Samples of manuscripts submitted for the Writing and Storytelling Festival for Older Nebraskans. The purpose of the project is to encourage and honor older Nebraskans who enjoy writing while preserving our heritage through their experiences.

TITLE	HIGHWAY MAP, TRAVEL GUIDE & CAMPGROUND DIRECTORY, NEBRASKA STATE (title varies).
CALL NO	R6000X001-(year)
AUTHOR	With ECONOMIC DEVELOPMENT, DEPT. OF.
DATE	(holdings: 1972-).
PAGING	folder.
FREQ	annually.
ABSTRACT	Nebraska highway map. Includes city maps, a radio station guide, and a guide to parks, museums, historic sities, campgrounds, and other points of interest.

TITLE	JAIL POPULATION REPORT, NEBRASKA.
CALL NO	L2500B015-(year)
AUTHOR	By Overton, Michael; With Martin, Mark.
DATE	(holdings: 1984, 1986).
PAGING	65p. MF.
FREQ	annually.
ABSTRACT	This report presents detailed statistical data collected on persons in city and county jails in Nebraska with the exception of the Omaha City jail, Douglas County Corrections facility and Lancaster County Corrections facility. Included are: jail populations by facility, inmate profile data, and jail population trends.

TITLE	THE LIVELY ARTS AT UNL CALENDAR (title varies).
CALL NO	U0500T010-(year)
DATE	(holdings: 1973-75, 1977-).
PAGING	folder.
FREQ	approx. monthly, during academic year.
ABSTRACT	Calendar lists and describes UNL "lively arts" programs for the current academic year.

TITLE	NEBRASKA WOMEN . . . GETTING YOUR FAIR SHAKE: VOLUME I, MARRIAGE.
CALL NO	W3000B014-1980
AUTHOR	By Haas, Pam; With Allen, Pam; & Karen Krull.
DATE	1980.
PAGING	50+p. MF.
ABSTRACT	A detailed examination of Nebraska's marriage law, with emphasis on its implications for women.

TITLE	NEBRASKA WOMEN . . . GETTING YOUR FAIR SHAKE: VOLUME II, DIVORCE.
CALL NO	W3000B014-1980
AUTHOR	By Haas, Pam; With Allen, Pam; & Karen Krull.
DATE	1980.
PAGING	36+p. MF.
ABSTRACT	A discussion of legal and other aspects of divorce. Designed to assist women in dealing with divorce.

TITLE	NEBRASKA WOMEN . . . GETTING YOUR FAIR SHAKE: VOLUME III, WIDOWHOOD.
CALL NO	W3000B014-1980
AUTHOR	By Haas, Pam; With Allen, Pam; & Karen Krull.
DATE	1980. (with July 1982 revision).
PAGING	42+p. MF.
ABSTRACT	A guide designed to assist women in planning for and dealing with problems and changes resulting from the death of their husbands.

TITLE	OLDER HISPANICS IN OMAHA: THEIR CHARACTERISTICS, ATTITUDES, AND NEEDS.
CALL NO	M1500B008-1981
DATE	1981.
PAGING	approx. 30p.
ABSTRACT	Statistical tables comparing older Hispanics living in Omaha with older Nebraskans in general.

TITLE	POLICY CHOICES, NEBRASKA.
CALL NO	U8220B072-(year)
AUTHOR	By Smith, Russell; editor.
DATE	(holdings: 1986, 1987).
PAGING	224p.
ABSTRACT	Major policy issues facing the state are identified and discussed by experts in each area. These issues may be current policy and/or long-term trends. Each volume deals with timely issues that policy makers can assess and act upon.

TITLE	A PRELIMINARY STUDY OF THE HOMELESS IN OMAHA-DOUGLAS COUNTY.
CALL NO	U8220B071-1986
AUTHOR	By Luke, Jeff S..
DATE	1986.
PAGING	42+p. MF.
ABSTRACT	This paper studies the homeless population in Omaha and Douglas County and the difficulities in identifying this group. General information about the homeless on a national level is also given. Various groups of this population are identified and discussed. They include: the deinstitutionalized mentally ill; evicted families of foreclosed homes; and battered women.

TITLE	RADIOLOGICAL EMERGENCY RESPONSE PLAN FOR NUCLEAR POWER PLANT INCIDENTS, (FOR STATE OF NEBRASKA AND VARIOUS COUNTIES).
CALL NO	M2000B006-(year)
DATE	(holdings: 1973, 1979, 1981, 1982, 1983, 1986, 1987).
PAGING	approx. 350p.
ABSTRACT	Designed to provide a plan for response by appropriate agencies to any release of radiation at the Cooper or Fort Calhoun nuclear power plants which could create an off-site hazard.

TITLE	SELECTED HIGHWAY STATISTICS FOR (YEAR): HIGHWAY FINANCE, MOTOR VEHICLES, DRIVER LICENSING, MOTOR FUELS, BRIDGES, RAIL CROSSINGS, STATE HIGHWAYS, LOCAL ROADS AND STREETS.
CALL NO	R6000S022-(year)
DATE	(holdings: 1983-).
PAGING	166p. MF.
FREQ	annually.
ABSTRACT	Report contains transportation date pertaining to highway finance, motor vehicles, operators, fuels, public roads, bridges & railroad crossings under the administrative control of the State, Counties, Townships, and Municipalities in Nebraska.

TITLE	UNIFORM CRIME REPORTS (COVER TITLE: CRIME IN NEBRASKA, UNIFORM CRIME REPORTS) (title varies).
CALL NO	L2500S001-(year)
AUTHOR	By Keelan, Marilyn K..
DATE	(holdings: 1972-).
PAGING	70p. (annual issue). MF.
FREQ	annual; also semi-annual summaries.
ABSTRACT	Annual issue contains detailed information covering the past three years; semi-annual "releases" contain brief summaries, with comparisons to the same period of the previous year. Information and "uniform crime reports" (statistics) covering the following areas are included: total offenses, murder-manslaughter, forcible rape, robbery, felony assault, burglary, larceny-theft, auto theft, by city, county, and for the state as a whole. Also contains an analysis of arrests, including drug arrests, and a report on disposition of arrests. Law enforcement employee data and a report on assaults on law enforcement officers are also included.

DIRECTORIES

TITLE	AIRPORT DIRECTORY, NEBRASKA.
CALL NO	A4000D001-(year)
DATE	(holdings: 1953, 1971-76, 1979, 1980, 1981, 1987).
PAGING	approx. 100p.
ABSTRACT	Provides a runway map & photo, aeronautical map, and information on services and facilities for each Nebraska airport.

TITLE	CAMPGROUND DIRECTORY, NEBRASKA (title varies).
CALL NO	E1800D003-(year)
DATE	(holdings: 1978, 1983, 1985).
PAGING	approx. 25p.
ABSTRACT	Provides the following information for Nebraska private and Municipal campgrounds: name, location, and facilities/services available.

TITLE	CENTREX DIRECTORY, UNIVERSITY OF NEBRASKA-LINCOLN.
CALL NO	U0500D001-(year)
DATE	(holdings: 1972/73-).
PAGING	328+p.
FREQ	annually.
ABSTRACT	Lists addresses and telephone numbers for UNL faculty, staff, and administrative personnel, and for University offices, departments, and colleges. Publication History: Telephone Directory, UNL (1972/3) Professional Staff Roster (also 1972/3) Directory, UNL (1973/4-1975/6) (above directories merged with 1973/4 edition) current title begins with 1976/7 edition.

TITLE	CRIMINAL JUSTICE DIRECTORY, NEBRASKA.
CALL NO	L2500D002-(year)
DATE	(holdings: 1986-).
PAGING	approx. 100p. MF.
FREQ	annually.
ABSTRACT	A comprehensive listing of major criminal justice personnel throughout the state. The directory is divided into six sections: 1) law enforcement; 2) corrections; 3) judicial system; 4) education; 5) victim witness/domestic violence; 6) criminal justice organizations.

TITLE	DIRECTORY OF EMPLOYMENT AND RELATED RESOURCES FOR WOMEN IN NEBRASKA.
CALL NO	W3000D003-(year)
AUTHOR	By Mayfield, Cindy; & Burden, E. Shelton, editor.
DATE	(holdings: 1978, 1980, 1982, 1983).
PAGING	90+p. MF.
ABSTRACT	A directory to services for Nebraska women who are seeking employment, arranged in the following categories: (1) GETTING READY, (2) EDUCATION AND TRAINING, (3) EMPLOYMENT, 4) SUPPORT SERVICES, and (5) ORGANIZATIONS. Included for each are general information and a directory to relevant agencies, services and resources in Nebraska.

TITLE	DIRECTORY OF MANUFACTURERS AND THEIR PRODUCTS, NEBRASKA (cover title varies).
CALL NO	E1400D001-(year)
DATE	(holdings: 1968-) (see note below for earlier holdings).
PAGING	179p. MF.
FREQ	biennially.
ABSTRACT	Lists all manufacturing firms in Nebraska, both alphabetically by company name and by city. Includes the following information for each firm: name, address, products manufactured, manager's name. Also includes a directory to products manufactured, which provides a list of manufacturers under each SIC category, and an alphabetical key to SIC numbers.

Note--Publication History:
Editions through 1963 published by Dept. of Agriculture & Inspection/Div. of Nebraska Resources.
Editions 1964-1967 published by Dept. of Agriculture & Economic Development/Div. of Nebraska Resources.
Cover titles vary after 1972/73 edition.

TITLE	DIRECTORY OF MEMBERSHIP, COMMITTEES, EMPLOYEES OF THE . . .LEGISLATURE (COVER TITLE: ROSTER).
CALL NO	L3300D001-(year)
AUTHOR	By O'Donnell, Patrick J..
DATE	(holdings: 1971-).
PAGING	63+p. MF.
FREQ	annually.
ABSTRACT	Includes both home and office addresses.

TITLE	DIRECTORY OF MINORITY BUSINESS, NEBRASKA.
CALL NO	U7250D001-1980
AUTHOR	With GOVERNOR'S SPECIAL GRANTS PROGRAM.
DATE	(1980).
PAGING	26+p. MF.
ABSTRACT	Directory provides (1) an alphabetical list of minority-owned businesses in Nebraska, and (2) a list by type of business.

TITLE	DIRECTORY OF POSTSECONDARY INSTITUTIONS IN NEBRASKA (title varies).
CALL NO	E4000D003-(year)
DATE	(holdings: 1979-).
PAGING	32p. MF.
FREQ	annually.
ABSTRACT	A directory to all State-authorized postsecondary educational institutions in Nebraska, arranged by institutional sector and type of school. Note: 1979 & 1980 editions are part of MINI-SERIES REPORTS series and are therefore classified E4000B009.---- . 1979 & 1980 title is "Directory of Nebraska Institutions of Postsecondary Education."

TITLE	DIRECTORY OF PUBLIC AND PRIVATE VOCATIONAL INSTITUTIONS IN NEBRASKA OFFERING APPROVED COURSES UNDER CHAPTER 36, TITLE 38, U.S. CODE, AND PRIVATE VOCATIONAL SCHOOLS LICENSED UNDER SECTIONS 79-2801 - 79-2858, 1977 PRIVATE VOCATIONAL EDUCATIONAL AUTHORIZATION ACT (title varies).
CALL NO	E2900D003-1985
DATE	(holdings: 1973-1979, 1981-1985) (none pub. for 1980). (ceased).
PAGING	48p. MF.
FREQ	annually.
ABSTRACT	Directory lists courses offered by Nebraska institutions of higher education (including colleges & universities; Bible schools and institutes; professional and technical programs in hospitals; high school diploma programs in secondary schools; barber and cosmetology schools) that are approved for the training of veterans and other eligible persons under Chapter 36, Title 38, U.S. Code.

TITLE	DIRECTORY OF SERVICES FOR CHILDREN AND YOUTH, NEBRASKA.
CALL NO	C1500D001-(year)
DATE	(holdings: 1963, 1969, 1974, 1978, 1987).
PAGING	268p.
ABSTRACT	A guide to agencies, both governmental and private, which provide services to children and youth in Nebraska. Includes: (1) an alphabetical listing of all agencies, (2) a "function index," which lists agencies by type of service offered (adoption, day care, speech therapy, recreation, vocational training, etc.), and (3) general information about each agency, including: services offered; geographical area served; application, referral, and admission procedures; rates or fees; licensing; sources of funding.

TITLE	DIRECTORY OF SERVICES: SUBSTANCE ABUSE, MENTAL HEALTH, REHABILITATION SERVICES FOR THE VISUALLY IMPAIRED, VETERANS' HOMES (title varies).
CALL NO	I2000D003-(year)
DATE	(holdings: 1980, 1981, 1986) (see also note below).
PAGING	approx. 100p.
ABSTRACT	A directory to Dept. of Public Institutions-affiliated facilities throughout Nebraska by function (alcoholism treatment, mental health, mental retardation, veterans homes, visually impaired).

Note: see "DPI Yellow Pages" for editions prior to 1980.

TITLE	EDUCATION DIRECTORY, NEBRASKA (title varies).
CALL NO	E2200D001-(year)
DATE	(holdings: 1904- with scattered issues missing).
PAGING	150p. MF.
FREQ	annually.
ABSTRACT	Contains: a listing of Nebraska school teachers, by district and school; lists of State Dept. of Education personnel; Educational Service Unit personnel; County School superintendents; and a list of former school districts which have since become part of a reorganized school system. Also includes a statistical section which provides the following information for each district: district number, number of state approved grades, accreditation status, class, type, assessed valuation, mill levy, bonds, enrollment, number of teachers and their average salaries.

1153

TITLE	ENERGY RESOURCE DIRECTORY.
CALL NO	E5700D001-1979
DATE	1979.
PAGING	approx. 100p.
ABSTRACT	Identifies government agencies, colleges, private firms, and other sources that provide energy-related films, brochures, speakers, tours, or other services to the public.

TITLE	INTERLIBRARY LOAN DIRECTORY FOR NEBRASKA (title varies).
CALL NO	L4000D027-(year)
DATE	(holdings: 1980, 1982, 1985, 1987).
PAGING	77p.
FREQ	annually.
ABSTRACT	A directory to inter-library loan policies of NEUCAT libraries. Includes information on photocopy charges, loan periods, and other inter-library loan matters.

TITLE	INTERNATIONAL TRADE DIRECTORY, NEBRASKA, USA.
CALL NO	E1000D001-(year)
DATE	(holdings: 1972, 1974, 1977, 1983, 1985).
PAGING	107p. MF.
ABSTRACT	A guide to Nebraska firms that have indicated they presently export, or are interested in exporting, part of their production outside the U.S. Part I lists firms alphabetically and provides the following information: address, principal official's name, products manufactured, Standard Industrial Classification (SIC) for products manufactured, and approximate number of employees. Part II is a product index, by SIC numbers.

TITLE	LIBRARIES, NEBRASKA: A DIRECTORY (title varies).
CALL NO	L4000D016-(year)
DATE	(holdings: 1982, 1984, 1987).
PAGING	36p.
ABSTRACT	A Directory to public, academic, institutional, and special libraries and librarians in Nebraska.

TITLE	MINORITY BUSINESS ENTERPRISE/WOMEN BUSINESS ENTERPRISES DIRECTORY.
CALL NO	A2700D001-1984
AUTHOR	By ADMINISTRATIVE SERVICES, DEPT. OF/MATERIEL DIV.; With LABOR DEPT. OF.
DATE	1984.
PAGING	20p. MF.
ABSTRACT	A directory of minority-owned and women-owned businesses in Nebraska.

TITLE	PATENT RECIPIENTS 1977-1985, NEBRASKA.
CALL NO	E1500T001-1985
DATE	1985.
PAGING	approx. 30p.
ABSTRACT	List of Nebraskans who have received patents since 1977. List includes inventor's name, address, patent issue date, patent title, patent class and patent number.

TITLE	PRODUCTION SERVICES DIRECTORY, NEBRASKA (COVER TITLE: FILM RESOURCE DIRECTORY, NEBRASKA).
CALL NO	E1550D001-1987
DATE	1987.
PAGING	304p.
ABSTRACT	An information directory for those interested in making or producing films in Nebraska. Included are preproduction, production and post production agencies, video and audio visual studios, laws and miscellaneous information.

TITLE	RECYCLING DIRECTORY, NEBRASKA.
CALL NO	E6500D001-(year)
AUTHOR	By LITTER REDUCTION & RECYCLING PROGRAM.
DATE	(holdings: 1981, 1986, 1987).
PAGING	48p. MF.
ABSTRACT	A directory to Nebraska recycling centers. Note: earlier version "Market Directory to . . . Recycling," classified E6800D001-1978.

TITLE	STATEWIDE HEALTH PROMOTION RESOURCE DIRECTORY (title varies).
CALL NO	H2000D013-(year)
DATE	(holdings: 1985, 1987).
PAGING	approx. 274+p.
ABSTRACT	This directory consists of health promotion and health risk reduction resources that are available in various areas of the state. It is intended to assist persons and agencies in locating preventive health care services and information. Twelve subject areas are covered: alcohol & drugs; exercise; family planning; high blood pressure; immunization; maternal/paternal & child care; nutrition; older adult health promotion; safety; screening/education/referral; smoking and stress management.

TITLE	UNIVERSITY OF NEBRASKA PRESS (CATALOG).
CALL NO	U5000D002-(year)
DATE	(holdings: Fall-Winter 1975-).
PAGING	approx. 35p.
FREQ	2 times per year
ABSTRACT	A list of University of Nebraska Press titles currently available in print and announcements of new selections.

Note: There are approximately 1200 University Press titles in the Clearinghouse collection which began in 1972. These books are indexed in the Nebraska State Publications Checklist by author, title and subject.

ECONOMICS

TITLE	AFFIRMATIVE ACTION DATA (NEBRASKA, LINCOLN SMSA, OMAHA SMSA, NEBRASKA COUNTIES).
CALL NO	L1100S018-(year)
DATE	(holdings: 1979-).
PAGING	approx. 8p. each.
FREQ	annually.
ABSTRACT	Includes a separate report for each Nebraska county, for the Lincoln and Omaha SMSAs, and for the State as a whole. Each report provides data designed for use in affirmative action programs on sex and racial/ethnic composition of the population and of the labor force. Data are provided for the following groups: "white," "black," "American Indian or Alaskan native," "Asian or Pacific islander," "Hispanic," and "other." Each of these groups is further subdivided by sex. Data are also included for employment status and occupation.

TITLE	AIR SERVICE STUDY, 1984 NEBRASKA.
CALL NO	E1500B032-1984
DATE	1985.
PAGING	51p. MF.
ABSTRACT	This study concerns itself with actual demand for air service in Nebraska communities. The current and potential use of air transportation in the state in terms of economic, environmental, and demographic effects is also addressed.

TITLE	CRUDE OIL AND NATURAL GAS PRODUCTION IN NEBRASKA.
CALL NO	U2720B002.0030-1981
AUTHOR	By Schmidt, James R..
DATE	1981.
PAGING	95+p. MF.
ABSTRACT	Report presents historical data on oil and natural gas production in Nebraska, as well as data on employment, ownership, prices, and value of production. Also includes a projection model for oil production in Nebraska, and a detailed analysis of the Crude Oil Windfall Profit Tax Act of 1980 and its impacts.

TITLE	DIRECTORY OF MANUFACTURERS AND THEIR PRODUCTS, NEBRASKA (cover title varies).
CALL NO	E1400D001-(year)
DATE	(holdings: 1968-) (see note below for earlier holdings).
PAGING	179p. MF.
FREQ	biennially.
ABSTRACT	Lists all manufacturing firms in Nebraska, both alphabetically by company name and by city. Includes the following information for each firm: name, address, products manufactured, manager's name. Also includes a directory to products manufactured, which provides a list of manufacturers under each SIC category, and an alphabetical key to SIC numbers.

Note--Publication History:
Editions through 1963 published by Dept. of Agriculture & Inspection/Div. of Nebraska Resources.
Editions 1964-1967 published by Dept. of Agriculture & Economic Development/Div. of Nebraska Resources.
Cover titles vary after 1972/73 edition.

TITLE	DIRECTORY OF MINORITY BUSINESS, NEBRASKA.
CALL NO	U7250D001-1980
AUTHOR	With GOVERNOR'S SPECIAL GRANTS PROGRAM.
DATE	(1980).
PAGING	26+p. MF.
ABSTRACT	Directory provides (1) an alphabetical list of minority-owned businesses in Nebraska, and (2) a list by type of business.

TITLE	ECONOMIC DEVELOPMENT IN NEBRASKA: A PLANNING PERSPECTIVE.
CALL NO	E1500B010-1975
AUTHOR	With ADMINISTRATIVE SERVICES, DEPT. OF/PLANNING & PROGRAMMING, OFFICE OF.
DATE	1975.
PAGING	118p. MF.
ABSTRACT	This report is intended to call attention to the need to identify opportunities for economic growth in Nebraska and to identify growth problems. It discusses development goals for the state; presents an overview of recent performance of the state's economy relative to those goals; reviews the process of economic growth, the growth sectors, prospects and problems in Nebraska; presents recommendations for further action relating to economic growth; and outlines existing public investment plans of State agencies.

TITLE	THE ECONOMIC IMPACT OF THE UNIVERSITY OF NEBRASKA.
CALL NO	U2720B013-1984
AUTHOR	By Pursell, Donald E.; With Deichert, Jerome A..
DATE	1984.
PAGING	31+p. MF.
ABSTRACT	The University of Nebraska and its impact upon the state's economy for fiscal year 1982-83 is presented. Includes data on employment; faculty, staff and student spending; vistor's impact; funding sources and other economic impacts.

TITLE	ECONOMIC IMPACT OF THE UNIVERSITY OF NEBRASKA AT OMAHA ON THE OMAHA ECONOMY.
CALL NO	U8220B064-1974
AUTHOR	By Todd, Ralph H.; With Blair, Robert F..
DATE	1974.
PAGING	17+p. MF.
ABSTRACT	A study of the economic relationships between the University of Nebraska at Omaha and the City of Omaha. The impact of UNO on the city's economy is measured by the amount of UNO income and expenditures, capital construction projects, UNO employee payroll, local expenditures by faculty, staff, students and visitors, etc.

TITLE	ECONOMIC TRENDS, NEBRASKA.
CALL NO	E1500H001-1986
DATE	1986.
PAGING	145p. MF.
ABSTRACT	This manual is designed to aid users in analyzing the status of the economy of Nebraska using graphic illustrations of the data presented. The information presented here may also be helpful for economic expansion purposes.

TITLE	EDUCATION AND GENERAL CURRENT FUND FINANCIAL STATISTICS OF NEBRASKA INSTITUTIONS OF POSTSECONDARY EDUCATION. . .
CALL NO	E4000B009.0012-(year)
DATE	(holdings: no. 7, 1979, 1980, 1982; no. 12, 1983-).
PAGING	64p. MF.
FREQ	annually.
ABSTRACT	Report provides revenue and expenditure statistics for Nebraska colleges and universities (including technical-community colleges). Provides data covering years shown in title for revenue by source, and expenditures by category.

TITLE	A GUIDE TO LOCAL ECONOMIC DEVELOPMENT STRATEGIC PLANNING.
CALL NO	U8300H004-1986
AUTHOR	By Reed, B. J.; With ECONOMIC DEVELOPMENT, DEPT. OF.
DATE	1986.
PAGING	21p. MF.
ABSTRACT	This manual is designed to guide small communities in Nebraska in developing strategies which may improve their local economies.

TITLE	INTERNATIONAL COMMERCE GUIDE, NEBRASKA.
CALL NO	E1400H004-1982
DATE	1982.
PAGING	34p. MF.
ABSTRACT	A guide to acquaint Nebraska's present and potential exporters and importers with addresses and phone numbers of firms and agencies that provide international trade services in the United States. A brief description of the type of service available from each of these firms is included.

TITLE	INTERNATIONAL TRADE DIRECTORY, NEBRASKA, USA.
CALL NO	E1000D001-(year)
DATE	(holdings: 1972, 1974, 1977, 1983, 1985).
PAGING	107p. MF.
ABSTRACT	A guide to Nebraska firms that have indicated they presently export, or are interested in exporting, part of their production outside the U.S. Part I lists firms alphabetically and provides the following information: address, principal official's name, products manufactured, Standard Industrial Classification (SIC) for products manufactured, and approximate number of employees. Part II is a product index, by SIC numbers.

TITLE	LABOR MARKET INFORMATION QUARTERLY, NEBRASKA (ALSO: LABOR MARKET INFORMATION ANNUAL, NEBRASKA, SUMMARY REPORT).
CALL NO	L1000S004-(year)
DATE	(holdings: 3rd quarter, 1985-).
PAGING	paging varies. MF.
FREQ	quarterly & annual summary.
ABSTRACT	A report containing statistical information on the labor force and work force in Nebraska. Sections included are the labor force, with statistics given by county: the work force, with statistics given by industry; and an unemployment insurance section.

Note: The four quarterly publications are summarized in the Labor Market Information Annual, Summary Report, each year.

TITLE	LEGAL ASPECTS OF DOING BUSINESS IN NEBRASKA.
CALL NO	U7250B002-1983
AUTHOR	By Forbes, Franklin S..
DATE	1983.
PAGING	274p.
ABSTRACT	A book to familiarize people who are considering going into business in Nebraska with various aspects of business or commercial law. This not intended as a "how to" book. Professional advice is definitely recommended for new business persons.

TITLE	THE NEBRASKA ECONOMY IN THE 1980'S.
CALL NO	U2720B011-1982
AUTHOR	By Bare, Charles L.; With Pursell, Donald E..
DATE	1982.
PAGING	65p. MF.
ABSTRACT	Report describes a long-range economic forecasting model for Nebraska. Includes historical data for the period 1960-80 and projections based on the model for 1981-1991. Includes the following data and projections: gross state product by sector (agriculture; construction; manufacturing; mining; transportation, communication, public utilities; wholesale & retail trade; finance, insurance, real estate; services; and government); personal income by industry & place of residence; nonagricultural wage and salary employment by industry; unemployment; population growth by county; population by age & sex; number of households; fertility rates; farm marketing receipts; agricultural exports for the U.S.; and structural changes in the economy by sector.

TITLE	PATENT RECIPIENTS 1977-1985, NEBRASKA.
CALL NO	E1500T001-1985
DATE	1985.
PAGING	approx. 30p.
ABSTRACT	List of Nebraskans who have received patents since 1977. List includes inventor's name, address, patent issue date, patent title, patent class and patent number.

TITLE	POLICY CHOICES, NEBRASKA.
CALL NO	U8220B072-(year)
AUTHOR	By Smith, Russell; editor.
DATE	(holdings: 1986, 1987).
PAGING	224p.
FREQ	annually.
ABSTRACT	Major policy issues facing the state are identified and discussed by experts in each area. These issues may be current policy and/or long-term trends. Each volume deals with timely issues that policy makers can assess and act upon.

TITLE	POPULATION PROJECTIONS, NEBRASKA, 1985-2020.
CALL NO	U2720B002.0032-1982
AUTHOR	By Deichert, Jerome A..
DATE	1982.
PAGING	161+p. MF.
ABSTRACT	Report presents population projections for Nebraska and its planning regions and counties at five-year intervals to the year 2020. Includes population projections by age and sex, projections for migration by age and sex, projections for fertility/birth rates, and other related data. Includes discussion of methodology and assumptions. Note: See also earlier report, "Population Projections, Nebraska; State, County, Region, and Town, 1975-2020" (U2720B002.0006-1973).

TITLE	PRODUCTION SERVICES DIRECTORY, NEBRASKA (COVER TITLE: FILM RESOURCE DIRECTORY, NEBRASKA).
CALL NO	E1550D001-1987
DATE	1987.
PAGING	304p.
ABSTRACT	An information directory for those interested in making or producing films in Nebraska. Included are preproduction, production and post production agencies, video and audio visual studios, laws and miscellaneous information.

TITLE	STATISTICAL HANDBOOK, NEBRASKA.
CALL NO	E1500S001-(year)
DATE	(holdings: first edition (1970)-).
PAGING	301p. MF.
FREQ	biennially.
ABSTRACT	Contains extensive and detailed statistics covering the following areas: population, labor force, personal income, agriculture, manufacturing, mining, business, finance, insurance, transportation, communications, construction, housing, education, health, welfare, government, parks/recreation, energy, and climate.

TITLE	UNDERSTANDING COMMERCIAL VEGETABLE MARKETS IN NEBRASKA.
CALL NO	U2125B002-1986
DATE	1986.
PAGING	42p. MF.
ABSTRACT	The fresh produce industry in Nebraska is investigated in this report. With the current depressed market conditions of Nebraska's more traditional grain and livestock products, the production, packaging and delivery of fresh produce to commercial wholesale and food processing markets becomes a more feasible commercial venture.

TITLE	WOMEN IN NUMBERS: WORKING WOMEN IN NEBRASKA (COVER TITLE: WOMEN IN NUMBERS: A SOURCEBOOK ON WORKING WOMEN IN NEBRASKA).
CALL NO	L1000S002-1985
DATE	1985.
PAGING	168p. MF.
ABSTRACT	Information and statistics on women in the work force in Nebraska in 1980. Areas covered include: demographics; the labor force; industries and occupations; education; income and earnings; and aid to dependent children.

TITLE	WOMEN IN TECHNOLOGY.
CALL NO	P2500B006-1984
AUTHOR	By Broman, Elizabeth M..
DATE	1984.
PAGING	54p. MF.
ABSTRACT	The problem of women's underrepresentation in technological areas is reported. Recommendations for getting women into technological jobs are suggested in very practical, concrete terms.

EDUCATION

TITLE	CALENDAR OF DEVELOPMENTAL ACTIVITIES FOR PRESCHOOLERS.
CALL NO	U4475H009-1975
DATE	1974.
PAGING	91p. MF.
ABSTRACT	An "idea resource book." Contains activity suggestions designed to stimulate the development of preschool children. Activities are presented in a calendar format, with the more elementary activities listed in the fall and the more complex ones in the spring. Includes a subject index to activities.

TITLE	CENTREX DIRECTORY, UNIVERSITY OF NEBRASKA-LINCOLN.
CALL NO	U0500D001-(year)
DATE	(holdings: 1972/73-).
PAGING	328+p.
FREQ	annually.
ABSTRACT	Lists addresses and telephone numbers for UNL faculty, staff, and administrative personnel, and for University offices, departments, and colleges.

Publication History:
Telephone Directory, UNL (1972/3)
Professional Staff Roster (also 1972/3)
Directory, UNL (1973/4-1975/6)
(above directories merged with 1973/4 edition)
current title begins with 1976/7 edition.

TITLE	CHOICE: NEBRASKA'S PUBLIC TELEVISION MAGAZINE.
CALL NO	E5500P001-(year)
AUTHOR	With NEBRASKANS FOR PUBLIC TELEVISION.
DATE	(holdings: vol. 1, no. 3, January 1972-).
PAGING	approx. 25p. (MF 1976-81)
FREQ	monthly.
ABSTRACT	Contains ETV program schedule, with descriptive paragraphs for each program. Also contains feature articles on new or special programs, and general news of ETV developments.

TITLE	DEGREES AND OTHER FORMAL AWARDS CONFERRED BY NEBRASKA INSTITUTIONS OF POSTSECONDARY EDUCATION.
CALL NO	E4000B009.0010-(year)
DATE	(holdings: 1979-).
PAGING	81+p. MF.
FREQ	annually.
ABSTRACT	Report contains data for degrees conferred (by individual institutions, by type of degree, and by area of specialty) for Nebraska colleges, universities, technical-community colleges, and private vocational schools. Note: 1977-78 edition is number 6 in the series; 1978-79 edition is number 10. Later editions are not numbered; for convenience, however, their base classification numbers will be the same as that of the last numbered edition: E4000B009.0010- .

TITLE	DIRECTORY OF POSTSECONDARY INSTITUTIONS IN NEBRASKA (title varies).
CALL NO	E4000D003-(year)
DATE	(holdings: 1979-).
PAGING	32p. MF.
FREQ	annually.
ABSTRACT	A directory to all State-authorized postsecondary educational institutions in Nebraska, arranged by institutional sector and type of school. Note: 1979 & 1980 editions are part of MINI-SERIES REPORTS series and are therefore classified E4000B009.---- . 1979 & 1980 title is "Directory of Nebraska Institutions of Postsecondary Education."

TITLE	DIRECTORY OF PUBLIC AND PRIVATE VOCATIONAL INSTITUTIONS IN NEBRASKA OFFERING APPROVED COURSES UNDER CHAPTER 36, TITLE 38, U.S. CODE, AND PRIVATE VOCATIONAL SCHOOLS LICENSED UNDER SECTIONS 79-2801 - 79-2858, 1977 PRIVATE VOCATIONAL EDUCATIONAL AUTHORIZATION ACT (title varies)
CALL NO	E2900D003-1985
DATE	(holdings: 1973-1979, 1981-1985) (none pub. for 1980). (ceased).
PAGING	48p. MF.
FREQ	annually.
ABSTRACT	Directory lists courses offered by Nebraska institutions of higher education (including colleges & universities; Bible schools and institutes; professional and technical programs in hospitals; high school diploma programs in secondary schools; barber and cosmetology schools) that are approved for the training of veterans and other eligible persons under Chapter 36, Title 38, U.S. Code.

TITLE	EDUCATION AND GENERAL CURRENT FUND FINANCIAL STATISTICS OF NEBRASKA INSTITUTIONS OF POSTSECONDARY EDUCATION FOR. . .
CALL NO	E4000B009.0012-(year)
DATE	(holdings: no. 7, 1979, 1980, 1982; no. 12, 1983-).
PAGING	64p. MF.
FREQ	annually.
ABSTRACT	Report provides revenue and expenditure statistics for Nebraska colleges and universities (including technical-community colleges). Provides data covering years shown in title for revenue by source, and expenditures by category.

TITLE	EDUCATION DIRECTORY, NEBRASKA (title varies).
CALL NO	E2200D001-(year)
DATE	(holdings: 1904- with scattered issues missing).
PAGING	150p. MF.
FREQ	annually.
ABSTRACT	Contains: a listing of Nebraska school teachers, by district and school; lists of State Dept. of Education personnel; Educational Service Unit personnel; County School superintendents; and a list of former school districts which have since become part of a reorganized school system. Also includes a statistical section which provides the following information for each district: district number, number of state approved grades, accreditation status, class, type, assessed valuation, mill levy, bonds, enrollment, number of teachers and their average salaries.

TITLE	FALL HEADCOUNT ENROLLMENTS IN NEBRASKA INSTITUTIONS OF POSTSECONDARY EDUCATION.
CALL NO	E4000B009.0009-(year)
DATE	(holdings: 1979-).
PAGING	41p. MF.
FREQ	annually.
ABSTRACT	Contains the following enrollment data for Nebraska postsecondary educational institutions: (1) total, (2) public institutions, (3) private institutions, (4) technical colleges, (5) private vocational schools, (6) full-time students, (7) part-time students. Also includes data for individual institutions and for enrollment by student level and classification.

Note: 1978 edition is number 4 in the series; 1979 edition is number 9. Later editions are not numbered; for convenience, however, their base classification numbers will be the same as that of the last numbered edition: E4000B009.0009- .

TITLE	FULL-TIME INSTRUCTIONAL FACULTY DATA: NEBRASKA INSTITUTIONS OF POSTSECONDARY EDUCATION.
CALL NO	E4000B009.0011-(year).
DATE	(holdings: no. 5 (1979), no. 11, 1980-).
PAGING	37+p. MF.
FREQ	annually.
ABSTRACT	Report presents a statistical profile of full-time college faculty in Nebraska. Provides the following data, by individual institution, and by type of institution: (1) percentage by rank, (2) total number, (3) average salary, by sex and rank. Also reports percentage tenured, by academic rank and by type of institution.

TITLE	GENERAL OPERATING BUDGET...(University of Nebraska, in 7 volumes).
CALL NO	U0100B001-(year)
DATE	(holdings: 1978-).
PAGING	various pagings.
FREQ	annually.
ABSTRACT	Contains detailed budget data for each component of the University of Nebraska. Note: includes the following volumes: Volume One, University of Nebraska-Lincoln Volume Two, University of Nebraska-Lincoln Volume Three, University of Nebraska-Lincoln Volume Four, University of Nebraska Medical Center Volume Five, University of Nebraska Medical Center Volume Six, University of Nebraska at Omaha Volume Seven, Central Administration.

TITLE	A GUIDE FOR EVALUATING, ESTABLISHING, DEVELOPING SCHOOL MEDIA PROGRAMS.
CALL NO	E2000H004-1973
DATE	1973. (holdings: 1975 edition, E2400H024-).
PAGING	approx. 80p. MF.
ABSTRACT	Discusses four elements of the school media program (services, staffing, physical facility, and collection). Includes a glossary and a cumulative inventory with recommended standards for materials and equipment.

TITLE	MINUTES OF UNIVERSITY OF NEBRASKA BOARD OF REGENTS MEETINGS, UNTITLED.
CALL NO	U0000B005-(year).
DATE	(holdings: Oct. 1974-).
PAGING	approx. 20p. MF.
FREQ	monthly.

TITLE	PRAIRIE SCHOONER.
CALL NO	U2535P001-(year)
AUTHOR	With UNIVERSITY OF NEBRASKA PRESS.
DATE	(holdings: vol. III, no. 4, Fall 1929- with scattered issues missing).
PAGING	approx. 100p.
FREQ	quarterly.
ABSTRACT	University of Nebraska-Lincoln literary magazine. Contains short stories, poetry, essays, reviews, etc.

TITLE	STATISTICAL HANDBOOK, NEBRASKA.
CALL NO	E1500S001-(year)
DATE	(holdings: first edition (1970)-).
PAGING	301p. MF.
FREQ	biennially.
ABSTRACT	Contains extensive and detailed statistics covering the following areas: population, labor force, personal income, agriculture, manufacturing, mining, business, finance, insurance, transportation, communications, construction, housing, education, health, welfare, government, parks/recreation, energy, and climate.

TITLE	STATISTICS AND FACTS ABOUT NEBRASKA SCHOOLS.
CALL NO	E2500S001-(year)
DATE	(holdings: Vol. 1, no. 1, March 1960- with scattered issues missing).
PAGING	123p. MF.
FREQ	annually.
ABSTRACT	Previously in two volumes, this single volume contains the following statistical reports: school district class and system type data student enrollment data general school census data school system staff data non-public school data.

TITLE	TRANSACTIONS OF THE NEBRASKA ACADEMY OF SCIENCES AND AFFILIATED SOCIETIES.
CALL NO	U0050B002-(year)
AUTHOR	With EDUCATION, DEPT. OF.
DATE	(holdings: 1972-).
PAGING	85+p. MF.
FREQ	annually.
ABSTRACT	Contains the texts of papers submitted by scientists throughout Nebraska, covering: anthropology, behavioral sciences, dental research, earth sciences, engineering & applied sciences, life sciences, mathematics & computer sciences, physical sciences, history and philosophy of science, and science teaching.

TITLE	YOU, YOUR CHILD AND SCHOOL: A PARENT'S HANDBOOK.
CALL NO	C1500H002-1985
DATE	1985.
PAGING	42p.
ABSTRACT	This handbook is designed to aid parents in understanding their children and how their surroundings may affect their child's lives. The book deals with concerns parent may have in the area of preschool and day care; communication between the home and school; working parents, single parents; drugs and alcohol; and problems of adolescents, etc.

ENVIRONMENT

TITLE	EFFECTS OF FIRE ON A SAND HILLS GRASSLAND ENVIRONMENT.
CALL NO	G1000B006-1972
AUTHOR	By Wolfe, Carl W..
DATE	1972.
PAGING	15p. MF.
ABSTRACT	Describes the effects of a fire in the Sand Hills in 1965.

TITLE	ENERGY RESOURCE DIRECTORY.
CALL NO	E5700D001-1979
DATE	1979.
PAGING	approx. 100p. MF.
	Identifies government agencies, colleges, private firms, and other sources that provide energy-related films, brochures, speakers, tours, or other services to the public.

TITLE	FLOOD PREPAREDNESS AND RESPONSE HANDBOOK.
CALL NO	N1000H005-1984
DATE	1984.
PAGING	59p.
ABSTRACT	A handbook of sources of specific information and procedures for dealing with flood hazards and the property damage which can result from a flood. For property owners, developers and public officials. Book includes precautions that can be taken before flooding occurs, emergency actions to take when a flood occurs, what steps to take after a flood and how to plan against future flooding.

TITLE	GROUND WATER LAW AND ADMINISTRATION, NEBRASKA.
CALL NO	U3400P003.0001-1980
AUTHOR	By Aiken, J. David.
DATE	1980.
PAGING	approx. 70p. MF.
ABSTRACT	This report consists of three parts: 1) a survey of western ground water rights law not addressed by Nebraska ground water law; 2) a brief description of the technological and historical conditions affecting ground water development and use and how these factors have influenced the evolution of Nebraska ground water law; 3) a description of current Nebraska ground water law and future direction of ground water law and policy.

TITLE	LOCAL EMERGENCY OPERATING PLAN, PARTS B & C (various counties).
CALL NO	M2200B011-
DATE	(holdings: 1983-).
PAGING	100-200p.
ABSTRACT	Includes plans for various Nebraska counties. "Part B, Crisis Relocation" plans describe the role of various low-population-density counties as "hosts" for relocatees from larger cities in the event of nuclear attack. "Part C, Shelter Operations" plans outline procedures designed to ensure that residents of "host" counties, and any crisis relocatees sent there, have access to suitable shelter from the effects of nuclear attack.

TITLE	NATURAL DISASTER PLAN, NEBRASKA.
CALL NO	M2200B003-(year)
DATE	(holdings: 1971, 1977, 1982, 1985).
PAGING	approx. 200p.

TITLE	THE NIOBRARA RIVER: A PROPOSAL FOR SCENIC RIVER DESIGNATION.
CALL NO	N1000B024-1986
AUTHOR	By Kovar, Annette; With NIOBRARA SCENIC RIVER COMMITTEE.
DATE	1986.
PAGING	28p. MF.
ABSTRACT	This study investigates the designation of a portion of the Niobrara River as a national scenic river under the federal Wild and Scenic Rivers Act. The results and analysis of a survey of landowners opinions, as well as management alternatives and Nebraska law related to the scenic river designation are reported.

TITLE	PUBLICATIONS (CONSERVATION & SURVEY DIVISION) (title varies).
CALL NO	U2375H011-(year)
DATE	(holdings: 1966, 67, 69, 72, 74, 75, 82, 87).
PAGING	47p.
ABSTRACT	A catalog of all available UNL Conservation and Survey Division publications. Included are "Conservation Bulletins"; "Resource Publications"; Geological Survey publications and maps; "Water Survey" publications; "Soil Survey" reports; soil, topographic, land-use, geologic and other specialized maps and charts; and other related publications.

Note: early editions untitled
1972, 1974 editions title: Available Publications
1976 edition title: List of Publications

1976 edition formerly classified U2375D001-1975.

TITLE	RADIOLOGICAL EMERGENCY RESPONSE PLAN FOR NON-POWER REACTOR INCIDENTS, NEBRASKA.
CALL NO	M2200B009-(year)
DATE	(holdings: 1983, 1987).
PAGING	approx. 250p. MF.
ABSTRACT	Official State plan for dealing with accidents involving radioactive substances not connected with nuclear power plants.

TITLE	RADIOLOGICAL EMERGENCY RESPONSE PLAN FOR NUCLEAR POWER PLANT INCIDENTS, (for State of Nebraska and various counties).
CALL NO	M2000B006-(year)
DATE	(holdings: 1973, 1979, 1981, 1982, 1983, 1986, 1987).
PAGING	approx. 350p.
ABSTRACT	Designed to provide a plan for response by appropriate agencies to any release of radiation at the Cooper or Fort Calhoun nuclear power plants which could create an off-site hazard.

TITLE	RECYCLING DIRECTORY, NEBRASKA.
CALL NO	E6500D001-(year)
AUTHOR	By LITTER REDUCTION & RECYCLING PROGRAM.
DATE	(holdings: 1981, 1986, 1987).
PAGING	48p. MF.
ABSTRACT	A directory to Nebraska recycling centers. Note: earlier version "Market Directory to . . . Recycling," classified E6800D001-1978.

TITLE	RESIDENTIAL SOLAR ARCHITECTURE, NEBRASKA: A REPRESENTATIVE INVENTORY.
CALL NO	E5700B019-1984
AUTHOR	By SOLAR ENERGY ASSOCIATES, LTD.
DATE	1983.
PAGING	113p.
ABSTRACT	This book is intended to acquaint readers with the wide diversity of approaches being taken by Nebraska Homeowners using or building energy efficient solar homes. Photographs and simple floor plans of 50 homes across the state are included.

TITLE	SIX-STATE HIGH PLAINS-OGALLALA AQUIFER REGIONAL RESOURCES STUDY (ALSO SUMMARY).
CALL NO	N1000B006-1982
AUTHOR	By HIGH PLAINS ASSOCIATES; With HIGH PLAINS STUDY COUNCIL.
DATE	1982.
PAGING	approx. 400p. MF.
ABSTRACT	Final report on the "High Plains Ogallala Aquifer Regional Study." Study was designed to "determine potential development alternatives for the High Plains (Nebraska, Kansas, Oklahoma, Texas, Colorado, New Mexico), to identify and describe the policies and actions required to carry out promising strategies, and to evaluate the local, state, and national implications of these alternative strategies or the absence of these strategies."

GOVERNMENT

TITLE	ADMINISTRATIVE RULES AND REGULATIONS, NEBRASKA.
CALL NO	L3600R001-
DATE	(holdings: updated rules and regulations).
PAGING	multi-volume set.
ABSTRACT	Includes all rules and regulations promulgated by Nebraska State agencies.

TITLE	BLUE BOOK, NEBRASKA.
CALL NO	L3000D001-(year)
DATE	(holdings: 1899-).
PAGING	907p. MF.
FREQ	biennially.
ABSTRACT	A "quick reference" guide to the State of Nebraska, its early history, its constitutional development, and its government. Includes detailed descriptions of each State government agency; a brief organizational outline of Federal agencies in the State; information on the principal public officials (including those of the cities and counties); directories to various governmental and social agencies, educational institutions, statewide associations, newspapers & radio/TV stations; and extensive statistical information on a wide range of subjects (population, voting records, taxes, government finance, agriculture, economic activity, etc.). Also provided are a wide range of miscellaneous information, including score for the State song, a list of State symbols (State bird, flower, etc.), and a list of State holidays.

TITLE	CITIZEN'S GUIDE TO NEBRASKA'S COURTS.
CALL NO	S3000H001-(year)
DATE	(holdings: 1983, 1986).
PAGING	38p. MF.
ABSTRACT	A booklet addressed to the citizens of Nebraska briefly explaining the Nebraska Judicial System.

TITLE	CONSTITUTION OF THE STATE OF NEBRASKA.
CALL NO	S1000Q001-(year)
DATE	(holdings: 1979, 1981, 1983, 1985, 1987).
PAGING	56p. MF.

TITLE	CRIMINAL JUSTICE DIRECTORY, NEBRASKA.
CALL NO	L2500D002-(year)
DATE	(holdings: 1986-).
PAGING	approx. 100p. MF.
FREQ	annually.
ABSTRACT	A comprehensive listing of major criminal justice personnel throughout the state. The directory is divided into six sections: 1) law enforcement; 2) corrections; 3) judicial system; 4) education; 5) victim witness/domestic violence; 6) criminal justice organizations.

TITLE	EXECUTIVE BUDGET, STATE OF NEBRASKA.
CALL NO	G2000B001-(year)
AUTHOR	By ADMINISTRATIVE SERVICES, DEPT. OF/BUDGET DIV.; & TAX COMMISSIONER.
DATE	(holdings: 1947-49-).
PAGING	153p. MF.
FREQ	biennial 1987- : annual 1971-1986, biennial through 1969.
ABSTRACT	Provides detailed data on the budget of each Nebraska State government agency, including the following: expenditures for the most recent three years; current-fiscal-year appropriations and estimated expenditures; budget request for the next fiscal year; the governor's recommended budget amounts; expenditures by program; expenditures by source of funds. Tables, graphs, charts, and narrative explanation outlining the governor's budget recommendations are included. Also includes capital construction data and recommendations. The governor's annual budget message to the legislature is included in most issues.

TITLE	A GUIDE TO NEBRASKA COUNTY GOVERNMENT.
CALL NO	E1000H007-(year)
AUTHOR	By Moreland, Willis D.; With COLLEGES, BD. OF TRUSTEES OF STATE/CHADRON STATE COLLEGE.
DATE	(holdings: 1976, 1978).
PAGING	61p. MF.
ABSTRACT	A guide for county officials. Includes sections discussing: historical development, legal status, organization and structure, duties of various officials, the judicial system, and other related subjects.

TITLE	GUIDE TO NEBRASKA STATE AGENCIES.
CALL NO	L4200H001-(year)
DATE	(holdings: first issue (1973)-).
PAGING	42p. MF.
FREQ	annually.
ABSTRACT	Designed for use in conjunction with the Nebraska State Publications Checklist. Provides the State Agency Classification Schedule, which lists the number assigned to each state agency and agency subdivision by the Clearinghouse (for publication classification purposes). Also provides addresses and telephone numbers for state agencies.

TITLE	GUIDE TO NEBRASKA STATE SERVICES.
CALL NO	E1000H002-(year)
AUTHOR	With UNIVERSTIY OF NEBRASKA-LINCOLN/GOVERNMENT RESEARCH INSTITUTE
DATE	(holdings: 1971, 1972, 1973, 1977, 1983).
PAGING	approx. 300p. MF.
ABSTRACT	A central reference source for services provided by or administered through Nebraska state agencies. The first part contains a listing of each state service program with information on its nature and purpose, administering agency, eligibility standards, application process, source of funding and authorization authority. The second part is a subject index to the programs listed.

TITLE	A HISTORY OF THE NEBRASKA STATE HIGHWAY COMMISSION.
CALL NO	R6000D001-(year)
AUTHOR	By Koster, George E., III..
DATE	(holdings: 1974, 1986).
PAGING	14p. MF.
ABSTRACT	A list of Nebraska's State Highway Commissioners, Commission officers, and Secretaries (1953-1974); and State Engineers (1895-1974). Includes brief biographical notes about each Commissioner and a table showing miles of gravel roads in the state's highway system.

TITLE	JAIL STANDARDS, STATE OF NEBRASKA.
CALL NO	L2500R002-(year)
AUTHOR	By JAIL STANDARDS BOARD, NEBRASKA.
DATE	(holdings: 1981, 1986).
PAGING	53+p. MF.
ABSTRACT	Rules and regulations governing Nebraska jails.

TITLE	A MANUAL FOR RECORDS PRESERVATION & DISASTER PLANNING FOR STATE GOVERNMENT AGENCIES IN NEBRASKA.
CALL NO	H6000H004-1981
AUTHOR	By Fortson-Jones, Judith.
DATE	1981.
PAGING	20p. MF.
ABSTRACT	Manual outlines storage and handling procedures designed to prevent damage to public records, as well as restoration techniques for those that have been damaged by water.

TITLE	PERSONNEL ALMANAC.
CALL NO	P2000B004-(year)
DATE	(holdings: 1983, 1986, 1987).
PAGING	174p. MF.
ABSTRACT	Statistical information on state employees (excluding the University of Nebraska). Report includes data on agency and numbers of employees, salary, gender, ethnic groups, average employee service years and age, budget, personal services expenditure, leave, insurance, retirement, overtime, turnover, labor contracts, etc.

TITLE	POLICY CHOICES, NEBRASKA.
CALL NO	U8220B072-(year)
AUTHOR	By Smith, Russell; editor.
DATE	(holdings: 1986, 1987).
PAGING	224p.
FREQ	annually.
ABSTRACT	Major policy issues facing the state are identified and discussed by experts in each area. These issues may be current policy and/or long-term trends. Each volume deals with timely issues that policy makers can assess and act upon.

TITLE	STATE GOVERNMENT DIRECTORY, NEBRASKA.
CALL NO	A2600D001-(year)
DATE	(holdings: 1976-) (see note below for earlier holdings).
PAGING	312p.
FREQ	annually.
ABSTRACT	Lists telephone numbers and addresses for State agencies and legislators, and their employees.

Notes: editions through 1975 are classified A2500D001-
(title: Capitol Directory, Nebraska).
Current title begins with 1977 edition; 1976 edition
title is: Capitol Directory, Nebraska.

TITLE	STATE PLAN FOR DEVELOPMENTAL DISABILITIES (title varies).
CALL NO	H2830B001-(year)
AUTHOR	By HEALTH, DEPT. OF/DEVELOPMENTAL DISABILITIES PLANNING COUNCIL.
DATE	(holdings: 1978-79-) (see note below for earlier holdings).
PAGING	approx. 200p. MF.
FREQ	annually.
ABSTRACT	Note: editions prior to 1978/79 are classified H2410B001- .

TITLE	STATE PUBLICATIONS CHECKLIST, NEBRASKA.
CALL NO	L4200D001-(year)
DATE	(holdings: vol. 1, no. 1, 1973-).
PAGING	approx. 75p. per issue. MF.
FREQ	bimonthly.
ABSTRACT	Official Nebraska State publications list. Indexes and abstracts all Nebraska State-government publications received by the Publications Clearinghouse. Note: available free of charge to the following in Nebraska: public, high school, academic libraries; State agencies & legislators; county extension agents; educational service units. Also offered on an exchange basis to other states' library agencies. Available to all others on subscription at $15 per year.

TITLE	UNDERSTANDING NEBRASKA MUNICIPAL FINANCE.
CALL NO	E1000H005-(year)
AUTHOR	By Scott, David C..
DATE	(holdings: 1975 edition, 1978 edition).
PAGING	40+p. MF.
ABSTRACT	A handbook for local public officials. Outlines in general terms the philosophy of finance, the processes and sources of revenue, and budgeting problems that face municipal officials.

TITLE	UNDERSTANDING NEBRASKA MUNICIPAL GOVERNMENT.
CALL NO	E1000H004-(year)
AUTHOR	By Bruce, Arthur.
DATE	(holdings: 1975 edition, 1978 edition).
PAGING	61+p. MF.
ABSTRACT	A handbook on Nebraska municipal government for the non-expert. Includes descriptions of: the legal bases for municipal government; organizational forms; duties and responsibilities of the mayor and councils; local boards and other units of local government.

GUIDES/HANDBOOKS/MANUALS

TITLE	AGRICULTURAL LAND VALUATION MANUAL, NEBRASKA.
CALL NO	R5000H012-(year)
DATE	(holdings: 1980, 1986).
PAGING	162p. MF.
ABSTRACT	Manual outlines and prescribes standard procedures for Nebraska county assessors and appraisers for use in the valuation of agricultural land.

TITLE	BLUE BOOK, NEBRASKA.
CALL NO	L3000D001-(year)
DATE	(holdings: 1899-).
PAGING	907p. MF.
FREQ	biennially.
ABSTRACT	A "quick reference" guide to the State of Nebraska, its early history, its constitutional development, and its government. Includes detailed descriptions of each State government agency; a brief organizational outline of Federal agencies in the State; information on the principal public officials (including those of the cities and counties); directories to various governmental and social agencies, educational institutions, statewide associations, newspapers & radio/TV stations; and extensive statistical information on a wide range of subjects (population, voting records, taxes, government finance, agriculture, economic activity, etc.). Also provided are a wide range of miscellaneous information, including score for the State song, a list of State symbols (State bird, flower, etc.), and a list of State holidays.

TITLE	CATALOG OF EVENTS, NEBRASKA (title varies).
CALL NO	E1800T001-(year)
DATE	(holdings: 1973-).
PAGING	37p.
FREQ	annually.
ABSTRACT	Lists recreational events throughout Nebraska chronologically, and by type (fairs, fine arts, community happenings, horse racing, sports, rodeos, ethnic festivals, etc.).
TITLE	CITIZEN'S GUIDE TO NEBRASKA'S COURTS.

TITLE	CITIZEN'S GUIDE TO NEBRASKA'S COURTS.
CALL NO	S3000H001-(year)
DATE	(holdings: 1983, 1986).
PAGING	38p. MF.
ABSTRACT	A booklet addressed to the citizens of Nebraska briefly explaining the Nebraska Judicial System.

TITLE	FILM CATALOG, NEBRASKA FILM SERVICE (ALSO FILM/AV CATALOG SUPPLEMENT).
CALL NO	L4000D017-(year)
DATE	(holdings: 1960/1, 61/2, 62/3, 63, 66, 70, 72, 74, 77-79, 80).
PAGING	Catalog: 278+p. MF.
ABSTRACT	An annotated, indexed catalog of 16mm films available to Nebraskans through the Nebraska Film Service. The following information is provided for each film: running time; age level; production date; b&w/color; distributor; and subject areas covered. An annotation is included for each film.

TITLE	A GUIDE FOR EVALUATING, ESTABLISHING, DEVELOPING SCHOOL MEDIA PROGRAMS.
CALL NO	E2000H004-1973
DATE	1973. (other holdings: 1975 edition, E2400H024-).
PAGING	approx. 80p. MF.
ABSTRACT	Discusses four elements of the school media program (services, staffing, physical facility, and collection). Includes a glossary and a cumulative inventory with recommended standards for materials and equipment.

TITLE	GUIDE TO MUSEUMS AND HISTORIC SITES, NEBRASKA.
CALL NO	E1000D004-1986
DATE	1986.
PAGING	38p.
ABSTRACT	An alphabetical listing, by city of museums and historic sites in Nebraska. Hours of operation, admission fees, etc. are given.

TITLE	A GUIDE TO NEBRASKA COUNTY GOVERNMENT.
CALL NO	E1000H007-(year)
AUTHOR	By Moreland, Willis D.; With COLLEGES, BD. OF TRUSTEES OF STATE/CHADRON STATE COLLEGE.
DATE	(holdings: 1976, 1978).
PAGING	61p. MF.
ABSTRACT	A guide for county officials. Includes sections discussing: historical development, legal status, organization and structure, duties of various officials, the judicial system, and other related subjects.

TITLE	GUIDE TO NEBRASKA STATE AGENCIES.
CALL NO	L4200H001-(year)
DATE	(holdings: first issue (1973)-).
PAGING	42p. MF.
FREQ	annually.
ABSTRACT	Designed for use in conjunction with the Nebraska State Publications Checklist. Provides the State Agency Classification Schedule, which lists the number assigned to each state agency and agency subdivision by the Clearinghouse (for publication classification purposes). Also provides addresses and telephone numbers for state agencies.

TITLE	GUIDE TO NEBRASKA STATE SERVICES.
CALL NO	E1000H002-(year)
AUTHOR	With UNIVERSTIY OF NEBRASKA-LINCOLN/GOVERNMENT RESEARCH INSTITUTE
DATE	(holdings: 1971, 1972, 1973, 1977, 1983).
PAGING	approx. 300p. MF.
ABSTRACT	A central reference source for services provided by or administered through Nebraska state agencies. The first part contains a listing of each state service program with information on its nature and purpose, administering agency, eligibility standards, application process, source of funding and authorization authority. The second part is a subject index to the programs listed.

TITLE	A GUIDE TO THE MAJOR MICROFORM COLLECTIONS AT
THE	UNIVERSITY OF NEBRASKA-LINCOLN LIBRARIES.
CALL NO	U0625D002-1980
AUTHOR	By Stebelman, Scott; With McFarland, Thomas.
DATE	1980.
PAGING	124+p. MF.
ABSTRACT	Divided into two major parts: (A) annotations of major collections, and (B) periodicals published in microform series. Part A covers only those titles that are not adequately accessible through the UNL public catalog or that meet one of the following criteria: (1) have an index in the UNL "BIB" collection, (2) are government documents, (3) their catalog entry is different from the print bibliography which serves as the basis of the collection, or (4) their catalog entry is too general or ambiguous to be meaningful. Part B includes periodicals from the following microform collections: "American Periodical Series," "British Periodicals in the Creative Arts," "Early British Periodicals," "English Literary Periodicals," and "Source Materials in the Field of Theatre." Annotations, a classified subject index, and an integrated name, title, and subject index are provided for part "A". Part "B" is arranged alphabetically by title.

TITLE	A GUIDE TO THE MANUSCRIPT DIVISION OF THE STATE ARCHIVES.
CALL NO	H6000H001.0005-(year)
DATE	(holdings: 1974, 1983).
PAGING	88p. MF.
ABSTRACT	Fifth in a series of "finding aids" to archival, manuscript, and newspaper holdings of the Nebraska State Historical Society. An alphabetical inventory of holdings of the Manuscript Division through December 1972.

TITLE	A HANDLIST OF NEBRASKA AUTHORS (COVER TITLE: NEBRASKA AUTHORS).
CALL NO	E2000D004-1977
AUTHOR	By Uzendoski, Emily Jane.
DATE	1977.
PAGING	275+p.
ABSTRACT	A list of Nebraska authors and their works. Included are native writers, as well as non-natives who lived in Nebraska for ten or more years. Also included are non-natives who lived in Nebraska for fewer than ten years, but whose published works deal with subject matter "of particular interest to Nebraska and the Great Plains region."

TITLE	ILLUSTRATED STANDARDS FOR PUBLIC BUILDINGS; STATE OF NEBRASKA PROVISIONS FOR THE HANDICAPPED.
CALL NO	A2900T002-1978
DATE	(holdings: 1975 edition, 1978 edition).
PAGING	36p. MF.
ABSTRACT	Illustrates and describes standards and specifications designed to ensure the handicapped accessibility to buildings and facilities used by the public, as set forth in RRS Neb 72-1101 through 72-1124.

TITLE	INDEX - GUIDE NEBRASKA HISTORY MAGAZINE, 1959-1979 (VOLUMES 40-60).
CALL NO	H6000T022-1959
AUTHOR	By Loudon, Betty L.; compiler.
DATE	1984. (see note below for earlier holdings).
PAGING	274p.
ABSTRACT	A detailed cumulative index to Nebraska History quarterly magazine, 1959-1979 (volumes 40-60). Volumes 1-39 (1918-1958) of the magazine are indexed in Volume 24 of the Nebraska State Historical Society Publications Series (H6000T022-1918).

TITLE	INTERNATIONAL COMMERCE GUIDE, NEBRASKA.
CALL NO	E1400H004-1982
DATE	1982.
PAGING	34p. MF.
ABSTRACT	A guide to acquaint Nebraska's present and potential exporters and importers with addresses and phone numbers of firms and agencies that provide international trade services in the United States. A brief description of the type of service available from each of these firms is included.

TITLE	LODGING GUIDE, NEBRASKA (title varies).
CALL NO	E1800D002-(year)
DATE	(holdings: 1980, 1981, 1983, 1985, 1987).
PAGING	52p.
ABSTRACT	Includes the following information for Nebraska hotels and motels: name, address, phone, affiliation, rates, number of rooms, and features available (pool, air conditioning, etc.).

TITLE	A MANUAL FOR PAPER PRESERVATION & DISASTER PLANNING FOR ARCHIVES, LIBRARIES AND MUSEUMS IN NEBRASKA.
CALL NO	H6000H003-1981
AUTHOR	By Fortson-Jones, Judith.
DATE	1981.
PAGING	20p. MF.
ABSTRACT	Manual outlines storage and handling procedures designed to prevent damage to books and microforms in libraries, as well as restoration techniques for library materials damaged by water.

TITLE	A MANUAL FOR RECORDS PRESERVATION & DISASTER PLANNING FOR LOCAL GOVERNMENT AGENCIES IN NEBRASKA.
CALL NO	H6000H002-1981
AUTHOR	By Fortson-Jones, Judith.
DATE	1981.
PAGING	20p. MF.
ABSTRACT	Manual outlines storage and handling procedures designed to prevent damage to public records, as well as restoration techniques for those that have been damaged by water.

TITLE	A MANUAL FOR RECORDS PRESERVATION & DISASTER PLANNING FOR STATE GOVERNMENT
AGENCIES	IN NEBRASKA.
CALL NO	H6000H004-1981
AUTHOR	By Fortson-Jones, Judith.
DATE	1981.
PAGING	20p. MF.
ABSTRACT	Manual outlines storage and handling procedures designed to prevent damage to public records, as well as restoration techniques for those that have been damaged by water.

TITLE	PERKEY'S NEBRASKA PLACE NAMES.
CALL NO	H6000T022-1982
AUTHOR	By Perkey, Elton A..
DATE	1982.
PAGING	227+p.
ABSTRACT	A county-by-county listing of current and historical Nebraska town, post office, railroad station, and other place names. Includes any available information about peak population, name origin, previous names, and related topics. Includes alphabetical index.

TITLE	PERSONNEL ALMANAC.
CALL NO	P2000B004-(year)
DATE	(holdings: 1983, 1986, 1987).
PAGING	174p. MF.
ABSTRACT	Statistical information on state employees (excluding the University of Nebraska). Report includes data on agency and numbers of employees, salary, gender, ethnic groups, average employee service years and age, budget, personal services expenditure, leave, insurance, retirement, overtime, turnover, labor contracts, etc.

TITLE	PUBLICATIONS FOR FARM AND HOME.
CALL NO	U2250D001-(year)
DATE	(holdings: 1967, 69, 76, 79-).
PAGING	91p.
FREQ	annually.
ABSTRACT	A list of Agricultural Extension Service and Experiment Station publications available to the public. Citations are arranged by broad subject area and include ordering information. Nebguides, Home Economics Nebguides, and Extension Circulars are among the series that can be ordered as sets or single items.

NEBGUIDE (SERIES)

This series deals with a wide variety of farm and agricultural concerns, methods, innovations, technologies on current topics. Examples of topics covered are: crops, livestock, water, insects, soils, weather and climate, etc. Publications in this series are concise, informative, and easy to understand.

HOME ECONOMICS NEBGUIDE (SERIES)

The publications in this series focus on subjects concerning family, foods, budgets, clothing, child care, safety, home care, etc. Coverage is brief and easy to read.

EXTENSION CIRCULAR (SERIES)

These publications are often several pages in length and deal with subjects ranging from honey bees to swine production. Reports often include photographs, charts, and graphs to illustrate information provided. Bibliographies are frequently included for further reading on the subject.

TITLE	SERVING ON A JURY...A HANDBOOK FOR NEBRASKA JURORS.
CALL NO	S3000H002-1984
DATE	1984.
PAGING	approx. 12p. MF.
ABSTRACT	A handbook providing general information about the Nebraska judicial system and what to expect when participating as a jury member during a trial.

TITLE	STATE GOVERNMENT DIRECTORY, NEBRASKA.
CALL NO	A2600D001-(year)
DATE	(holdings: 1976-) (see note below for earlier holdings).
PAGING	312p.
FREQ	annually.
ABSTRACT	Lists telephone numbers and addresses for State agencies and legislators, and their employees. Notes: editions through 1975 are classified A2500D001- (title: Capitol Directory, Nebraska). Current title begins with 1977 edition; 1976 edition title is: Capitol Directory, Nebraska.

TITLE	STATISTICAL HANDBOOK, NEBRASKA.
CALL NO	E1500S001-(year)
DATE	(holdings: first edition (1970)-).
PAGING	301p. MF.
FREQ	biennially.
ABSTRACT	Contains extensive and detailed statistics covering the following areas: population, labor force, personal income, agriculture, manufacturing, mining, business, finance, insurance, transportation, communications, construction, housing, education, health, welfare, government, parks/recreation, energy, and climate.

TITLE	UNDERSTANDING NEBRASKA MUNICIPAL FINANCE.
CALL NO	E1000H005-(year)
AUTHOR	By Scott, David C..
DATE	(holdings: 1975 edition, 1978 edition).
PAGING	40+p. MF.
ABSTRACT	A handbook for local public officials. Outlines in general terms the philosophy of finance, the processes and sources of revenue, and budgeting problems that face municipal officials.

TITLE	UNDERSTANDING NEBRASKA MUNICIPAL GOVERNMENT.
CALL NO	E1000H004-(year)
AUTHOR	By Bruce, Arthur.
DATE	(holdings: 1975 edition, 1978 edition).
PAGING	61+p. MF.
ABSTRACT	A handbook on Nebraska municipal government for the non-expert. Includes descriptions of: the legal bases for municipal government; organizational forms; duties and responsibilities of the mayor and councils; local boards and other units of local government.

TITLE	VACATION NEBRASKA.
CALL NO	E1800T008-(year)
DATE	(holdings: 1986-).
FREQ	annually.
PAGING	32p.

TITLE	VETERANS INFORMATION GUIDE AND THE HISTORY OF THE NATIONAL GUARD, NEBRASKA.
CALL NO	L1500H001-1983
AUTHOR	By Marchese, Thomas J..
DATE	1983.
PAGING	85p. MF.
ABSTRACT	A directory containing information concerning services and benefits available to Veterans who served honorably in the U.S. Armed Forces. Also included is a history of the Nebraska National Guard and Air National Guard.

TITLE	YOU, YOUR CHILD AND SCHOOL: A PARENT'S HANDBOOK.
CALL NO	C1500H002-1985
DATE	1985.
PAGING	42p.
ABSTRACT	This handbook is designed to aid parents in understanding their children and how their surroundings may affect their child's lives. The book deals with concerns parent may have in the area of preschool and day care; communication between the home and school; working parents, single parents; drugs and alcohol; and problems of adolescents, etc.

HEALTH

TITLE	CANCER MORTALITY, NEBRASKA, 1960-80.
CALL NO	H2850S013-1983
AUTHOR	By Nelson, Norman M..
DATE	(holdings: 1976, 1983).
PAGING	49p. MF.
ABSTRACT	Contains detailed data for deaths due to cancer, by Nebraska region and by organs involved for 1959-61, 1964-66, 1969-71, 1974-76 and 1979-81.

TITLE	DRINKING AND DRIVING: THE IMPACT ON THE COMMUNITY.
CALL NO	R6000B062-1984
AUTHOR	By Christensen, Cathy.
DATE	1984.
PAGING	18p. MF.
ABSTRACT	Discussion and facts about alcohol related traffic accidents in Nebraska and the consequences a community suffers from such occurrences.

TITLE	HISTORY OF MEDICINE IN NEBRASKA.
CALL NO	U4110T002-1977
AUTHOR	By Hetzner, Bemice M.; Albert F. Tyler; & Ella F. Auerbach.
DATE	1977 reprint of 1928 edition.
PAGING	662p.
ABSTRACT	Includes historical discussion of the following subjects: pioneers; physicians in politics; war service; women physicians; medical publications; scientific achievements; colleges; organizations; hospitals; also includes a directory of physicians, an index, and corrections.

TITLE	STATE PLAN FOR DEVELOPMENTAL DISABILITIES (title varies).
CALL NO	H2830B001-(year)
AUTHOR	By HEALTH, DEPT. OF/DEVELOPMENTAL DISABILITIES PLANNING COUNCIL.
DATE	(holdings: 1978-79-) (see note below for earlier holdings).
PAGING	approx. 200p. MF.
FREQ	annually.
ABSTRACT	Note: editions prior to 1978/79 are classified H2410B001- .

TITLE	*STATEWIDE HEALTH PROMOTION* RESOURCE DIRECTORY (title varies).
CALL NO	H2000D013-(year)
DATE	(holdings: 1985, 1987).
PAGING	approx. 274+p.
ABSTRACT	This directory consists of health promotion and health risk reduction resources that are available in various areas of the state. It is intended to assist persons and agencies in locating preventive health care services and information. Twelve subject areas are covered: alcohol & drugs; exercise; family planning; high blood pressure; immunization; maternal/paternal & child care; nutrition; older adult health promotion; safety; screening/education/referral; smoking and stress management.

TITLE	STATISTICAL HANDBOOK, NEBRASKA.
CALL NO	E1500S001-(year)
DATE	(holdings: first edition (1970)-).
PAGING	301p. MF.
FREQ	biennially.
ABSTRACT	Contains extensive and detailed statistics covering the following areas: population, labor force, personal income, agriculture, manufacturing, mining, business, finance, insurance, transportation, communications, construction, housing, education, health, welfare, government, parks/recreation, energy, and climate.

TITLE	VITAL STATISTICS REPORT (title varies).
CALL NO	H2890S001-(year)
DATE	(holdings: 1949, 1952-).
PAGING	113p. MF.
FREQ	annually.
ABSTRACT	Contains Nebraska statistics covering births, deaths, marriages, divorces, and population. Included in the BIRTH section are statistics by weight, location, age of parents, race, sex, and for out-of-wedlock births, congenital anomalies, and abortions. The DEATH section includes statistics by cause, place, age (covering 1925-), sex, race, and for suicides, accidental deaths, and infant mortality. The MARRIAGE AND DIVORCE section contains statistics for previous marital status, and age. Divorces are also reported by number of children affected, duration of marriage, and annulments. The POPULATION section contains statistics for number of people by county (1930-).

HISTORY

TITLE	BLACK ORAL HISTORY IN NEBRASKA; A HANDBOOK FOR RESEARCHERS AND STUDENTS OF ORAL TRADITIONS IN BLACK COMMUNITIES.
CALL NO	U7015H001-1980
AUTHOR	By Johns, Brenda B.; With Smith, Alonzo N..
DATE	1980.
PAGING	37+p. MF.
ABSTRACT	Describes oral history concepts, methods, and resources. See also related report: Black Nebraskans; Interviews from the Nebraska Black Oral History Project II (U7015H001-1982/V:11).

TITLE	BROKEN HOOPS AND PLAINS PEOPLE; A CATALOGUE OF ETHNIC RESOURCES IN THE HUMANITIES: NEBRASKA AND THEREABOUTS.
CALL NO	U2538B005-1976
AUTHOR	By Buller, Galen; Ralph Grajeda; Lillian Anthony-Welch; et al.
DATE	1976.
PAGING	438p. MF.
ABSTRACT	Concerns the ethnic and cultural "roots" of the Great Plains people. The title from Black Elk's vision of the 19th century destruction of Sioux culture: "each person seemed to have his own little vision that he followed and his own rules...The nation's hoop was broken like a ring of smoke that spreads and scatters...The holy tree seemed dying and all its birds were gone." The book argues that, in the colliding of cultures in the plains, many hoops were fractured--those of the Indian cultures, of the Mexican and Southwestern peoples, and of the European immigrant groups who came after 1860. It discusses such "rebuilders" of nations' and people's identities as Crazy Horse, Malcolm X, Charles Stewart Parnell, F. L. Grundtvig, and the men and women of the various Mexican and Chicano movements.

TITLE	BUILDING A LANDMARK: THE CAPITOL OF NEBRASKA.
CALL NO	A2900T004-1981
AUTHOR	By Fowler, Charles F..
DATE	1981.
PAGING	101p.
ABSTRACT	A detailed and exhaustive account of the Nebraska State Capitol's construction, based on the author's experiences as a laborer and engineer on the project. Available: Spirit of the Prairie Shop, State Capitol, Lincoln 68509

TITLE	CONQUERING THE GREAT AMERICAN DESERT: NEBRASKA.
CALL NO	H6000T022-1975
AUTHOR	By Dick, Everett.
DATE	1975.
PAGING	456+p.
ABSTRACT	A geographical and social history of the settlement and development of early Nebraska.

TITLE	CONSTITUTION OF THE STATE OF NEBRASKA.
CALL NO	S1000Q001-(year)
DATE	(holdings: 1979, 1981, 1983, 1985, 1987).
PAGING	56p. MF.

TITLE	FROM THE MISSOURI TO THE GREAT LAKES; AN ACCOUNT OF OVERLAND FREIGHTING.
CALL NO	H6000T022-1972
AUTHOR	By Lass, William E..
DATE	1972.
PAGING	312+p.
ABSTRACT	Presents a concise history of overland freighting in the Platte Valley, based on available evidence in both contemporary accounts and later writings. Describes the operation of a wagon train; the importance of Nebraska City, Nebraska as a starting point for trains going West; the part freighting played in the Mormon War; the Colorado Gold Rush and its effect on the building of the railroad. Appendix I contains biographical material on people involved in overland freighting from Nebraska towns. Appendix II is a list of freighters from Missouri river towns during the period 1857-1867.

TITLE	GREAT PLAINS QUARTERLY.
CALL NO	U2553P001-(year)
DATE	(holdings: vol. 1, no. 1 (Winter 1981)-).
PAGING	approx. 80p.
FREQ	quarterly
ABSTRACT	Magazine designed to "promote appreciation of the history and culture of the people of the Great Plains and to explore their contemporary social, economic, and political problems."

TITLE	THE GREAT PLATTE RIVER ROAD: THE COVERED WAGON MAINLINE VIA FORT KEARNY TO FORT LARAMIE.
CALL NO	H6000T022-1969
AUTHOR	By Mattes, Merrill J..
DATE	1969.
PAGING	583p.

TITLE	GUIDE TO MUSEUMS AND HISTORIC SITES, NEBRASKA.
CALL NO	E1000D004-1986
DATE	1986.
PAGING	38p.
ABSTRACT	An alphabetical listing, by city of museums and historic sites in Nebraska. Hours of operation, admission fees, etc. are given.

TITLE	A GUIDE TO THE MANUSCRIPT DIVISION OF THE STATE ARCHIVES.
CALL NO	H6000H001.0005-(year)
DATE	(other holdings: 1974, 1983).
PAGING	88p. MF.
ABSTRACT	Fifth in a series of "finding aids" to archival, manuscript, and newspaper holdings of the Nebraska State Historical Society. An alphabetical inventory of holdings of the Manuscript Division through December 1972.

TITLE	A HANDLIST OF NEBRASKA AUTHORS (COVER TITLE: NEBRASKA AUTHORS).
CALL NO	E2000D004-1977
AUTHOR	By Uzendoski, Emily Jane.
DATE	1977.
PAGING	275+p.
ABSTRACT	A list of Nebraska authors and their works. Included are native writers, as well as non-natives who lived in Nebraska for ten or more years. Also included are non-natives who lived in Nebraska for fewer than ten years, but whose published works deal with subject matter "of particular interest to Nebraska and the Great Plains region."

TITLE	THE HISTORY AND LEGAL STATUS OF NEBRASKA INDIAN TRIBES.
CALL NO	E1300B001-1984
DATE	1984.
PAGING	34p. MF.
ABSTRACT	Summary of major laws and cases affecting the legal status of Indian tribes of Nebraska, particularly as it relates to their sovereignty, relationship to the federal government, and to the State of Nebraska. This paper also deals with the history and status of the Santee Sioux, Winnebago, and Omaha tribes.

TITLE	HISTORY OF MEDICINE IN NEBRASKA.
CALL NO	U4110T002-1977
AUTHOR	By Hetzner, Bernice M.; Albert F. Tyler; & Ella F. Auerbach.
DATE	1977 reprint of 1928 edition.
PAGING	662p.
ABSTRACT	Includes historical discussion of the following subjects: pioneers; physicians in politics; war service; women physicians; medical publications; scientific achievements; colleges; organizations; hospitals; also includes a directory of physicians, an index, and corrections.

TITLE	A HISTORY OF THE NEBRASKA STATE HIGHWAY COMMISSION.
CALL NO	R6000D001-(year)
AUTHOR	By Koster, George E., III..
DATE	(other holdings: 1974, 1986).
PAGING	14p. MF.
ABSTRACT	A list of Nebraska's State Highway Commissioners, Commission officers, and Secretaries (1953-1974); and State Engineers (1895-1974). Includes brief biographical notes about each Commissioner and a table showing miles of gravel roads in the state's highway system.

TITLE	A HISTORY OF THE NEBRASKA VETERANS HOMES: TO CARE FOR HIM...100 YEARS OF SERVICE 1887 TO 1987.
CALL NO	I2500B001-1987
DATE	1987.
PAGING	73+p.
ABSTRACT	History of the first 100 years of Veterans Homes in Nebraska, 1887 to 1987.

TITLE	INDEX - GUIDE NEBRASKA HISTORY MAGAZINE, 1959-1979 (Volumes 40-60).
CALL NO	H6000T022-1959
AUTHOR	By Loudon, Betty L.; compiler.
DATE	1984. (see note below for earlier holdings).
PAGING	274p.
ABSTRACT	A detailed cumulative index to Nebraska History quarterly magazine, 1959-1979 (volumes 40-60). Volumes 1-39 (1918-1958) of the magazine are indexed in Volume 24 of the Nebraska State Historical Society Publications Series (H6000T022-1918).

TITLE	LEARNING FOR LIVING: A HISTORY OF THE BEATRICE STATE DEVELOPMENTAL CENTER, 1885-1979.
CALL NO	I2410T002-1979
AUTHOR	By Ray, Willa Mae.
DATE	1980.
PAGING	67p.
ABSTRACT	A brief, detailed history of the Beatrice State Developmental Center, Beatrice, Nebraska, from its founding in 1885 to 1979.

TITLE	A MANUAL FOR PAPER PRESERVATION & DISASTER PLANNING FOR ARCHIVES, LIBRARIES AND MUSEUMS IN NEBRASKA.
CALL NO	H6000H003-1981
AUTHOR	By Fortson-Jones, Judith.
DATE	1981.
PAGING	20p. MF.
ABSTRACT	Manual outlines storage and handling procedures designed to prevent damage to books and microforms in libraries, as well as restoration techniques for library materials damaged by water.

TITLE	A MANUAL FOR RECORDS PRESERVATION & DISASTER PLANNING FOR LOCAL GOVERNMENT AGENCIES IN NEBRASKA.
CALL NO	H6000H002-1981
AUTHOR	By Fortson-Jones, Judith.
DATE	1981.
PAGING	20p. MF.
ABSTRACT	Manual outlines storage and handling procedures designed to prevent damage to public records, as well as restoration techniques for those that have been damaged by water.

TITLE	A MANUAL FOR RECORDS PRESERVATION & DISASTER PLANNING FOR STATE GOVERNMENT AGENCIES IN NEBRASKA.
CALL NO	H6000H004-1981
AUTHOR	By Fortson-Jones, Judith.
DATE	1981.
PAGING	20p. MF.
ABSTRACT	Manual outlines storage and handling procedures designed to prevent damage to public records, as well as restoration techniques for those that have been damaged by water.

TITLE	NEBRASKA HISTORY.
CALL NO	H6000P001-(year)
AUTHOR	By Potter, James E.; editor.
DATE	(holdings: vol. 1, no. 1, 1918- except vol. 8, nos. 2-4 & vol. 9, nos. 1-4).
PAGING	approx. 50p.
FREQ	quarterly.
ABSTRACT	Contains in-depth articles relating to the State's history. Includes book reviews, and accounts of recent archeological discoveries.

TITLE	NEBRASKA STUDIES.
CALL NO	E2000T033-1983
AUTHOR	By Davis, Kyle John; With Johnson, Paul G..
DATE	2nd printing (revised February 1983). (other holdings: 1st printing, Sept. 1982).
PAGING	249+p.
ABSTRACT	Nebraska history text book for junior high school level classes. Covers period from prehistoric times through the present.

TITLE	NEBRASKA WOMEN IN HISTORY: WOMEN SENATORS FROM 1925-1981.
CALL NO	W3000B015-1981
DATE	1981.
PAGING	27+p. MF.
ABSTRACT	A collection of brief biographies of all the women who served in the Nebraska Legislature during the period 1925-1981.

TITLE	PATENT RECIPIENTS 1977-1985, NEBRASKA.
CALL NO	E1500T001-1985
DATE	1985.
PAGING	approx. 30p.
ABSTRACT	List of Nebraskans who have received patents since 1977. List includes inventor's name, address, patent issue date, patent title, patent class and patent number.

TITLE	PERKEY'S NEBRASKA PLACE NAMES.
CALL NO	H6000T022-1982
AUTHOR	By Perkey, Elton A..
DATE	1982.
PAGING	227+p.
ABSTRACT	A county-by-county listing of current and historical Nebraska town, post office, railroad station, and other place names. Includes any available information about peak population, name origin, previous names, and related topics. Includes alphabetical index.

TITLE	PERSPECTIVES: WOMEN IN NEBRASKA HISTORY.
CALL NO	E2000H046-1984
AUTHOR	By STATE COUNCIL FOR THE SOCIAL STUDIES.
DATE	1984.
PAGING	239+p. MF.
ABSTRACT	A publication summarizing the lives and achievements of women in Nebraska history who have played an important role in the course of the state and nation. Dedicated to the memory of Dorothy Weyer Creigh.

TITLE	READY AND ABLE: THE STORY OF THE NEBRASKA AIR NATIONAL GUARD, 1946 TO 1981.
CALL NO	M2000T004-1981
DATE	1981.
PAGING	224p.
ABSTRACT	Consists largely of photographs.

TITLE	SPECIAL, UNIQUE, OR COMPREHENSIVE COLLECTIONS LOCATED IN NEBRASKA LIBRARIES; SUMMARY WITH INDEX.
CALL NO	L4000D012-1974
AUTHOR	With NEBRASKA LIBRARY ASSOCIATION.
DATE	1974.
PAGING	77p. MF.
ABSTRACT	A brief outline of contents of special collections located in Nebraska public, academic, and other specialized libraries. Includes information on collection availability to the public, hours the collection is accessible, and availability of photocopying. Addresses and telephone numbers of special libraries are also included.

TITLE	VETERANS INFORMATION GUIDE AND THE HISTORY OF THE NATIONAL GUARD, NEBRASKA.
CALL NO	L1500H001-1983
AUTHOR	By Marchese, Thomas J..
DATE	1983.
PAGING	85p. MF.
ABSTRACT	A directory containing information concerning services and benefits available to Veterans who served honorably in the U.S. Armed Forces. Also included is a history of the Nebraska National Guard and Air National Guard.

LAWS

TITLE	ADMINISTRATIVE RULES AND REGULATIONS, NEBRASKA.
CALL NO	L3600R001-
DATE	(holdings: updated rules and regulations).
PAGING	multi-volume set.
ABSTRACT	Includes all rules and regulations promulgated by Nebraska State agencies.

TITLE	AFFIRMATIVE ACTION DATA (NEBRASKA, LINCOLN SMSA, OMAHA SMSA, NEBRASKA COUNTIES).
CALL NO	L1100S018-(year)
DATE	(holdings: 1979-).
PAGING	approx. 8p. each.
FREQ	annually.
ABSTRACT	Includes a separate report for each Nebraska county, for the Lincoln and Omaha SMSAs, and for the State as a whole. Each report provides data designed for use in affirmative action programs on sex and racial/ethnic composition of the population and of the labor force. Data are provided for the following groups: "white," "black," "American Indian or Alaskan native," "Asian or Pacific islander," "Hispanic," and "other." Each of these groups is further subdivided by sex. Data are also included for employment status and occupation.

TITLE	CITIZEN'S GUIDE TO NEBRASKA'S COURTS.
CALL NO	S3000H001-(year)
DATE	(holdings: 1983, 1986).
PAGING	38p. MF.
ABSTRACT	A booklet addressed to the citizens of Nebraska briefly explaining the Nebraska Judicial System.

TITLE	COMPENDIUM OF NEBRASKA LAWS CONCERNING CHILDREN & YOUTH, A (1980 SUPPLEMENT: SUPPLEMENT TO COMPENDIUM OF NEBRASKA LAWS CONCERNING CHILDREN & YOUTH).
CALL NO	C1500Q001-1980
AUTHOR	By YOUTH, COM. FOR; (1956 edition); With LAW ENFORCEMENT & CRIMINAL JUSTICE, COMM. ON; (1977 edition).
DATE	1980 supplement to 1977 edition. (other holdings: 1956, 1969, 1977).
PAGING	1980 supplement: 102p. 1977 edition: 418+p. MF.
ABSTRACT	Reprints those parts of Nebraska statutory law pertaining to children and youth. Includes a subject index. Note: 1956 edition published by agency under earlier name: Nebraska Committee for Youth.

TITLE	CRIMINAL JUSTICE DIRECTORY, NEBRASKA.
CALL NO	L2500D002-(year)
DATE	(holdings: 1986-).
PAGING	approx. 100p. MF.
FREQ	annually.
ABSTRACT	A comprehensive listing of major criminal justice personnel throughout the state. The directory is divided into six sections: 1) law enforcement; 2) corrections; 3) judicial system; 4) education; 5) victim witness/domestic violence; 6) criminal justice organizations.

TITLE	THE HISTORY AND LEGAL STATUS OF NEBRASKA INDIAN TRIBES.
CALL NO	E1300B001-1984
DATE	1984.
PAGING	34p. MF.
ABSTRACT	Summary of major laws and cases affecting the legal status of Indian tribes of Nebraska, particularly as it relates to their sovereignty, relationship to the federal government, and to the State of Nebraska. This paper also deals with the history and status of the Santee Sioux, Winnebago, and Omaha tribes.

TITLE	ILLUSTRATED STANDARDS FOR PUBLIC BUILDINGS; STATE OF NEBRASKA PROVISIONS FOR THE HANDICAPPED.
CALL NO	A2900T002-1978
DATE	1978. (other holdings: 1975 edition).
PAGING	36p. MF.
ABSTRACT	Illustrates and describes standards and specifications designed to ensure the handicapped accessibility to buildings and facilities used by the public, as set forth in RRS Neb 72-1101 through 72-1124.

TITLE	JAIL STANDARDS, STATE OF NEBRASKA.
CALL NO	L2500R002-(year)
AUTHOR	By JAIL STANDARDS BOARD, NEBRASKA.
DATE	(holdings: 1981, 1986).
PAGING	53+p. MF.
ABSTRACT	Rules and regulations governing Nebraska jails.

TITLE	LEGAL ASPECTS OF DOING BUSINESS IN NEBRASKA.
CALL NO	U7250B002-1983
AUTHOR	By Forbes, Franklin S..
DATE	1983.
PAGING	274p.
ABSTRACT	A book to familiarize people who are considering going into business in Nebraska with various aspects of business or commercial law. This not intended as a "how to" book. Professional advice is definitely recommended for new business persons.

TITLE	NEBRASKA LAW REVIEW.
CALL NO	U3400P001-(year)
DATE	(holdings: vol. 10, no. 1, July 1931- with scattered issues missing).
PAGING	approx. 200p.
FREQ	quarterly.
ABSTRACT	Contains articles, commentary, case notes, and book reviews relating to current issues in Nebraska, national, and international law.

TITLE	THE NEBRASKA TRANSCRIPT.
CALL NO	U3400P002-(year)
DATE	(holdings: vol. 9, no. 5; vol. 10, nos. 1-3; vol. 11, nos. 1 & 5; vol. 12-).
PAGING	approx. 25p.
FREQ	4 times per year.
ABSTRACT	Student publication of the UNL College of Law. Contains articles, columns, and news items designed to keep students and alumni informed about the College.

TITLE	NEBRASKA WOMEN . . . GETTING YOUR FAIR SHAKE: VOLUME I, MARRIAGE.
CALL NO	W3000B014-1980
AUTHOR	By Haas, Pam; With Allen, Pam; & Karen Krull.
DATE	1980.
PAGING	50+p. MF.
ABSTRACT	A detailed examination of Nebraska's marriage law, with emphasis on its implications for women.

TITLE	NEBRASKA WOMEN . . . GETTING YOUR FAIR SHAKE: VOLUME II, DIVORCE.
CALL NO	W3000B014-1980
AUTHOR	By Haas, Pam; With Allen, Pam; & Karen Krull.
DATE	1980.
PAGING	36+p. MF.
ABSTRACT	A discussion of legal and other aspects of divorce. Designed to assist women in dealing with divorce.

TITLE	NEBRASKA WOMEN . . . GETTING YOUR FAIR SHAKE: VOLUME III, WIDOWHOOD.
CALL NO	W3000B014-1980
AUTHOR	By Haas, Pam; With Allen, Pam; & Karen Krull.
DATE	1980. (with July 1982 revision).
PAGING	42+p. MF.
ABSTRACT	A guide designed to assist women in planning for and dealing with problems and changes resulting from the death of their husbands.

TITLE	REVISED STATUTES OF NEBRASKA.
CALL NO	L3500Q001-
PAGING	multi-volume set
FREQ	Cumulative Supplements issued biennially, in even years.
ABSTRACT	Contact the Supreme Court Library for a listing of the current complete set.

TITLE	SERVING ON A JURY...A HANDBOOK FOR NEBRASKA JURORS.
CALL NO	S3000H002-1984
DATE	1984.
PAGING	approx. 12p. MF.
ABSTRACT	A handbook providing general information about the Nebraska judicial system and what to expect when participating as a jury member during a trial.

LEGISLATION

TITLE	DIRECTORY OF MEMBERSHIP, COMMITTEES, EMPLOYEES OF THE. . .LEGISLATURE, (COVER TITLE: ROSTER).
CALL NO	L3300D001-(year)
AUTHOR	By O'Donnell, Patrick J..
DATE	(holdings: 1971-).
PAGING	63+p. MF.
FREQ	annually.
ABSTRACT	Includes both home and office addresses.

TITLE	INDEXES TO LEGISLATIVE BILLS--INCLUDES VARIOUS "SECTION," "SUBJECT," & "BILL-TITLE" INDEXES. (no specific title on publication).
CALL NO	L3300D004-(year)
DATE	(holdings: 1931, 1973-).
PAGING	paging varies.
FREQ	annually.
ABSTRACT	Includes various subject, section, and bill-title indexes to Nebraska legislative bills (introduced, pending, and/or passed). These indexes are published separately and in various combinations.

TITLE	INTERIM STUDY RESOLUTIONS.
CALL NO	L3300T002-(year)
DATE	(holdings: 1974-).
PAGING	68+p. MF.
FREQ	annually.
ABSTRACT	Provides the texts of those legislative resolutions calling for "interim studies" passed by the Legislature. Also lists committee assignments of these resolutions. Note: See "COMMITTEE REPORT (SERIES)" for reports on committee hearings and actions related to interim study resolutions.

TITLE	LEGISLATIVE BILLS.
CALL NO	L3300Q001-
DATE	(holdings: see note below).
PAGING	paging varies. MF.
FREQ	Issued during legislative sessions.
ABSTRACT	Bills of the Nebraska Legislature.
	Notes: bills which are enacted are later reprinted in "Laws; Passed by the Legislature . . ." (L3300Q002-). Unpassed bills are retained by the Clearinghouse for 10 years. Earlier bills may be obtained by contacting the Clerk of the Legislature.

TITLE	LEGISLATIVE MEMBERSHIP.
CALL NO	L3300D002-(year)
DATE	(holdings: 1927- with scattered issues missing).
PAGING	folder.
FREQ	annually.
ABSTRACT	Lists senators alphabetically and by district, and provides addresses and home/business phone numbers for each.

TITLE	A LOOK AT YOUR UNICAMERAL.
CALL NO	L3300H001-(year)
AUTHOR	By O'Donnell, Patrick J..
DATE	(holdings: 1973-).
PAGING	21p. MF.
FREQ	annually.
ABSTRACT	Discusses the history and development of the nonpartisan unicameral legislature in Nebraska; presents arguments for and against unicameralism, bicameralism, partisanship, and nonpartisanship; outlines the operation of the Legislature; provides photos and lists of current senators, and their addresses, districts, and committee memberships; provides a "glossary of legislative terms."

TITLE	RULES OF THE NEBRASKA UNICAMERAL LEGISLATURE.
CALL NO	L3300R001-(year)
DATE	(holdings: 1972-73, 1975-).
PAGING	75p. MF.
FREQ	annually.

LIBRARIES

TITLE	ENGLISH LANGUAGE NEWSPAPERS IN MICROFORM, LOVE LIBRARY, UNIVERSITY OF NEBRASKA-LINCOLN.
CALL NO	U0625D001-1978
AUTHOR	By Zabel, Arlon.
DATE	1978.
PAGING	25+p. MF.
ABSTRACT	A bibliography of English-language newspapers in microform held by Love Library as of January 1, 1978.

TITLE	FILM CATALOG, NEBRASKA FILM SERVICE (ALSO FILM/AV CATALOG SUPPLEMENT).
CALL NO	L4000D017-(year)
DATE	(holdings: 1960/1, 61/2, 62/3, 63, 66, 70, 72, 74, 77-79, 87).
PAGING	278+p. MF.
ABSTRACT	An annotated, indexed catalog of 16mm films available to Nebraskans through the Nebraska Film Service. The following information is provided for each film: running time; age level; production date; b&w/color; distributor; and subject areas covered. An annotation is included for each film.

TITLE	A GUIDE TO THE MAJOR MICROFORM COLLECTIONS AT THE UNIVERSITY OF NEBRASKA-LINCOLN LIBRARIES.
CALL NO	U0625D002-1980
AUTHOR	By Stebelman, Scott; With McFarland, Thomas.
DATE	1980.
PAGING	124+p. MF.
ABSTRACT	Divided into two major parts: (A) annotations of major collections, and (B) periodicals published in microform series. Part A covers only those titles that are not adequately accessible through the UNL public catalog or that meet one of the following criteria: (1) have an index in the UNL "BIB" collection, (2) are government documents, (3) their catalog entry is different from the print bibliography which serves as the basis of the collection, or (4) their catalog entry is too general or ambiguous to be meaningful. Part B includes periodicals from the following microform collections: "American Periodical Series," "British Periodicals in the Creative Arts," "Early British Periodicals," "English Literary Periodicals," and "Source Materials in the Field of Theatre." Annotations, a classified subject index, and an integrated name, title, and subject index are provided for part "A." Part "B" is arranged alphabetically by title.

TITLE	INTELLECTUAL FREEDOM HANDBOOK, NEBRASKA.
CALL NO	L4000H014-(year)
AUTHOR	By NEBRASKA LIBRARY ASSOCIATION, INTELLECTUAL FREEDOM COMMITTEE.
DATE	(holdings: 1977, 1985; see note below).
PAGING	34p.
ABSTRACT	A collection of documents which form the basis for Intellectual Freedom in Nebraska. Includes: 1) Library Bill of Rights; 2) Excerpts from Interpretations of Library Bill of Rights; 3) Nebraska State Laws; 4) policies and forms to be used when developing a materials selection policy or processing a censorship.
	Note: 1977 edition included in "Public Libraries in Nebraska" (L4000H003-).

TITLE	INTERLIBRARY LOAN DIRECTORY FOR NEBRASKA (title varies).
CALL NO	L4000D027-(year)
DATE	(holdings: 1980, 1982, 1985, 1987).
PAGING	77p.
FREQ	annually.
ABSTRACT	A directory to inter-library loan policies of NEUCAT libraries. Includes information on photocopy charges, loan periods, and other inter-library loan matters.

TITLE	LIBRARIES, NEBRASKA: A DIRECTORY (title varies).
CALL NO	L4000D016-(year)
DATE	(holdings: 1982, 1984, 1987).
PAGING	36p.
ABSTRACT	A Directory to public, academic, institutional, and special libraries and librarians in Nebraska.

TITLE	LIBRARY TRUSTEE MANUAL, NEBRASKA.
CALL NO	L4000H004-(year)
DATE	(holdings: 1974, 1977, 1981, 1985).
PAGING	28p.
ABSTRACT	Designed to guide Nebraska library trustees in the conduct of their duties. Includes information on qualifications, duties and responsibilities, board meetings, Nebraska libraries and library-related organizations and services, and laws pertaining to trustees. Also includes texts of the "Library Bill of Rights" and the Nebraska Library Trustee Association bylaws.
	Note: earlier editions contained in "Public Libraries in Nebraska..." (L4000H003-).

TITLE	LIST OF REFERENCE TOOLS FOR NEBRASKA PUBLIC LIBRARIES.
CALL NO	L4000H008-(year)
DATE	(holdings: 1974, 1979, 1980, 1984, 1986).
PAGING	approx. 60p.
ABSTRACT	Provides prices and ordering information for books listed in "List of Reference Tools for Nebraska Public Libraries".

TITLE	A MANUAL FOR PAPER PRESERVATION & DISASTER PLANNING FOR ARCHIVES, LIBRARIES AND MUSEUMS IN NEBRASKA.
CALL NO	H6000H003-1981
AUTHOR	By Fortson-Jones, Judith.
DATE	1981.
PAGING	20p. MF.
ABSTRACT	Manual outlines storage and handling procedures designed to prevent damage to books and microforms in libraries, as well as restoration techniques for library materials damaged by water.

TITLE	NELCMS MANUAL: A USER'S GUIDE TO THE NEBRASKA LIBRARY COMMUNICATION SYSTEM (title varies).
CALL NO	L4000H002-(year)
DATE	(holdings: 1968, 1971, 1975, 1981, 1983, 1986).
PAGING	approx. 100p.
ABSTRACT	Manual designed to provide information for Nebraska libraries on utilizing the Nebraska Library electronic computer/communication system. Includes interlibrary loan communications, a library bulletin board and a Nebraska online database service.

TITLE	SPECIAL, UNIQUE, OR COMPREHENSIVE COLLECTIONS LOCATED IN NEBRASKA LIBRARIES; SUMMARY WITH INDEX.
CALL NO	L4000D012-1974
AUTHOR	With NEBRASKA LIBRARY ASSOCIATION.
DATE	1974.
PAGING	77p. MF.
ABSTRACT	A brief outline of contents of special collections located in Nebraska public, academic, and other specialized libraries. Includes information on collection availability to the public, hours the collection is accessible, and availability of photocopying. Addresses and telephone numbers of special libraries are also included.

TITLE	STATE PUBLICATIONS CHECKLIST, NEBRASKA.
CALL NO	L4200D001-(year)
DATE	(holdings: vol. 1, no. 1, 1973-).
PAGING	approx. 75p. per issue. MF.
FREQ	bimonthly.
ABSTRACT	Official Nebraska State publications list. Indexes and abstracts all Nebraska State-government publications received by the Publications Clearinghouse. Note: available free of charge to the following in Nebraska: public, high school, academic libraries; State agencies & legislators; county extension agents; educational service units. Also offered on an exchange basis to other states' library agencies. Available to all others on subscription at $15 per year.

MINORITIES

TITLE	BLACK ORAL HISTORY IN NEBRASKA; A HANDBOOK FOR RESEARCHERS AND STUDENTS OF ORAL TRADITIONS IN BLACK COMMUNITIES.
CALL NO	U7015H001-1980
AUTHOR	By Johns, Brenda B.; With Smith, Alonzo N..
DATE	1980.
PAGING	37+p. MF.
ABSTRACT	Describes oral history concepts, methods, and resources. See also related report: Black Nebraskans; Interviews from the Nebraska Black Oral History Project II (U7015H001-1982/V:11).

TITLE	BROKEN HOOPS AND PLAINS PEOPLE; A CATALOGUE OF ETHNIC RESOURCES IN THE HUMANITIES: NEBRASKA AND THEREABOUTS.
CALL NO	U2538B005-1976
AUTHOR	By Buller, Galen; Ralph Grajeda; Lillian Anthony-Welch; et al.
DATE	1976.
PAGING	438p. MF.
ABSTRACT	Concerns the ethnic and cultural "roots" of the Great Plains people. The title from Black Elk's vision of the 19th century destruction of Sioux culture: "each person seemed to have his own little vision that he followed and his own rules...The nation's hoop was broken like a ring of smoke that spreads and scatters...The holy tree seemed dying and all its birds were gone." The book argues that, in the colliding of cultures in the plains, many hoops were fractured--those of the Indian cultures, of the Mexican and Southwestern peoples, and of the European immigrant groups who came after 1860. It discusses such "rebuilders" of nations' and people's identities as Crazy Horse, Malcolm X, Charles Stewart Parnell, F. L. Grundtvig, and the men and women of the various Mexican and Chicano movements.

TITLE	DIRECTORY OF EMPLOYMENT AND RELATED RESOURCES FOR WOMEN IN NEBRASKA.
CALL NO	W3000D003-(year)
AUTHOR	By Mayfield, Cindy; & Burden, E. Shelton, editor.
DATE	(holdings: 1978, 1980, 1982, 1983).
PAGING	90+p. MF.
ABSTRACT	A directory to services for Nebraska women who are seeking employment, arranged in the following categories: (1) GETTING READY, (2) EDUCATION AND TRAINING, (3) EMPLOYMENT, (4) SUPPORT SERVICES, and (5) ORGANIZATIONS. Included for each are general information and a directory to relevant agencies, services and resources in Nebraska.

TITLE	DIRECTORY OF MINORITY BUSINESS, NEBRASKA.
CALL NO	U7250D001-1980
AUTHOR	With GOVERNOR'S SPECIAL GRANTS PROGRAM.
DATE	(1980).
PAGING	26+p. MF.
ABSTRACT	Directory provides (1) an alphabetical list of minority-owned businesses in Nebraska, and (2) a list by type of business.

TITLE	THE HISTORY AND LEGAL STATUS OF NEBRASKA INDIAN TRIBES.
CALL NO	E1300B001-1984
DATE	1984.
PAGING	34p. MF.
ABSTRACT	Summary of major laws and cases affecting the legal status of Indian tribes of Nebraska, particularly as it relates to their sovereignty, relationship to the federal government, and to the State of Nebraska. This paper also deals with the history and status of the Santee Sioux, Winnebago, and Omaha tribes.

TITLE	MINORITY BUSINESS ENTERPRISE/WOMEN BUSINESS ENTERPRISES DIRECTORY.
CALL NO	A2700D001-1984
AUTHOR	By ADMINISTRATIVE SERVICES, DEPT. OF/MATERIEL DIV.; With LABOR DEPT. OF.
DATE	1984.
PAGING	20p. MF.
ABSTRACT	A directory of minority-owned and women-owned businesses in Nebraska.

TITLE	NEBRASKA WOMEN IN HISTORY: WOMEN SENATORS FROM 1925-1981.
CALL NO	W3000B015-1981
DATE	1981.
PAGING	27+p. MF.
ABSTRACT	A collection of brief biographies of all the women who served in the Nebraska Legislature during the period 1925-1981.

TITLE	NEBRASKA WOMEN . . . GETTING YOUR FAIR SHAKE: VOLUME I, MARRIAGE.
CALL NO	W3000B014-1980
AUTHOR	By Haas, Pam; With Allen, Pam; & Karen Krull.
DATE	1980.
PAGING	50+p. MF.
ABSTRACT	A detailed examination of Nebraska's marriage law, with emphasis on its implications for women.

TITLE	NEBRASKA WOMEN . . . GETTING YOUR FAIR SHAKE: VOLUME II, DIVORCE.
CALL NO	W3000B014-1980
AUTHOR	By Haas, Pam; With Allen, Pam; & Karen Krull.
DATE	1980.
PAGING	36+p. MF.
ABSTRACT	A discussion of legal and other aspects of divorce. Designed to assist women in dealing with divorce.

TITLE	NEBRASKA WOMEN . . . GETTING YOUR FAIR SHAKE: VOLUME III, WIDOWHOOD.
CALL NO	W3000B014-1980
AUTHOR	By Haas, Pam; With Allen, Pam; & Karen Krull.
DATE	1980. (with July 1982 revision).
PAGING	42+p. MF.
ABSTRACT	A guide designed to assist women in planning for and dealing with problems and changes resulting from the death of their husbands.

TITLE	OLDER HISPANICS IN OMAHA: THEIR CHARACTERISTICS, ATTITUDES, AND NEEDS.
CALL NO	M1500B008-1981
DATE	1981.
PAGING	approx. 30p.
ABSTRACT	Statistical tables comparing older Hispanics living in Omaha with older Nebraskans in general.

TITLE	PERSPECTIVES: WOMEN IN NEBRASKA HISTORY.
CALL NO	E2000H046-1984
AUTHOR	By STATE COUNCIL FOR THE SOCIAL STUDIES.
DATE	1984.
PAGING	239+p. MF.
ABSTRACT	A publication summarizing the lives and achievements of women in Nebraska history who have played an important role in the course of the state and nation. Dedicated to the memory of Dorothy Weyer Creigh.

TITLE	WOMEN IN NUMBERS: WORKING WOMEN IN NEBRASKA (COVER TITLE: WOMEN IN NUMBERS: A SOURCEBOOK ON WORKING WOMEN IN NEBRASKA).
CALL NO	L1000S002-1985
DATE	1985.
PAGING	168p. MF.
ABSTRACT	Information and statistics on women in the work force in Nebraska in 1980. Areas covered include: demographics; the labor force; industries and occupations; education; income and earnings; and aid to dependent children.

TITLE	WOMEN IN TECHNOLOGY.
CALL NO	P2500B006-1984
AUTHOR	By Broman, Elizabeth M..
DATE	1984.
PAGING	54p. MF.
ABSTRACT	The problem of women's underrepresentation in technological areas is reported. Recommendations for getting women into technological jobs are suggested in very practical, concrete terms.

RECREATION

TITLE	AIRPORT DIRECTORY, NEBRASKA.
CALL NO	A4000D001-(year)
DATE	(holdings: 1953, 1971-76, 1979, 1980, 1981, 1987).
PAGING	approx. 100p.
ABSTRACT	Provides a runway map & photo, aeronautical map, and information on services and facilities for each Nebraska airport.

TITLE	CAMPGROUND DIRECTORY, NEBRASKA (title varies).
CALL NO	E1800D003-(year)
DATE	(holdings: 1978, 1983, 1985).
PAGING	approx. 25p.
ABSTRACT	Provides the following information for Nebraska private and municipal campgrounds: name, location, and facilities/services available.

TITLE	CATALOG OF EVENTS, NEBRASKA (title varies).
CALL NO	E1800T001-(year)
DATE	(holdings: 1973-).
PAGING	37p.
FREQ	annually.
ABSTRACT	Lists recreational events throughout Nebraska chronologically, and by type (fairs, fine arts, community happenings, horse racing, sports, rodeos, ethnic festivals, etc.).

TITLE	THE FISHES OF NEBRASKA.
CALL NO	G1000H001-(year)
AUTHOR	By Morris, Jerry; Larry Morris; & Larry Witt.
DATE	(holdings: 1972, 1974).
PAGING	98p. MF.
ABSTRACT	A guide to the fishes found in Nebraska waters. Includes color photos of each species and narrative descriptions of each fish family. Also includes maps showing the range of each species, and general background information on their anatomies, habitats, lifecycles, etc.

TITLE	HIGHWAY MAP, TRAVEL GUIDE & CAMPGROUND DIRECTORY, NEBRASKA STATE (title varies).
CALL NO	R6000X001-(year)
AUTHOR	With ECONOMIC DEVELOPMENT, DEPT. OF.
DATE	(holdings: 1972-).
PAGING	folder.
FREQ	annually.
ABSTRACT	Nebraska highway map. Includes city maps, a radio station guide, and a guide to parks, museums, historic sities, campgrounds, and other points of interest.

TITLE	THE LIVELY ARTS AT UNL CALENDAR (title varies).
CALL NO	U0500T010-(year)
DATE	(holdings: 1973-75, 1977-).
PAGING	folder.
FREQ	approx. monthly, during academic year.
ABSTRACT	Calendar lists and describes UNL "lively arts" programs for the current academic year.

TITLE	LODGING GUIDE, NEBRASKA (title varies).
CALL NO	E1800D002-(year)
DATE	(holdings: 1980, 1981, 1983, 1985, 1987).
PAGING	52p.
ABSTRACT	Includes the following information for Nebraska hotels and motels: name, address, phone, affiliation, rates, number of rooms, and features available (pool, air conditioning, etc.).

TITLE	NEBRASKALAND.
CALL NO	G1000P001-(year)
DATE	(holdings: vol. 21-44--scattered issues; holdings complete--vol. 45, 1967-).
PAGING	approx. 50p. (MF 1976-79)
FREQ	monthly.
ABSTRACT	Magazine. Contains articles relating to hunting, fishing, conservation, pioneer history, and travel in Nebraska.

TITLE	VACATION NEBRASKA.
CALL NO	E1800T008-(year)
DATE	(holdings: 1986-).
PAGING	32p.
FREQ	annually.

SERIES

TITLE	CHOICE: NEBRASKA'S PUBLIC TELEVISION MAGAZINE.
CALL NO	E5500P001-(year)
AUTHOR	With NEBRASKANS FOR PUBLIC TELEVISION.
DATE	(holdings: vol. 1, no. 3, January 1972-).
PAGING	approx. 25p. (MF 1976-81)
FREQ	monthly.
ABSTRACT	Contains ETV program schedule, with descriptive paragraphs for each program. Also contains feature articles on new or special programs, and general news of ETV developments.

TITLE	COMMUNITY PROFILE . . . (NAME OF CITY) . . ., NEBRASKA.
CALL NO	E1000S001-
DATE	(holdings: 1973-).
PAGING	4p. each. MF.
ABSTRACT	These leaflets provide statistical data on individual Nebraska communities, in the following areas: population, labor force, transportation, utilities, tax structure, municipal services, educational facilities, health facilities, recreational facilities, commercial services, housing, industry, etc. Note: entries are included in the Checklist index, by city name, for each report received by the Clearinghouse.

TITLE	GREAT PLAINS QUARTERLY.
CALL NO	U2553P001-(year)
DATE	(holdings: vol. 1, no. 1 (Winter 1981)-).
PAGING	approx. 80p.
FREQ	quarterly
ABSTRACT	Magazine designed to "promote appreciation of the history and culture of the people of the Great Plains and to explore their contemporary social, economic, and political problems."

TITLE	LABOR MARKET INFORMATION QUARTERLY, NEBRASKA (ALSO: LABOR MARKET INFORMATION ANNUAL, NEBRASKA, SUMMARY REPORT).
CALL NO	L1000S004-(year)
DATE	(holdings: 3rd quarter, 1985-).
PAGING	paging varies. MF.
FREQ	quarterly & annual summary.
ABSTRACT	A report containing statistical information on the labor force and work force in Nebraska. Sections included are the labor force, with statistics given by county: the work force, with statistics given by industry; and an unemployment insurance section. Note: The four quarterly publications are summarized in the Labor Market Information Annual, Summary Report, each year.

TITLE	THE LIVELY ARTS AT UNL CALENDAR (title varies).
CALL NO	U0500T010-(year)
DATE	(holdings: 1973-75, 1977-).
PAGING	folder.
FREQ	approx. monthly, during academic year.
ABSTRACT	Calendar lists and describes UNL "lively arts" programs for the current academic year.

TITLE	NEBRASKA HISTORY.
CALL NO	H6000P001-(year)
AUTHOR	By Potter, James E.; editor.
DATE	(holdings: vol. 1, no. 1, 1918- except vol. 8, nos. 2-4 & vol. 9, nos. 1-4).
PAGING	approx. 50p.
FREQ	quarterly.
ABSTRACT	Contains in-depth articles relating to the State's history. Includes book reviews, and accounts of recent archeological discoveries.

TITLE	NEBRASKA LAW REVIEW.
CALL NO	U3400P001-(year)
DATE	(holdings: vol. 10, no. 1, July 1931- with scattered issues missing).
PAGING	approx. 200p.
FREQ	quarterly.
ABSTRACT	Contains articles, commentary, case notes, and book reviews relating to current issues in Nebraska, national, and international law.

TITLE	THE NEBRASKA TRANSCRIPT.
CALL NO	U3400P002-(year)
DATE	(holdings: vol. 9, no. 5; vol. 10, nos. 1-3; vol. 11, nos. 1 & 5; vol. 12-).
PAGING	approx. 25p.
FREQ	4 times per year.
ABSTRACT	Student publication of the UNL College of Law. Contains articles, columns, and news items designed to keep students and alumni informed about the College.

TITLE	NEBRASKALAND.
CALL NO	G1000P001-(year)
DATE	(holdings: vol. 21-44--scattered issues; holdings complete--vol. 45, 1967-).
PAGING	approx. 50p. (MF 1976-79)
FREQ	monthly.
ABSTRACT	Magazine. Contains articles relating to hunting, fishing, conservation, pioneer history, and travel in Nebraska.

TITLE	PRAIRIE SCHOONER.
CALL NO	U2535P001-(year)
AUTHOR	With UNIVERSITY OF NEBRASKA PRESS.
DATE	(holdings: vol. III, no. 4, Fall 1929- with scattered issues missing).
PAGING	approx. 100p.
FREQ	quarterly.
ABSTRACT	University of Nebraska-Lincoln literary magazine. Contains short stories, poetry, essays, reviews, etc.

TITLE	PUBLICATIONS FOR FARM AND HOME.
CALL NO	U2250D001-(year)
DATE	(holdings: 1967, 69, 76, 79-).
PAGING	91p.
FREQ	annually.
ABSTRACT	A list of Agricultural Extension Service and Experiment Station publications available to the public. Citations are arranged by broad subject area and include ordering information. Nebguides, Home Economics Nebguides, and Extension Circulars are among the series that can be ordered as sets or single items.

NEBGUIDE (SERIES)

This series deals with a wide variety of farm and agricultural concerns, methods, innovations, technologies on current topics. Examples of topics covered are: crops, livestock, water, insects, soils, weather and climate, etc. Publications in this series are concise, informative, and easy to understand.

HOME ECONOMICS NEBGUIDE (SERIES)

The publications in this series focus on subjects concerning family, foods, budgets, clothing, child care, safety, home care, etc. Coverage is brief and easy to read.

EXTENSION CIRCULAR (SERIES)

These publications are often several pages in length and deal with subjects ranging from honey bees to swine production. Reports often include photographs, charts, and graphs to illustrate information provided. Bibliographies are frequently included for further reading on the subject.

TITLE	STATE PUBLICATIONS CHECKLIST, NEBRASKA.
CALL NO	L4200D001-
DATE	(holdings: vol. 1, no. 1, 1973-).
PAGING	approx. 75p. per issue. MF.
FREQ	bimonthly.
ABSTRACT	Official Nebraska State publications list. Indexes and abstracts all Nebraska State-government publications received by the Publications Clearinghouse.

Note: available free of charge to the following in Nebraska: public, high school, academic libraries; State agencies & legislators; county extension agents; educational service units. Also offered on an exchange basis to other states' library agencies. Available to all others on subscription at $15 per year.

STATISTICS

TITLE	AFFIRMATIVE ACTION DATA (NEBRASKA, LINCOLN SMSA, OMAHA SMSA, NEBRASKA COUNTIES).
CALL NO	L1100S018-(year)
DATE	(holdings: 1979-).
PAGING	approx. 8p. each. MF.
FREQ	annually.
ABSTRACT	Includes a separate report for each Nebraska county, for the Lincoln and Omaha SMSAs, and for the State as a whole. Each report provides data designed for use in affirmative action programs on sex and racial/ethnic composition of the population and of the labor force. Data are provided for the following groups: "white," "black," "American Indian or Alaskan native," "Asian or Pacific islander," "Hispanic," and "other." Each of these groups is further subdivided by sex. Data are also included for employment status and occupation.

TITLE	AGRICULTURAL STATISTICS, NEBRASKA; ANNUAL REPORT 1981-1982 (ON COVER: ANNUAL REPORT 1981/PRELIMINARY REPORT 1982).
CALL NO	A5100A001-1982
DATE	1983. (holdings: 1919-46, 1948-1982). (ceased).
PAGING	164+p. MF.
FREQ	annually.
ABSTRACT	Contains preliminary statistics for the previous year and final statistics for the year prior to that, covering in detail virtually every aspect of Nebraska agriculture. Ceased as a comprehensive publication as of the 1982 issue. For later statistical information see A5100A002- .

TITLE	AGRICULTURAL STATISTICS, NEBRASKA.
CALL NO	A5100A002-1985
DATE	1986.
PAGING	90+p. MF.
FREQ	annually.
ABSTRACT	This publication is a combination of the detailed agricultural statistics annual report (A5100A001-) and Preliminary County Estimates and State Agricultural Data (A5100S056-). Major grain crop estimates are contained in this publication. All other revised county crop & livestock estimates are available only upon request from the issuing agency. Selected agricultural items most frequently used by agricultural data users are included.

TITLE	CANCER MORTALITY, NEBRASKA, 1960-80.
CALL NO	H2850S013-1983
AUTHOR	By Nelson, Norman M..
DATE	(holdings: 1976, 1983).
PAGING	49p. MF.
ABSTRACT	Contains detailed data for deaths due to cancer, by Nebraska region and by organs involved for 1959-61, 1964-66, 1969-71, 1974-76 and 1979-81.

TITLE	DEGREES AND OTHER FORMAL AWARDS CONFERRED BY NEBRASKA INSTITUTIONS OF POSTSECONDARY EDUCATION.
CALL NO	E4000B009.0010-(year)
DATE	(holdings: 1979-).
PAGING	81+p. MF.
FREQ	annually.
ABSTRACT	Report contains data for degrees conferred (by individual institutions, by type of degree, and by area of specialty) for Nebraska colleges, universities, technical-community colleges, and private vocational schools. Note: 1977-78 edition is number 6 in the series; 1978-79 edition is number 10. Later editions are not numbered; for convenience, however, their base classification numbers will be the same as that of the last numbered edition: E4000B009.0010- .

TITLE	EDUCATION AND GENERAL CURRENT FUND FINANCIAL STATISTICS OF NEBRASKA INSTITUTIONS OF POSTSECONDARY EDUCATION.
CALL NO	E4000B009.0012-(year)
DATE	(holdings: no. 7, 1979, 1980, 1982; no. 12, 1983-).
PAGING	64p. MF.
FREQ	annually.
ABSTRACT	Report provides revenue and expenditure statistics for Nebraska colleges and universities (including technical-community colleges). Provides data covering years shown in title for revenue by source, and expenditures by category.

TITLE	FALL HEADCOUNT ENROLLMENTS IN NEBRASKA INSTITUTIONS OF POSTSECONDARY EDUCATION.
CALL NO	E4000B009.0009-(year)
DATE	(holdings: 1979-).
PAGING	41p. MF.
FREQ	annually.
ABSTRACT	Contains the following enrollment data for Nebraska postsecondary educational institutions: (1) total, (2) public institutions, (3) private institutions, (4) technical colleges, (5) private vocational schools, (6) full-time students, (7) part-time students. Also includes data for individual institutions and for enrollment by student level and classification. Note: 1978 edition is number 4 in the series; 1979 edition is number 9. Later editions are not numbered; for convenience, however, their base classification numbers will be the same as that of the last numbered edition: E4000B009.0009- .

TITLE	FULL-TIME INSTRUCTIONAL FACULTY DATA: NEBRASKA INSTITUTIONS OF POSTSECONDARY EDUCATION.
CALL NO	E4000B009.0011-(year)
DATE	(holdings: no. 5 (1979), no. 11, 1980-).
PAGING	37+p. MF.
FREQ	annually.
ABSTRACT	Report presents a statistical profile of full-time college faculty in Nebraska. Provides the following data, by individual institution, and by type of institution: (1) percentage by rank, (2) total number, (3) average salary, by sex and rank. Also reports percentage tenured, by academic rank and by type of institution.

TITLE	JAIL POPULATION REPORT, NEBRASKA.
CALL NO	L2500B015-(year)
AUTHOR	By Overton, Michael; With Martin, Mark.
DATE	(holdings: 1984, 1986).
PAGING	65p. MF.
FREQ	annually.
ABSTRACT	This report presents detailed statistical data collected on persons in city and county jails in Nebraska with the exception of the Omaha City jail, Douglas County Corrections facility and Lancaster County Corrections facility. Included are: jail populations by facility, inmate profile data, and jail population trends.

TITLE	LABOR MARKET INFORMATION QUARTERLY, NEBRASKA (ALSO: LABOR MARKET INFORMATION ANNUAL, NEBRASKA, SUMMARY REPORT).
CALL NO	L1000S004-(year)
DATE	(holdings: 3rd quarter, 1985-).
PAGING	paging varies. MF.
FREQ	quarterly & annual summary.
ABSTRACT	A report containing statistical information on the labor force and work force in Nebraska. Sections included are the labor force, with statistics given by county: the work force, with statistics given by industry; and an unemployment insurance section. Note: The four quarterly publications are summarized in the Labor Market Information Annual, Summary Report, each year.

TITLE	OLDER HISPANICS IN OMAHA: THEIR CHARACTERISTICS, ATTITUDES, AND NEEDS.
CALL NO	M1500B008-1981
DATE	1981.
PAGING	approx. 30p.
ABSTRACT	Statistical tables comparing older Hispanics living in Omaha with older Nebraskans in general.

TITLE	PERSONNEL ALMANAC.
CALL NO	P2000B004-(year)
DATE	(holdings: 1983, 1986, 1987).
PAGING	174p. MF.
ABSTRACT	Statistical information on state employees (excluding the University of Nebraska). Report includes data on agency and numbers of employees, salary, gender, ethnic groups, average employee service years and age, budget, personal services expenditure, leave, insurance, retirement, overtime, turnover, labor contracts, etc.

TITLE	POPULATION PROJECTIONS, NEBRASKA, 1985-2020.
CALL NO	U2720B002.0032-1982
AUTHOR	By Deichert, Jerome A..
DATE	1982.
PAGING	161+p. MF.
ABSTRACT	Report presents population projections for Nebraska and its planning regions and counties at five-year intervals to the year 2020. Includes population projections by age and sex, projections for migration by age and sex, projections for fertility/birth rates, and other related data. Includes discussion of methodology and assumptions. Note: See also earlier report, "Population Projections, Nebraska; State, County, Region, and Town, 1975-2020 (U2720B002.0006-1973).

TITLE	SELECTED HIGHWAY STATISTICS FOR (YEAR): HIGHWAY FINANCE, MOTOR VEHICLES, DRIVER LICENSING, MOTOR FUELS, BRIDGES, RAIL CROSSINGS, STATE HIGHWAYS, LOCAL ROADS AND STREETS.
CALL NO	R6000S022-(year)
DATE	(holdings: 1983-).
PAGING	166p. MF.
FREQ	annually.
ABSTRACT	Report contains transportation date pertaining to highway finance, motor vehicles, operators, fuels, public roads, bridges & railroad crossings under the administrative control of the State, Counties, Townships, and Municipalities in Nebraska.

TITLE	STATISTICAL HANDBOOK, NEBRASKA.
CALL NO	E1500S001-(year)
DATE	(holdings: first edition (1970)-).
PAGING	301p. MF.
FREQ	biennially.
ABSTRACT	Contains extensive and detailed statistics covering the following areas: population, labor force, personal income, agriculture, manufacturing, mining, business, finance, insurance, transportation, communications, construction, housing, education, health, welfare, government, parks/recreation, energy, and climate.

TITLE	STATISTICS AND FACTS ABOUT NEBRASKA SCHOOLS.
CALL NO	E2500S001-(year)
DATE	(holdings: Vol. 1, no. 1, March 1960- with scattered issues missing).
PAGING	123p. MF.
FREQ	annually.
ABSTRACT	Previously in two volumes, this single volume contains the following statistical reports: school district class and system type data student enrollment data general school census data school system staff data non-public school data.

TITLE	UNIFORM CRIME REPORTS (COVER TITLE: CRIME IN NEBRASKA, UNIFORM CRIME REPORTS) (title varies).
CALL NO	L2500S001-(year)
AUTHOR	By Keelan, Marilyn K..
DATE	(holdings: 1972-).
PAGING	70p. (annual issue). MF.
FREQ	annual; also semi-annual summaries.
ABSTRACT	Annual issue contains detailed information covering the past three years; semi-annual "releases" contain brief summaries, with comparisons to the same period of the previous year. Information and "uniform crime reports" (statistics) covering the following areas are included: total offenses, murder-manslaughter, forcible rape, robbery, felony assault, burglary, larceny-theft, auto theft, by city, county, and for the state as a whole. Also contains an analysis of arrests, including drug arrests, and a report on disposition of arrests. Law enforcement employee data and a report on assaults on law enforcement officers are also included.

TITLE	VITAL STATISTICS REPORT (title varies).
CALL NO	H2890S001-(year)
DATE	(holdings: 1949, 1952-).
PAGING	113p. MF.
FREQ	annually.
ABSTRACT	Contains Nebraska statistics covering births, deaths, marriages, divorces, and population. Included in the BIRTH section are statistics by weight, location, age of parents, race, sex, and for out-of-wedlock births, congenital anomalies, and abortions. The DEATH section includes statistics by cause, place, age (covering 1925-), sex, race, and for suicides, accidental deaths, and infant mortality. The MARRIAGE AND DIVORCE section contains statistics for previous marital status, and age. Divorces are also reported by number of children affected, duration of marriage, and annulments. The POPULATION section contains statistics for number of people by county (1930-).

TITLE	WOMEN IN NUMBERS: WORKING WOMEN IN NEBRASKA (COVER TITLE: WOMEN IN NUMBERS: A SOURCEBOOK ON WORKING WOMEN IN NEBRASKA).
CALL NO	L1000S002-1985
DATE	1985.
PAGING	168p. MF.
ABSTRACT	Information and statistics on women in the work force in Nebraska in 1980. Areas covered include: demographics; the labor force; industries and occupations; education; income and earnings; and aid to dependent children.

INDEX

ADMINISTRATIVE RULES AND REGULATIONS, 39, 63
AFFIRMATIVE ACTION DATA, 21, 63, 83
AGRICULTURAL LAND VALUATION MANUAL, 1, 45
AGRICULTURAL STATISTICS, 1, 83, 84
AGRICULTURE 2001: THE NEXT 20 YEARS, 2
AIR SERVICE STUDY, 21
AIRPORT DIRECTORY, 13, 77

BIBLIOGRAPHY OF NEBRASKA GEOLOGY, 2
BIRDS OF NEBRASKA CHECKLIST, 2
BLACK ORAL HISTORY IN NEBRASKA, 55, 73
BLUE BOOK, 39, 45
BRAND BOOK, 4
BROKEN HOOPS AND PLAINS PEOPLE, 55, 73
BUILDING A LANDMARK: THE CAPITOL OF NEBRASKA, 56

CALENDAR OF DEVELOPMENTAL ACTIVITIES, 29
CAMPGROUND DIRECTORY, 13, 77
CANCER MORTALITY, 53, 84
CATALOG OF EVENTS, 45, 77
CENTREX DIRECTORY; UNIVERSITY OF NEBRASKA-LINCOLN, 13, 29
CHECKLIST, 43, 72
CHOICE, 29, 79
CITIZEN'S GUIDE TO NEBRASKA'S COURTS, 39, 46, 63
CODE, see *ADMINISTRATIVE RULES & REGULATIONS, 63*
COMMON & SCIENTIFIC NAMES OF NEBRASKA PLANTS, 2
COMMUNITY IMPROVEMENT: A NEBRASKA STORY, 7
COMMUNITY PROFILE, 7, 79
COMPENDIUM OF NEB LAWS CONCERNING CHILDREN & YOUTH, 64
CONQUERING THE GREAT AMERICAN DESERT: NEBRASKA, 56
CONSTITUTION OF THE STATE OF NEBRASKA, 40, 56
CRIME IN NEBRASKA, 12, 88
CRIMINAL JUSTICE DIRECTORY, 14, 40, 64
CRUDE OIL AND NATURAL GAS PRODUCTION IN NEBRASKA, 21

DEGREES & AWARDS CONFERRED BY NEB. INSTITUTIONS, 30, 84
DIRECTORY OF EMPLOYMENT AND...RESOURCES FOR WOMEN, 7, 14, 74
DIRECTORY OF MANUFACTURERS AND THEIR PRODUCTS, 14, 22
DIRECTORY OF MEMBERSHIP, 15, 67
DIRECTORY OF MINORITY BUSINESS, 15, 22, 74
DIRECTORY OF POSTSECONDARY INSTITUTIONS IN NEB., 15, 30
DIRECTORY OF PUBLIC AND PRIVATE VOC. INSTITUTIONS, 15, 30
DIRECTORY OF SERVICES, 8, 16
DIRECTORY OF SERVICES FOR CHILDREN AND YOUTH, 8, 16
DRINKING AND DRIVING: THE IMPACT ON THE COMMUNITY, 8, 53

ECONOMIC DEVELOPMENT IN NEBRASKA, 22
ECONOMIC IMPACT OF THE UNIVERSITY OF NEBRASKA, 23
ECONOMIC IMPACT OF UNO ON THE OMAHA ECONOMY, 8, 23
ECONOMIC TRENDS, 23
EDUCATION & CURRENT FUND FINANCIAL STATISTICS, 23
EDUCATION & GENERAL CURRENT FUND FINANCIAL STATS, 31, 84
EDUCATION DIRECTORY, 16, 31
EFFECTS OF FIRE ON SANDHILLS GRASSLAND ENVIRONMENT, 3, 35
ENERGY RESOURCE DIRECTORY, 17, 35
ENGLISH LANGUAGE NEWSPAPERS IN MICROFORM, 69
EXECUTIVE BUDGET, 40
EXTENSION CIRCULAR (SERIES), 5, 50, 82

FALL HEADCOUNT ENROLLMENTS IN NEB. INSTITUTIONS, 31, 85
FILM CATALOG-NEBRASKA FILM SERVICE, 46, 69
FILM RESOURCE DIRECTORY-NEBRASKA, 18, 26
FISHES OF NEBRASKA, 3, 77
FLOOD PREPAREDNESS AND RESPONSE HANDBOOK, 35
FLOWERING: A FESTIVAL; WRITING AND STORYTELLING..., 9
FROM THE MISSOURI TO THE GREAT LAKES, 56
FULL-TIME INSTRUCTIONAL FACULTY DATA, 32, 85

GENERAL OPERATING BUDGET, 32
GREAT PLAINS QUARTERLY, 57, 79
GREAT PLATTE RIVER ROAD, 57
GROUND WATER LAW AND ADMINISTRATION, 35
GUIDE FOR EVALUATING..DEVELOPING SCHOOL MEDIA PROG, 32, 46
GUIDE TO LOCAL ECONOMIC DEV. STRATEGIC PLANNING, 24
GUIDE TO MUSEUMS AND HISTORIC SITES, 46, 57
GUIDE TO NEBRASKA COUNTY GOVERNMENT, 40, 46
GUIDE TO NEBRASKA STATE AGENCIES, 41, 47
GUIDE TO NEBRASKA STATE SERVICES, 41, 47
GUIDE TO THE MAJOR MICROFORM COLLECTIONS AT UNL, 47, 69
GUIDE TO THE MANUSCRIPT DIV. OF THE STATE ARCHIVES, 48, 57

HANDLIST OF NEBRASKA AUTHORS, 48, 57
HIGHWAY MAP TRAVEL GUIDE & CAMPGROUND DIRECTORY, 9, 78
HISTORY AND LEGAL STATUS OF NEBRASKA INDIAN TRIBES, 58, 64, 74
HISTORY OF MEDICINE IN NEBRASKA, 53, 58
HISTORY OF THE NEBRASKA STATE HIGHWAY COMMISSION, 41, 58
HISTORY OF THE NEBRASKA VETERANS HOMES, 58
HOME ECONOMICS NEBGUIDE (SERIES), 5, 50, 82

ILLUSTRATED STANDARDS FOR PUBLIC BUILDINGS, 48, 64
INDEX - GUIDE NEBRASKA HISTORY MAGAZINE, 48, 59
INDEXES TO LEGISLATIVE BILLS, 67
INTELLECTUAL FREEDOM HANDBOOK, 70
INTERIM STUDY RESOLUTIONS, 67
INTERLIBRARY LOAN DIRECTORY FOR NEBRASKA, 17, 70
INTERNATIONAL COMMERCE GUIDE, 24, 49
INTERNATIONAL TRADE DIRECTORY, 17, 24

JAIL POPULATION REPORT, 9, 85
JAIL STANDARDS, 41, 65

LABOR MARKET INFORMATION QUARTERLY, 24, 80, 86
LEARNING FOR LIVING-HIST OF BEATRICE ST DEV CENTER, 59
LEGAL ASPECTS OF DOING BUSINESS IN NEBRASKA, 25, 65
LEGISLATIVE BILLS, 68
LEGISLATIVE MEMBERSHIP, 68
LIBRARIES-NEBRASKA: A DIRECTORY, 17, 70
LIBRARY TRUSTEE MANUAL, 70
LIST OF REFERENCE TOOLS FOR NEB. PUBLIC LIBRARIES, 71
LIVELY ARTS AT UNL CALENDAR, 9, 78, 80
LOCAL EMERGENCY OPERATING PLAN, 36
LODGING GUIDE, 49, 78
LOOK AT YOUR UNICAMERAL, 68

MANUAL FOR PAPER PRESERVATION...LIBRARIES & MUSEUM, 59, 71
MANUAL FOR PAPER PRESEVATION...LIBRARIES & MUSEUMS, 49
MANUAL FOR RECORD PRESERVATION..LOCAL GOV AGENCIES, 49, 59
MANUAL FOR RECORD PRESERVATION..STATE GOV AGENCIES, 49, 60
MANUAL FOR RECORDS PRESERVATION & DISASTER PLAN, 42
MINORITY/WOMEN BUSINESS ENTERPRISES DIRECTORY, 17, 74
MINUTES OF UNIVERSITY OF NEBRASKA BOARD OF REGENTS, 32

NATURAL DISASTER PLAN, 36
NEBGUIDE (SERIES), 5, 50, 82
NEBRASKA AUTHORS, 48, 57
NEBRASKA ECONOMY IN THE 1980'S, 25
NEBRASKA HISTORY, 60, 80
NEBRASKA INSECTS, 3
NEBRASKA LAW REVIEW, 65, 80
NEBRASKA STUDIES, 60
NEBRASKA TRANSCRIPT, 65, 81
NEBRASKA WEEDS, 3
NEBRASKA WOMEN IN HISTORY: WOMEN SENATORS, 60, 74
NEBRASKA WOMEN...GETTING YOUR FAIR SHAKE: VOL. 1, 10, 65, 75
NEBRASKA WOMEN...GETTING YOUR FAIR SHAKE: VOL. 2, 10, 66, 75
NEBRASKA WOMEN...GETTING YOUR FAIR SHAKE: VOL. 3, 10, 66, 75
NEBRASKALAND, 78, 81
NELCMS MANUAL, 71
NIOBRARA RIVER: A PROPOSAL FOR SCENIC RIVER, 36

OFFICIAL LIVESTOCK BRAND BOOK, 4
OLDER HISPANICS IN OMAHA, 10, 75, 86

PATENT RECIPIENTS 1977-1985, 18, 25, 60
PERKEY'S NEBRASKA PLACE NAMES, 50, 61
PERSONNEL ALMANAC, 42, 50, 86
PERSPECTIVES: WOMEN IN NEBRASKA HISTORY, 61, 75
POLICY CHOICES, 10, 25, 42
POPULATION PROJECTIONS-NEBRASKA-1985-2020, 26, 86
PRAIRIE SCHOONER, 33, 81
PRELIMINARY STUDY OF THE HOMELESS IN OMAHA, 11
PRODUCTION SERVICES DIRECTORY, 18, 26
PUBLICATIONS (CONSERVATION & SURVEY DIVISION), 4, 36
PUBLICATIONS FOR FARM AND HOME, 5, 50, 82

RADIOLOGICAL EMERGENCY RESPONSE PLAN, 11, 37
RADIOLOGICAL EMERGENCY RESPONSE PLAN FOR NON-POWER, 37
READY AND ABLE: STORY OF THE NEB. AIR NAT'L GUARD, 61
RECYCLING DIRECTORY, 18, 37
RESIDENTIAL SOLAR ARCHITECTURE, 5, 37
REVISED STATUTES OF NEBRASKA, 66
ROSTER, 15, 67
RULES OF THE NEBRASKA UNICAMERAL LEGISLATURE, 68

SELECTED HIGHWAY STATISTICS, 11, 87
SERVING ON A JURY...A HANDBOOK FOR NEBRASKA JURORS, 51, 66
SIX-STATE HIGH PLAINS-OGALLALA AQUIFER REGIONAL..., 38
SPECIAL UNIQUE OR COMPREHENSIVE COLLECTIONS IN NEB, 61, 71
STATE GOVERNMENT DIRECTORY, 42, 51
STATE PLAN FOR DEVELOPMENTAL DISABILITIES, 43, 54
STATE PUBLICATIONS CHECKLIST, 43, 72, 82
STATEWIDE HEALTH PROMOTION RESOURCE DIRECTORY, 18, 54
STATISTICAL HANDBOOK, 26, 33, 51, 54, 87
STATISTICS AND FACTS ABOUT NEBRASKA SCHOOLS, 33, 87
STATUTES, 66

TRACTOR TEST DATA, 6
TRANSACTIONS OF THE NEBRASKA ACADEMY OF SCIENCES, 6, 33

UNDERSTANDING COMMERCIAL VEGETABLE MARKETS, 6, 26
UNDERSTANDING NEBRASKA MUNICIPAL FINANCE, 43, 51
UNDERSTANDING NEBRASKA MUNICIPAL GOVERNMENT, 43, 52
UNIFORM CRIME REPORTS, 12, 88
UNIVERSITY OF NEBRASKA PRESS, 19

VACATION NEBRASKA, 52, 78
VETERANS INFORMATION GUIDE...HIST. OF NAT'L GUARD, 52, 62
VITAL STATISTICS REPORT, 54, 88

WOMEN IN NUMBERS: WORKING WOMEN IN NEBRASKA, 27, 76, 88
WOMEN IN TECHNOLOGY, 27, 76

YOU YOUR CHILD AND SCHOOL: A PARENT'S HANDBOOK, 34, 52

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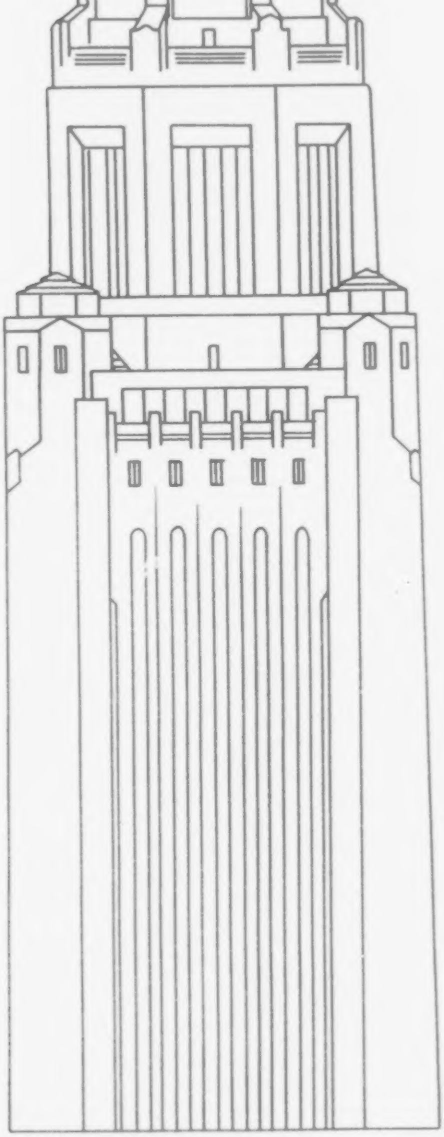

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Agencies are arranged by the key word of their name; subdivisions are arranged under their parent agency in such a way as to reflect their structural relationship to the parent agency. Cross references are provided for all agency subdivisions and for variant agency names. "Nebraska" and "State" have been deleted from most agency names when they are the initial words to facilitate indexing.

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A2400 DATA PROCESSING SERVICE DIV.
ROOM 1312, STATE CAPITOL. 471-2065

A2500 GENERAL SERVICES DIV. (Inactive)

A2580 TRANSPORTATION SERVICES BUR.
1345 "M". 68509. 471-2897

1Ex6.H01

A2600 COMMUNICATIONS, DIV. OF
1800 N. 33RD. 68501. 471-2761

A2700 MATERIEL DIV. (Purchasing)
5TH FLOOR, STATE OFFICE BLDG. 471-2401

A2800 OFFICE OF PLANNING & PROGRAMMING (see P2500 after June 30, 1976)

A2900 BUILDING DIV.
10TH FLOOR, STATE CAPITOL. 471-3191

Administrative Services, Div. of (Education), see E2200
Admissions (UNL), see U0812
Admissions, Office of (UNO), see U6333
Adult & Continuing Education, Dept. of (UNL), see U3810
Adult Restorative Dentistry, Dept. of, see U4305, U2805
Advanced Emergency Medical Care, Bd. of Examiners in, see H2300
Advisory Com. for Older Nebraskans, see A4550
Advisory Council for Vocational Education (UNL), see U3992

A4000 AERONAUTICS, DEPT. OF
P.O. BOX 82088. 68501. GENERAL AVIATION BLDG.,
LINCOLN MUNICIPAL AIRPORT. 471-2371

Aerospace Studies, Dept. of (Air Force ROTC) (UNL), see U3730
Affirmative Action Office, see P2100
Affirmative Action Office (UNL), see U0590
Afghanistan Studies, Center for (UNO), see U6855
Aging, Center on (UNO), see U8262

A4500 AGING, DEPT. ON (Comm. on Aging until July 17, 1982)
5TH FLOOR, STATE OFFICE BLDG. 68509. 471-2306

A4550 ADVISORY COM. FOR OLDER NEBRASKANS

Agricultural Communications, Dept. of (UNL), see U2015
Agricultural Economics, Dept. of (UNL), see U2030
Agricultural Education, Dept. of (UNL), see U2045
Agricultural Engineering (Mechanized Agriculture), Dept. of (UNL), see U2060
Agricultural Experiment Station (Lincoln), see U2300
Agricultural Extension, see U2250

A4800 GASOHOL COM. (Agricultural Products Industrial Utilization Com. prior to September 1981)
1ST FLOOR, STATE OFFICE BLDG. 68509. 471-2941

A4800 AGRICULTURAL PRODUCTS INDUSTRIAL UTILIZATION COM.
(GASOHOL COM. after August 1981)

Agricultural Statistics, Div. of, see A5100
Agriculture & Environment Com., see L3715
Agriculture & Natural Resources, Institute of (UNL), see U1500
Agriculture Pollution Control Div., see E6600
Agriculture, College of (UNL), see U2000

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A5000 AGRICULTURE, DEPT. OF
4TH FLOOR, STATE OFFICE BLDG. 68509. 471-2341

A5100 AGRICULTURAL STATISTICS, DIV. OF
ROOM 273, FEDERAL BLDG., P.O. BOX 81069. 68501. 471-5541

A5150 AGRICULTURE DEVELOPMENT DIV.

A5200 ANIMAL INDUSTRY, BUR. OF

A5300 DAIRIES & FOODS, BUR. OF

A5320 DAIRY TRADE PRACTICES DIV.

A5400 LABORATORY DIV.
3703 SO. 14TH. 68502. 471-2176

A5430 MARKETING DIV.

A5450 NEBRASKA RESOURCES DIV.

A5500 PLANT INDUSTRY, BUR. OF

A5510 ENTOMOLOGIST

A5520 FEED & AGRICULTURAL CHEMICALS

A5540 SEED LAB

A5560 WEED CONTROL

A5600 POTATO DEVELOPMENT, DIV. OF

A5700 POULTRY & EGG DEVELOPMENT, UTILIZATION & MARKETING, DIV. OF

A5750 WEATHER CONTROL COMM.

A5775 WEIGHTS & MEASURES, DIV. OF

A5840 CORN DEVELOPMENT, UTILIZATION & MARKETING BD.
4TH FLOOR, STATE OFFICE BLDG. 68509. 471-2787

A5850 GRAIN SORGHUM DEVELOPMENT, UTILIZATION & MARKETING BD.
4TH FLOOR, STATE OFFICE BLDG. 68509. 471-4276

A5880 SOYBEAN DEVELOPMENT, UTILIZATION & MARKETING BD.
4TH FLOOR, STATE OFFICE BLDG. 68509. 471-4894

A5900 WHEAT DEVELOPMENT, UTILIZATION & MARKETING BD.
3RD FLOOR, STATE OFFICE BLDG., P.O. BOX 94912. 68509. 471-2358

A7000 AGRICULTURE, BD. OF (STATE FAIR BD.)
P.O. BOX 81223. 68501. 474-5371

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Agronomy Club (UNL), see U2092
Agronomy, Dept. of (UNL), see U2070
Air Force ROTC (& Aerospace Studies, Dept. of), (UNO), see U6750
Air National Guard, see M2000
Air Pollution Control Div., see E6700
Alcohol & Drug Abuse, Prevention Center for, see U3952
Alcohol Information Clearinghouse, see U3950
Alcoholism Advisory Com., see I2100
Alcoholism Studies Program (UNO), see U8325
Alcoholism, Div. on, see I2100
Allied Health Professions, School of (UNMC), see U4405
Alumni Association (UNL), see U0510
Alumni Association (UNMC), see U4402
Alumni Association (UNO), see U6010

A7400 AMERICAN REVOLUTION BICENTENNIAL COMM. (Inactive since March, 1977)

A7600 ANATOMICAL BD.
42ND & DEWEY. OMAHA. 68105. 559-6249

Anatomy, Dept. of (UNMC), see U4430
Anesthesiology, Dept. of (UNMC), see U4435
Animal Industry, Bur. of, see A5200
Animal Science, Dept. of (UNL), see U2095
Anthropology (UNO), see U7087
Anthropology, Dept. of (UNL), see U2510
Applied Psychological Services, Center for (UNO), see U7082
Applied Urban Research, Center for (UNO), see U8220
Appropriations Com., see L3720
Architects, see E6000, L2000
Architecture, College of (UNL), see U2400
Architecture, Dept. of (UNL), see U2420
Army National Guard, see M2000
Art, Dept. of (UNL), see U2515
Art, Dept. of (UNO), see U7925
Arts & Sciences, College of (UNL), see U2500
Arts & Sciences, College of (UNO), see U7000

A8000 ARTS COUNCIL
1313 FARNAM-ON-THE-MALL. OMAHA. 68102. 554-2122

Asian Studies Program (UNL), see U2518
Astronomy, Dept. of (UNL), see U2650
ASUN (Associated Students-University of Nebraska) (UNL), see U0844
Athletic Business Manager (UNO), see U6520

A8500 ATHLETIC COMM.
3RD FLOOR, STATE OFFICE BLDG., P.O. BOX 94743. 68509. 471-2009

Athletic Dept. (UNL), see U3940 and U1100-U1194
Athletic Dept. (UNO), see U6510
Attorney General, see J2000
Audio-Visual (UNO), see U6305
Audio-Visual Instruction (UNL), see U3110
Audiology & Speech Pathology, Bd. of Examiners in, see H2300

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Audiology & Speech Pathology, Div. of (UNMC), see U4407 (earlier see U4508)

A9000 AUDITOR OF PUBLIC ACCOUNTS
2303 STATE CAPITOL. 68509. 471-2111

Auto Rental Pool (UNL), see U0780, U0782
Band Alumni Association (UNL), see U2633

B1000 BANKING & FINANCE, DEPT. OF
2ND FLOOR, STATE OFFICE BLDG. 68509. 471-2171

B1200 FINANCIAL INSTITUTIONS

B1400 SECURITIES DEPT.

Banking & Finance, Program of (UNO), see U7245
Banking, Commerce & Insurance Com., see L3725

B5000 BARBER EXAMINERS, BD. OF
3RD FLOOR, STATE OFFICE BLDG., P.O. BOX 94723. 68509. 471-2051

Barkley Memorial Center, see U3815
Baseball Office (UNL), see U1155
Basic Sciences, Bd. of Examiners in, see H2300
Basketball Office (UNL), see U1160
Beatrice State Home, now Beatrice State Developmental Center, see I2410
Bicentennial Comm., see A7400
Big Blue River Compact Administration, see I3710
Biochemistry, Dept. of (UNMC), see U4440
Biology, Dept. of (UNO), see U7010
Biomedical Chemistry (UNMC), see U4840
Biomedical Communications (UNMC), see U4065
Biomedical Communications Education, Div. of (UNMC), see U4408
Biometrics & Information Systems Center (UNL), see U2365
Black Studies, Dept. of (UNO), see U7015
Black United Sisters (UNL), see U0850
Blacks of African Descent (BAD) (UNL), see U0846
Blind & Physically Handicapped, Library for the, see L4100
Blind, Rehabilitation for, see I2600
Blind, School for the, see E2280
Blue Valley Mental Health Center (Beatrice), see I2475
Board of..., see key word of agency name
Bookstore (UNL), see U0782
Bootstrap Program (UNO), see U7430

B7000 BRAND COM.
P.O. DRAWER I. ALLIANCE. 69301. (308) 762-2496

B7100 LIVESTOCK BRAND RECORDING DIV. (See S1100 prior to March 1975)
4TH FLOOR, STATE OFFICE BLDG., P.O. BOX 94913. LINCOLN. 68509. 471-2237

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Budget Div. (Administrative Services), see A2200
Builders (UNL), see U0848

B8000 BUILDING COMM.
c/o STATE ENGINEER, DEPT. OF ROADS. 14TH & BURNHAM. 68509. 473-4615

Building Div. (Administrative Services), see A2900
Building Services (UNO), see U6358
Bureau of..., see key word of agency name
Bursar's Office (UNL), see U0720
Business Administration, College of (UNL), see U2700
Business Administration, College of (UNO), see U7200
Business & Finance (UNL), see U0700
Business & Finance (UNO), see U6200
Business & Labor Com., see L3730
Business & Vocational Teacher Education, Center for, see U3990
Business Development Center (UNO), see U7250
Business Education (UNO), see U7650
Business Education, Dept. of (UNL), see U3830
Business Research, Bureau of (UNL), see U2720
Campus Activities & Programs (UNL), see U0840
Campus Police (UNL), see U0725
Campus Recreation Div. (UNO), see U7635
Campus Security (UNO), see U6240
Canvassers, Bd. of, see S1200

C1000 CAPITOL MURAL COMM. (Inactive)

Cardiovascular Center (UNMC), see U4250
Career Action Comm. (UNL), see U0815
Career Development Center (UNO), see U6308
Career Development & Placement Services (UNO), see U6308
Career Placement Services (UNO), see U6308
Career Planning & Placement Center (UNL), see U0814
Cedar Point Biological Station (UNL), see U2610

C1200 CENTENNIAL COMM. (Inactive)

Centennial Educational Program (UNL), see U0610
Center for Applied Psychological Services (UNO), see U7082
Center for Applied Urban Research (UNO), see U8220
Center for Business & Vocational Teacher Education, see U3990
Center for Children (UNO), see U6342
Center for Children & Youth (Whitehall), see W2200
Center for Great Plains Studies, see U2553
Center for Health Education (UNL), see U0618
Center for Improvement of Instruction (UNO), see U6840
Center for Professional & Organizational Development (UNO), see U7375
Center for Urban Education (UNO), see U6975
Center for Women (York), see C9570
Central Administration (University of Nebraska System), see U0100
Central Nebraska Public Power & Irrigation District (Holdrege), see P8200
Central Technical Community College (Hastings), see C5520
CETA, see L1350

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Chadron State College, see C2400
Chancellor (UNMC), see U4050
Chancellor's Advisory Council (UNO), see U6120
Chancellor's Office (UNL), see U0575
Chancellor's Office (UNO), see U6100
Chemical Engineering, Dept. of (UNL), see U2915
Chemistry, Dept. of (UNL), see U2520
Chemistry, Dept. of (UNO), see U7020
Chest Center (UNMC), see U4467
Child Support Enforcement Office, see W2250
Children, Center for (UNO), see U6342
Children & Youth, Center for (Whitehall), see W2200

C1500 CHILDREN & YOUTH, COM. FOR
ROOM 409, 4600 VALLEY RD. 68510. 489-3362

C1550 COUNCIL OF YOUTH

Chiropractic Bd. of Examiners, see H2300
Civil Defense Agency, see M2200
Civil Engineering, Dept. of (UNL), see U2925
Civil Engineering, Dept. of (UNO), see U7725
Civilian Programs (UNO), see U7440
Claims Bd., see R5500
Classics, Dept. of (UNL), see U2525
Clerk of the Legislature, see L3300
Clinical Education & Services, Dept. of (UNMC), see U4820

C1800 CODE OF ETHICS BD. (Inactive since June 30, 1977)

Collection Agency Bd., see S1300

C2000 COLLEGES, BD. OF TRUSTEES OF STATE
P.O. BOX 94605. 68509. 11TH FLOOR, STATE CAPITOL. 471-2505

C2400 CHADRON STATE COLLEGE
10TH & MAIN. CHADRON. 69337. (308) 432-4451

C2800 KEARNEY STATE COLLEGE
905 W 25TH. KEARNEY. 68847. (308) 236-8441

C3200 PERU STATE COLLEGE
PERU. 68421. 872-3815

C3600 WAYNE STATE COLLEGE
WAYNE. 68787. 375-2200

C5000 COLLEGES, COORDINATING COMM. FOR TECHNICAL COMMUNITY (Inactive)

C5520 CENTRAL COMMUNITY COLLEGE AREA
P.O. BOX "C". GRAND ISLAND. 68802-0240. (308) 384-5220

CENTRAL COMMUNITY COLLEGE, HASTINGS CAMPUS
CENTRAL COMMUNITY COLLEGE, PLATTE CAMPUS (COLUMBUS)

C5720 METROPOLITAN TECHNICAL COMMUNITY COLLEGE AREA
P.O. BOX 3777. 68103. 449-8300

METROPOLITAL TECHNICAL COMMUNITY COLLEGE

C5920 MID PLAINS TECHNICAL COMMUNITY COLLEGE AREA
416 N JEFFERS. NORTH PLATTE. 69101. (308) 534-9265

MCCOOK COMMUNITY COLLEGE
MID PLAINS COMMUNITY COLLEGE (NORTH PLATTE)

C6120 NORTHEAST NEBRASKA TECHNICAL COMMUNITY COLLEGE AREA
801 E BENJAMIN, BOX 469. NORFOLK. 68701. 371-2020

NORTHEAST TECHNICAL COMMUNITY COLLEGE (NORFOLK)

C6320 SOUTHEAST TECHNICAL COMMUNITY COLLEGE AREA
8800 E "O" ST. LINCOLN. 68520. 471-3303

SOUTHEAST COMMUNITY COLLEGE (BEATRICE)
SOUTHEAST COMMUNITY COLLEGE (FAIRBURY)
SOUTHEAST COMMUNITY COLLEGE (LINCOLN)
SOUTHEAST COMMUNITY COLLEGE (MILFORD)

C6520 WESTERN TECHNICAL COMMUNITY COLLEGE AREA
1601 E 27TH ST., N.E. SCOTTSBLUFF. 69361. (308) 635-3606

NEBRASKA WESTERN COLLEGE (SCOTTSBLUFF)
WESTERN NEBRASKA TECHNICAL COLLEGE (SIDNEY)

Columbus, Platte Community College at, see C5520
Commission (Comm.)..., see key word of agency name
Committee (Com.)..., see key word of agency name
Communication, Dept. of (UNO), see U7023
Communications, Div. of, see A2600
Community Affairs, Div. of, see E1200
Community & Regional Planning, Dept. of (UNL), see U2440
Community Colleges, see C5000
Community Dentistry, Dept. of, see U4380, U2880
Community Design Center (Omaha) (UNL), see U2450
Community Health Education, Div. of, see H2790
Community Health Services, Bur. of, see H2700
Community Involvement Services (UNL), see U0856
Community Mental Health Program (Region I), see I2455
Community Mental Health Program (Region V), see I2475
Community Mental Health, Div. of, see H2710
Community Resource & Research Center (UNL), see U2460

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Community Services Div. (UNMC), see U4552
Community Services Div. (UNO), see U7475
Comprehensive Employment & Training Agency (CETA), see L1350
Comprehensive Health Planning, Div. of, see H2125
Comprehensive Mental Health Services (Region IV), see I2470
Computer Network (University of Nebraska), see U0200, U0210, U0220
Computer Science, Dept. of (UNL), see U2530
Computer Science, Dept. of (UNO), see U7055
Computing Services, Lincoln Data Center, see U0210
Computing Services, Omaha Data Center, see U0220
Conferences & Institutes, Dept. of (UNL), see U3120
Conferences & Institutes, Div. of (UNO), see U7480
Conflicts of Interest Com., see L3100
Conservation & Survey Div. (UNL), see U2375

C9000 CONSTITUTIONAL CONVENTIONS/COMMISSIONS

Constitutional Revision & Recreation Com., see L3735
Construction Management, Dept. of (UNL), see U2945
Consumer Protection Div., see J2300
Contemporary Social Problems, Institute for the Study of (UNO), see U8290
Continuing Education (UNMC), see U4080
Continuing Studies, Div. of (UNL), see U3100
Continuing Studies, College of (UNO), see U7400
Cooperative Education Program (UNO), see U8345
Cooperative Extension Service, see U2250
Coordinating Council for Postsecondary Education, see E4000
Coordinating Council for the Handicapped, see E2480
Corn Development, Utilization & Marketing Bd., see A5840

C9500 CORRECTIONAL SERVICES, DEPT. OF

CENTRAL OFFICE BLDG. P.O. BOX 94661. 68509. 471-2654

C9540 PAROLE ADMINISTRATION, OFFICE OF

C9550 STATE PENITENTIARY (Penal & Correctional Complex until July 1979)
14TH & PIONEERS. 68502. 471-3161

C9555 LINCOLN CORRECTIONAL CENTER
3270 WEST VAN DORN. 68522. 471-2861

C9560 DIAGNOSTIC & EVALUATION CENTER
SW 33RD & VAN DORN, P.O. BOX 2800, STATION B. 68502. 471-3330

C9570 CENTER FOR WOMEN (YORK)
BOX 33, RT. 1. YORK. 68467. 362-3317

C9580 YOUTH DEVELOPMENT CENTER - GENEVA
RR 1, BOX 23A. GENEVA. 68361. 759-3164

C9590 YOUTH DEVELOPMENT CENTER - KEARNEY
KEARNEY. 68847. (308) 237-3181

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Cosmetology, Bd. of Examiners in, see H2300
Council of American Indian Students (UNL), see U0854
Council of Economic Advisors, see G3200
Council on Economic Education, see U2730
Council of Youth, see C1550
Counseling & Special Education, Dept. of (UNO), see U7675
Counseling & Testing Center (UNO), see U6310
Counseling Center (UNL), see U0820
County Highway & City Street Superintendents, Bd. of Examiners for, see R6000
Court Administrator, see S3200
Court of Industrial Relations, see I1000
Courts, see specific name of court, e.g., Supreme Court
Credit Union (UNL), see U0515
Crew, University of Nebraska, see U0857
Crime Comm., see L2500
Crime Victim's Reparations Bd., see L2590
Criminal Justice, Dept. of (UNL), see U0612
Criminal Justice, Dept. of (UNO), see U8240
Crippled Children's Services, see W2100
Crop Improvement Association, Nebraska (UNL), see U2074
Cultural Center (UNL), see U0858
Curriculum Development (Education), see E2420
Curriculum Development Center (UNL), see U2538
Curtis School of Technical Agriculture, see U2385
Daily Nebraskan (UNL), see U0860
Dairies & Foods, Bur. of, see A5300
Dairy Trade Practices Div., see A5320
Dalbey-Halleck Laboratory Farm (Virginia) (UNL), see U2310
Dance Office (UNL), see U3944
Data Processing Service Div. (Administrative Services), see A2400
Deaf, Comm. for the, see H3500
Deaf, School for the, see E2220
Decision Sciences, Program of (UNO), see U7260
Dental Clinic for Children (UNMC), see U4270
Dental Clinics, see U4390, U2890
Dental Health, Dept. of, see U4315, U2815
Dental Health, Div. of, see H2740
Dentistry, Bd. of Examiners in, see H2300
Dentistry, College of, see U4300 (U2800 prior to July 1979)
Department of..., see key word of agency name
Dermatology, Dept. of (UNMC), see U4445
Developmental Disabilities Planning Council, see H2832
Developmental Disabilities Program, see H2830
Developmental Disabilities, Region IV Office of (Wayne), see I2840
Diagnostic Resource Center, see E2250
Disease Control, Div. of, see H2720
Division of..., see key word of agency name
Douglas County Hospital Mental Health Center (Omaha), see I2480
Dramatic Arts, Dept. of (UNO), see U7950
Drug Abuse Advisory Com., see I2100
Drug Abuse, Comm. on, see L2580
Drug Abuse, Div. of Alcoholism &, see I2100
Drug Abuse, Prevention Center for Alcohol &, see U3952
Drug Information Center (UNMC), see U4825

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D3000 DRUGS, COMM. ON (Inactive as of July 1980)

Duplicating & Printing (UNO), see U6610
Eastern Nebraska Community Office of Retardation, Region VI (Omaha), see I2860
Eastern Nebraska Human Services Agency (Region VI), see I2480
Eastern Nebraska Community Office of Mental Health (Omaha), see I2480

E1000 ECONOMIC DEVELOPMENT, DEPT. OF
4TH FLOOR, STATE OFFICE BLDG. 68509. 471-3111

E1200 COMMUNITY AFFAIRS, DIV. OF
471-3755

E1250 FILM OFFICE

E1300 INDIAN AFFAIRS, COMM. ON
P.O. BOX 94914. 68509. 471-2757

E1400 DEVELOPMENT, DIV. OF (Formerly Industrial Development Div.)
471-4670

E1500 RESEARCH, DIV. OF
471-3783

E1800 TRAVEL & TOURISM, DIV. OF
471-3794

Economic Education, Center for (UNL), see U2730
Economic Opportunity Comm., see T1000
Economics, Dept. of (UNL), see U2740
Economics, Program of (UNO), see U7275
Education & Family Resources, Dept. of (UNL), see U3220
Education & Family Resources, Dept. of (UNO), see U8120
Education Com., see L3740
Education, College of (UNO), see U7500

E2000 EDUCATION, DEPT. OF
6TH FLOOR, STATE OFFICE BLDG. P.O. BOX 94987. 68509. 471-2295

E2010 SCHOOL FOOD SERVICES

E2200 ADMINISTRATIVE SERVICES, DIV. OF

E2220 SCHOOL FOR THE DEAF - OMAHA
3223 N 45TH ST. OMAHA. 68104. 554-2155

E2250 DIAGNOSTIC RESOURCE CENTER (School f/t Trainable Mentally Retarded June 1977)
1910 MERIDIAN AVE. COZAD. 69130. (308) 784-4525

E2280 SCHOOL FOR THE VISUALLY HANDICAPPED (NEBRASKA CITY)
P.O. BOX 129. 10TH ST. & 10TH AVE. NEBRASKA CITY. 68410. 873-5513

E2400 INSTRUCTIONAL SERVICES, DIV. OF

E2420 CURRICULUM DEVELOPMENT SECTION

E2450 INSTRUCTIONAL TELEVISION

E2480 SPECIAL EDUCATION

E2490 COORDINATING COUNCIL FOR THE HANDICAPPED

E2500 PLANNING EVALUATION & RESEARCH, DIV. OF

E2600 REHABILITATION SERVICES, DIV. OF

E2900 VOCATIONAL EDUCATION, DIV. OF

E2950 VOCATIONAL CURRICULUM RESOURCE CENTER
W CAMPUS 209, KEARNEY STATE COLLEGE, KEARNEY. 68847. (308)236-4457

E4000 EDUCATION, COORDINATING COMM. FOR POSTSECONDARY
1ST FLOOR, STATE OFFICE BLDG. 68509. 471-2847

Educational Administration, Dept. of (UNL), see U3850
Educational Administration, Dept. of (UNO), see U7560
Educational & Student Services (UNO), see U6300
Educational Change, Center for (UNL), see U0852

E5000 EDUCATIONAL LANDS & FUNDS, BD. OF
4TH FLOOR, STATE OFFICE BLDG. P.O., BOX 94986. 68509. 471-2014

Educational Psychology & Measurements, Dept. of (UNL), see U3860
Educational Psychology & Social Foundations, Dept. of (UNL), see U3860
Educational Psychology Clinic (UNL), see U3865
Educational Research & Field Services, Bur. of (UNL), see U3855
Educational Services (UNMC), see U4095
Educational Services, Dept. of (UNL), see U3870
Educational Technology Center (UNO), see U7530

E5500 EDUCATIONAL TELEVISION COMM.
1800 N 33RD., P.O. BOX 83111. 68501. 472-3611

E5520 NETCHE (Nebraska Educational Television Council for Higher Education
until May 18, 1979)

Educational Television, University (KUON-TV) (UNL), see U0900
Educational Television, see also E2450
Electrical Bd., see F3100 (I3520 prior to July 1974)
Electrical Engineering, Dept. of (UNL), see U2955
Elementary & Early Childhood Education, Dept. of (UNO), see U7575
Elementary Education, Dept. of (UNL), see U3880
Embalming, Bd. of Examiners in, see H2300
Emergency Health Services, Div. of, see H2420
Employment & Training Council, see L1300
Employment Development Center (UNL), see U0767
Employment Div., see L1100

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Employment of the Handicapped, Com. for, see G3000
ENCOR (Eastern Nebraska Community Office of Retardation), see I2860
Endodontics, Dept. of, see U4325, U2825
Energy Extension Service, see U0616

E5700 ENERGY OFFICE
9TH FLOOR, STATE CAPITOL. P.O. BOX 95085. 68509. 471-2867

Energy Research & Development Center, Nebraska, see U0615
Enforcement Div. (Fire Marshal), see F3200 (I3530 prior to July 1974)
Engineering (Environmental Control), see E6750, E6910
Engineering & Technology, College of (UNL), see U2900
Engineering & Technology, College of (UNO), see U7700
Engineering Extension Service (UNL), see U2960
Engineering Mechanics, Dept. of (UNL), see U2965
Engineering Research Center (UNL), see U2975
Engineering Technology, Dept. of (UNO), see U7775

E6000 ENGINEERS & ARCHITECTS, BD. OF EXAMINERS FOR PROFESSIONAL
6TH FLOOR, STATE OFFICE BLDG., P.O. BOX 94751. 68509. 471-2021

English, Dept. of (UNL), see U2535
English, Dept. of (UNO), see U7025
Entomologist (Agriculture Dept.), see A5510
Entomology, Dept. of (UNL), see U2110

E6500 ENVIRONMENTAL CONTROL, DEPT. OF
4TH FLOOR, STATE OFFICE BLDG. P.O. BOX 94877. 68509. 471-2186

E6600 AGRICULTURE POLLUTION CONTROL DIV.

E6650 PERMITS & ENFORCEMENT

E6700 AIR POLLUTION CONTROL DIV.

E6750 ENGINEERING

E6800 SOLID WASTE POLLUTION CONTROL DIV.

E6850 STATE PLANNING

E6860 SURVEILLANCE & ENFORCEMENT

E6900 WATER POLLUTION CONTROL DIV.

E6910 ENGINEERING

E6920 LABORATORY

E6930 OPERATOR TRAINING

E6940 PERMITS & ENFORCEMENT

E6950 PLANNING & DATA PROCESSING

Environmental Engineering, Div. of, see H2750
Environmental Health Services, Div. of, see H2770
Environmental Health & Safety, Div. of (UNL), see U0768
Environmental Programs, Office of (UNL), see U2260
Eppley Institute for Research in Cancer and Allied Diseases (UNMC), see U4450

E7000 EQUAL OPPORTUNITY COMM.
5TH FLOOR, STATE OFFICE BLDG. 68509. 471-2024
OMAHA BRANCH--1313 FARNAM-ON-THE-MALL. OMAHA. 68102. 554-2028
SCOTTSBLUFF BRANCH--PANHANDLE STATE OFFICE COMPLEX,
4500 AVE. I. SCOTTSBLUFF. 69361. (308) 632-1340

E8000 EQUALIZATION & ASSESSMENT, BD. OF
c/o Tax Commissioner, Dept. of Revenue.
2nd floor, State Office Bldg. 68509. 471-2971

Ethics Bd., see C1800
Ethnic Studies, Institute for (UNL), see U2540
Examining Boards, Bur. of, see H2300
Executive Assistant to the Chancellor (UNO), see U6400
Extension Div. (UNL), see U3100
Faculty Senate (UNL), see U0525
Faculty Senate (UNO), see U6020
Fair Bd., see A7000
Fairbury, Southeast Technical Community College at, see C6320
Family Practice, Dept. of (UNMC), see U4460
Feed & Agricultural Chemicals (Agriculture Dept.), see A5520
Field Laboratory (Mead) (UNL), see U2305
Field Research, Office of (UNO), see U7545
Field Services, Bur. of (Game & Parks), see G1200
Film Office, see E1250
Finance (UNO), see U6260
Finance, Dept. of (UNL), see U2750
Finance/Administration Div. (Welfare), see W2300
Financial Aids (UNL), see U0835
Financial Aids & Student Employment (UNO), see U6336
Financial Institutions (Banking Dept.), see B1200
Fine Arts Press (UNO), see U8025
Fine Arts, College of (UNO), see U7900

F2000 FIREFIGHTERS TRAINING ADVISORY COM.

F3000 FIRE MARSHAL (See I3500 prior to July 1974)
6TH FLOOR, STATE OFFICE BLDG. P.O. BOX 94677. 68509. 471-2027

F3100 ELECTRICAL BD.

F3200 ENFORCEMENT DIV.

F3300 HEALTH CARE DIV.

F3400 PIPELINE SAFETY, DIV. OF

F3500 PLANS EXAMINER'S DEPT.

Fiscal Analyst, Legislative, see L3350
Fitzgerald, Thomas Veterans' Home, see I2580
Food & Nutrition, Dept. of (UNL), see U3230
Food & Nutrition, Dept. of (UNO), see U8140
Food Science & Technology, Dept. of (UNL), see U2125
Food Service (UNO), see U6366
Football Office (UNL), see U1180
Foreign Languages, Dept. of (UNO), see U7030
Forest Service, State, see U2140
Forestry, Fisheries & Wildlife, Dept. of, see U2140
Forestry Office, State, see U2140
Forestry, Dept. of (& State Forester's Office) (UNL), see U2140

F6000 FORT ROBINSON CENTENNIAL COMM. (Inactive)

F7000 FOSTER CARE REVIEW BD.
3RD FLOOR, STATE OFFICE BLDG. P.O. BOX 94952. 68509. 471-4420

Foundation (UNL), see U0400
Foundation Seed Div. (UNL), see U2076
Foundations of Education, Dept. of (UNO), see U7590
Fraternal Activities, Advisor to (UNO), see U6313
Free University (UNL), see U0862

G1000 GAME & PARKS COMM.
2200 N 33RD. P.O. BOX 30370. 68503. 464-0641

G1200 FIELD SERVICES, BUR. OF

G1500 PLANNING & PROGRAMMING, BUR. OF

G1600 STATE PARKS, BUR. OF

G1800 WILDLIFE SERVICES, BUR. OF

Gas & Oil, see O1000
Gasohol Com., see A4800
Gateway (UNO), see U6040
General Business Program (UNO), see U7290
General Engineering, Dept. of (UNL), see U2978
General Services Div. (Administrative Services), see A2500
Geography & Geology, Dept. of (UNO), see U7035
Geography, Dept. of (UNL), see U2545
Geological Survey (State), see U2375
Geology, Dept. of (UNL), see U2550
Gerontology Program (UNO), see U8260
Golf Office (UNL), see U1186
Goodrich Program (UNO), see U8280
Government, Military & Veterans Affairs Com., see L3745
Governmental Relations (UNS), see U0140
Government Research Institute, Inc. (UNL), see U2657

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G2000 GOVERNOR'S OFFICE
2ND FLOOR, STATE CAPITOL. 68509. 471-2244

G2000 OFFICE OF THE SPECIAL CONSULTANT ON GOVERNMENT IMPROVEMENT
3RD FLOOR, STATE OFFICE BLDG., P.O. BOX 95128. 68509. 471-3565

G3000 COM. FOR EMPLOYMENT OF THE HANDICAPPED

G3200 COUNCIL OF ECONOMIC ADVISORS

G3400 GOVERNOR'S COM. ON JUDICIAL & SOCIAL REFORM

G3600 GOVERNOR'S COM. ON MENTAL RETARDATION

G4000 GOVERNOR'S HIGHWAY SAFETY COORDINATING COMM.

Governor's Planning Council on Developmental Disabilities, see H2832

Governor's Special Grants Program, see L1300

Governor's Task Force for Government Improvement, see OFFICE OF THE SPECIAL CONSULTANT ON GOVERNMENT IMPROVEMENT (G2000)

G4200 HOUSING ADVISORY COUNCIL

G4400 INTERGOVERNMENTAL TASK FORCE ON TOURISM

G4600 OLD WEST TRAIL FOUNDATION BD.

G5000 POLICE STANDARDS ADVISORY COUNCIL

G5200 VOLUNTARY CITIZEN PARTICIPATION, OFFICE OF (Inactive as of Aug., 1980)

Graduate College (UNL), see U3150
Graduate College (UNMC), see U4900
Graduate Studies (UNL), see U3150
Graduate Studies & Research (UNO), see U6800
Grain Sorghum Development, Utilization & Marketing, see A5850
Grants & Contracts (UNL), see U0745
Grants Development, Office of (UNO), see U6805
Great Plains Community Mental Health Center (North Platte), see I2461
Great Plains Human Services District (Region II), see I2461
Great Plains National Instructional Television Library (UNL), see U0920
Great Plains Studies, Center for (UNL), see U2553
Guidance & Counseling, Dept. of (UNO), see U7615
Gymnastics (UNL), see U1190

H1000 HALL OF FAME COMM.
c/o Director, STATE HISTORICAL SOCIETY. 1500 "R" ST. 68508. 471-3270

Handicapped, Com. for Employment of the, see G3000
Handicapped, Coordinating Council for the, see E2490
Hastings Regional Center, see I2420
Hastings, Central Technical Community College at, see C5520
Health & Medical Care Administration, Bur. of, see H2400

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Health Care Div. (Fire Marshal), see F3300 (I3540 prior to June 1974)
Health Center, University (UNL), see U0837
Health Coordinating Council, Statewide, see H2100
Health Data & Statistical Research, Div. of, see H2850
Health Education, Nebraska Center for (UNL), see U0618
Health Education Div. (UNO), see U7638
Health Planning & Resource Development, Bur. of, see H2400
Health Services Administration, Div. of (UNMC), see U4410
Health Services (UNO), see U6315
Health Systems Planning, Div. of, see H2435

H2000 HEALTH, DEPT. OF

3RD FLOOR, STATE OFFICE BLDG. 68509. 471-2133

H2100 STATEWIDE HEALTH COORDINATING COUNCIL

H2125 COMPREHENSIVE HEALTH PLANNING, DIV. OF (See H2435 after Sept. 1976)

H2300 EXAMINING BOARDS, BUR. OF

- BD. OF EXAMINERS IN ADVANCED EMERGENCY MEDICAL CARE
- BD. OF EXAMINERS IN AUDIOLOGY & SPEECH PATHOLOGY
- BD. OF EXAMINERS IN THE BASIC SCIENCES (Inactive)
- CHIROPRACTIC BD. OF EXAMINERS
- BD. OF EXAMINERS IN COSMETOLOGY
- BD. OF EXAMINERS IN DENTISTRY
- BD. OF EXAMINERS IN EMBALMING
- BD. OF EXAMINERS IN HEARING AID DEALERS & FITTERS
- BD. OF EXAMINERS IN MASSAGE
- H2345 BD. OF EXAMINERS IN MEDICINE & SURGERY
  - MEDICAL QUALIFICATIONS, COMM. ON
- H2350 BD. OF EXAMINERS IN NURSING HOME ADMINISTRATION
- BD. OF NURSING (N2000 prior to July 1980)
- BD. OF EXAMINERS IN OPTOMETRY
- BD. OF EXAMINERS IN OSTEOPATHY
- H2365 BD. OF EXAMINERS IN PHARMACY
- BD. OF EXAMINERS IN PHYSICAL THERAPY
- BD. OF EXAMINERS IN PODIATRY (CHIROPODY)
- BD. OF EXAMINERS OF PSYCHOLOGISTS (P5000 prior to July 1980)
- BD. OF EXAMINERS IN SANITARIANS
- BD. OF EXAMINERS IN VETERINARY MEDICINE & SURGERY

H2400 HEALTH PLANNING & RESOURCE DEVELOPMENT, BUR. OF

H2410 DEVELOPMENTAL DISABILITIES PROGRAM (Now H2830)

H2420 EMERGENCY HEALTH SERVICES, DIV. OF (Now H2920)

H2430 HEALTH CARE FACILITIES, DIV. OF

H2435 HEALTH SYSTEMS PLANNING, DIV. OF

H2440 LICENSURE & STANDARDS, DIV. OF (Now H2930)

H2700 COMMUNITY HEALTH SERVICES, BUR. OF

H2710 COMMUNITY MENTAL HEALTH, DIV. OF (Inactive)

H2720 DISEASE CONTROL, DIV. OF

H2740 DENTAL HEALTH, DIV. OF

H2750 ENVIRONMENTAL ENGINEERING, DIV. OF

H2770 HOUSING & ENVIRONMENTAL SERVICES, DIV. OF

H2790 COMMUNITY HEALTH EDUCATION, DIV. OF

H2794 NUTRITION, DIV. OF

H2830 DEVELOPMENTAL DISABILITIES, DIV. OF (Earlier, H2410)

H2832 DEVELOPMENTAL DISABILITIES PLANNING COUNCIL

H2850 HEALTH DATA & STATISTICAL RESEARCH, DIV. OF

H2860 LABS, DIV. OF
BOX 2755. 68502. 3701 S 14TH. 471-2122

H2890 VITAL STATISTICS, BUR. OF

H2930 LICENSURE & STANDARDS, DIV. OF (Earlier: H2440)

Health, Physical Education & Recreation, School of (UNO), see U7630
Health, Physical Education & Recreation, School of (UNL), see U3940
Hearing Aid Dealers & Fitters, Bd. of Examiners in, see H2300

H3500 HEARING IMPAIRED, COMM. FOR THE
4600 VALLEY RD. 68510. 471-3593 (V/TDD)

High Plains Agricultural Laboratory (Sidney) (UNL), see U2337
High School Equivalency Program (HEP) (UNL), see U3970

H4000 HIGHER EDUCATION FACILITIES COMM. (Inactive)

Highway Comm., see R6000
Highway Dept., see R6000
Highway Patrol, see R8000
Highway Safety Coordinating Comm., Governor's, see G4000

H6000 HISTORICAL SOCIETY
1500 "R" ST. 68508. 471-3270

History & Philosophy of Education, Dept. of (UNL), see U3890
History, Dept. of (UNL), see U2555
History, Dept. of (UNO), see U7040
Home Economics Education, Dept. of (UNL), see U3240
Home Economics, College of (UNL), see U3200
Home Economics, College of (UNO), see U8100
Honors Office (UNO), see U6820

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Honors Program (UNL), see U0810
Horning Laboratory Farm (UNL), see U2315
Horticulture, Dept. of (UNL), see U2155
Hospital & Medical Facilities, Div. of, see H2430
Hotline, Legislative, see L3300
Housing Advisory Council, see G4200
Housing & Environmental Services, Div. of, see H2770
Housing Office (UNL), see U0825
Housing Office (UNO), see U6362
Housing Research & Services, Div. of (UNO), see U8222
HUD (701 Assisted) Work Study Program (UNO), see U8350
Human Development & The Family, Dept. of (UNL), see U3250
Human Development & The Family, Dept. of (UNO), see U8160
Human Genetics, Center for (UNMC), see U4260
Human Resources Research Foundation, Inc. (UNL), see U3964
Humanities, Dept. of (UNO), see U7045
Immanuel Community Mental Health (Omaha), see I2480
Improvement of Instruction, Center for (UNO), see U6840
Income Maintenance (Welfare), see W2350
Indian Affairs, Comm. on, see E1300
Industrial & Management Systems Engineering, Dept. of (UNL), see U2980
Industrial Development, Div. of, see E1400
Industrial Education, Dept. of (UNL), see U3920

I1000 INDUSTRIAL RELATIONS, COMM. OF
5TH FLOOR, STATE OFFICE BLDG. P.O. BOX 94864. 68509. 471-2934

Industrial Technology, Dept. of (UNL), see U2985
Industrial Technology, Dept. of (UNO), see U7875
Industrial-General Engineering, Dept. of (UNO), see U7825
Institute of Agriculture & Natural Resources, see U1500
Institutional Research (UNO), see U6450
Institutional Research & Planning (UNL), see U0620

I2000 INSTITUTIONS, DEPT. OF PUBLIC
VAN DORN & FOLSOM. P.O. BOX 94728. 68509. 471-2851

I2100 ALCOHOLISM & DRUG ABUSE, DIV. OF

I2400 MEDICAL SERVICES DIV.

I2410 BEATRICE STATE DEVELOPMENTAL CENTER
BOX 808. BEATRICE. 68310. 223-2302

I2420 HASTINGS REGIONAL CENTER
BOX 579. HASTINGS. 68901. 463-2471

I2430 LINCOLN REGIONAL CENTER
BOX 80499. 68501. VAN DORN & FOLSOM. 471-4444.

I2440 NORFOLK REGIONAL CENTER
BOX 1209. NORFOLK. 68701. 371-4343

I2455 REGION I COMMUNITY MENTAL HEALTH PROGRAM
4110 AVE "D". SCOTTSBLUFF. 69361. (308) 635-3171

PANHANDLE COMMUNITY MENTAL HEALTH CENTER (SCOTTSBLUFF)

I2461 REGION II GREAT PLAINS HUMAN SERVICES DISTRICT
1300 E. 4TH. NORTH PLATTE. 69103. (308) 532-4050

GREAT PLAINS COMMUNITY MENTAL HEALTH CENTER (NORTH PLATTE)

I2465 REGION III MENTAL HEALTH, ALCOHOLISM AND DRUG ABUSE PROGRAM
BOX 1328. KEARNEY. 68847. (308) 237-5113

MID-NEBRASKA COMMUNITY MENTAL HEALTH CENTER (GRAND ISLAND)
SOUTH CENTRAL COMMUNITY MENTAL HEALTH CENTER (KEARNEY)

I2470 MONROE MENTAL HEALTH CENTER
201 MILLER AVE. NORFOLK. 68701. 371-7530.

I2475 REGION V COMMUNITY MENTAL HEALTH, ALCOHOLISM & DRUG ABUSE PROGRAM
2202 SO. 11TH. 68502. 474-6055

BLUE VALLEY MENTAL HEALTH CENTER (BEATRICE)
COMMUNITY MENTAL HEALTH CENTER OF LANCASTER COUNTY
PIONEER MENTAL HEALTH CENTER (SEWARD)

I2480 REGION VI EASTERN NEBRASKA HUMAN SERVICES AGENCY
885 SO 72ND. OMAHA. 68114. 444-6500

DOUGLAS COUNTY HOSPITAL MENTAL HEALTH CENTER (OMAHA)
EASTERN NEBRASKA COMMUNITY OFFICE OF MENTAL HEALTH
IMMANUEL COMMUNITY MENTAL HEALTH CENTER (OMAHA)

I2500 VETERANS' HOMES (ADMINISTRATIVE OFFICE)
GRAND ISLAND. 68801. (308) 382-9420

I2520 VETERANS' HOME (GRAND ISLAND)
BURKETT STATION. GRAND ISLAND. 68801. (308) 382-9420.

I2540 VETERANS' HOME ANNEX (NORFOLK)
BOX 409. NORFOLK. 68701. 371-2701

I2560 WESTERN NEBRASKA VETERANS' HOME (SCOTTSBLUFF)
1102 W 42ND. SCOTTSBLUFF. 69361. (308) 632-3381

I2580 THOMAS FITZGERALD VETERANS' HOME (OMAHA)
156TH & MAPLE, N.W. OMAHA. 68164

I2600 REHABILITATION SERVICES FOR THE VISUALLY IMPAIRED, DIV. OF
4600 VALLEY RD. 68510. 471-2891

I2800 MENTAL RETARDATION, OFFICE OF
VAN DORN & FOLSOM, BOX 94728. 68509. 471-2851

I2810 REGION I OFFICE OF MENTAL RETARDATION (SCOTTSBLUFF)
BOX 1327. 1721 BROADWAY. SCOTTSBLUFF. 69361. (308) 635-3444

I2820 REGION II SERVICES FOR THE HANDICAPPED (McCOOK)
BOX 693. 301 1/2 NORRIS AVE. McCOOK. 69001. (308) 345-2495

I2830 REGION III MID-NEBRASKA MENTAL RETARDATION SERVICES (HASTINGS)
BOX 1146. 522 EAST SIDE BLVD. HASTINGS. 68901. 462-5107

I2840 REGION IV OFFICE OF DEVELOPMENTAL DISABILITIES (WAYNE)
BOX 352. 209 1/2 SO. MAIN. WAYNE. 68787. 375-2880

I2850 REGION V MENTAL RETARDATION SERVICES (LINCOLN)
2202 SO. 11TH. 68502. 471-4400

I2860 REGION VI EASTERN NEBRASKA COMMUNITY OFFICE OF RETARDATION (OMAHA)
885 S 72ND. OMAHA. 68114. 444-6554

Instructional Design Center (UNL), see U3930
Instructional Improvement, Office of (UNO), see U6840
Instructional Media Center (UNL), see U3130
Instructional Services, Div. of (Education), see E2400
Instructional Television (Education), see E2450

I3000 INSURANCE, DEPT. OF
2ND FLOOR, STATE OFFICE BLDG. P.O. BOX 94699. 68509. 471-2201

I3500 FIRE MARSHAL (See F3000 after June 1974)

I3520 ELECTRICAL BD. (See F3100 after June 1974)

I3530 ENFORCEMENT DIV. (See F3200 after June 1974)

I3540 HEALTH CARE DIV. (See F3300 after June 1974)

I3570 PIPELINE SAFETY, DIV. OF (See F3400 after June 1974)

I3580 PLANS EXAMINER'S DEPT. (See F3500 after June 1974)

Insurance, Program of (UNO), see U7300
Inter-Cooperative Council (UNL), see U0864
Intercollegiate Athletics (UNO), see U6500
Intercollegiate Athletics, Dept. of (UNL), see U1100
Interfraternity Council (IFC) (UNL), see U0865
Intergovernmental Cooperation, Comm. on, see I3725
Intergovernmental Task Force on Tourism, see G4400
Internal Medicine, Dept. of (UNMC), see U4465
International Affairs Program (UNL), see U2565
International Div., see E1400
International Educational Services, Office of (UNL), see U0866

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International Programs (UNL), see U2240
International Students, Advisor to (UNO), see U6338
International Studies & Programs, Office of (UNO), see U6850
International Studies, Institute for (UNL), see U2560

INTERSTATE COMPACTS
c/o GOVERNOR'S OFFICE

I3705 AGREEMENT ON DETAINERS

I3710 BIG BLUE RIVER COMPACT ADMINISTRATION
4TH FLOOR, STATE OFFICE BLDG., LINCOLN, NE 68509. 471-2363

I3715 CIVIL DEFENSE & DISASTER COMPACT

I3720 COMM. ON UNIFORM STATE LAWS

I3725 COMM. ON INTERGOVERNMENTAL COOPERATION

I3730 COMPACT ON EDUCATION

I3735 COMPACT ON JUVENILES

I3740 COMPACT ON MENTAL HEALTH

I3745 DRIVERS'S LICENSE COMPACT

I3750 INTERSTATE AGREEMENT ON QUALIFICATIONS OF EDUCATIONAL PERSONNEL

I3755 INTERSTATE BRIDGE ACT

I3760 INTERSTATE COMPACT TO CONSERVE GAS & OIL

I3765 JOINT STATE BOUNDARY COMM. (Inactive)

I3770 MISSOURI BASIN STATES ASSOCIATION
(Missouri River Basin Comm. prior to October 1981)
10834 OLD MILL RD., SUITE 1. OMAHA. 68154. 330-5714

I3775 MULTI-STATE TAX COMM.

I3778 NORTHERN GREAT PLAINS RESOURCES PROGRAM

I3780 OLD WEST REGIONAL COMM. (Inactive)

I3785 REPUBLICAN RIVER COMPACT ADMINISTRATION
4TH FLOOR, STATE OFFICE BLDG. 68509. 471-2363

I3790 UNIFORM ACT FOR OUT-OF-STATE PAROLEE SUPERVISION (ADULTS)

I3795 UNIFORM CRIMINAL EXTRADITION ACT

I3800 WESTERN INTERSTATE ENERGY BD.
3333 QUEBEC ST., 6500 STAPLETON PLAZA. DENVER, CO. 80207.
(303) 377-9459

Intramurals (UNO), see U6525

I4000 INVESTMENT COUNCIL
2ND FLOOR, STATE OFFICE BLDG. P.O. BOX 94696. 68509. 471-2043

Job Service, see L1100
Job Training Program, see L1350
Joint Merit System, see M1000
Joint State Boundary Comm., see I3765
Journalism, Dept. of (UNO), see U7050
Journalism, School of (UNL), see U3300 (U2590 prior to Oct. 1979)
Judges Retirement System, see R4100
Judicial & Social Reform, Governor's Com. on, see G3400
Judicial Qualifications, Comm. on, see S3100
Judiciary Com., see L3750

J2000 JUSTICE, DEPT. OF (ATTORNEY GENERAL)
ROOM 2115, STATE CAPITOL. 68509. 471-2682

J2300 CONSUMER PROTECTION DIV.

Kearney State College, see C2800
KRNU (FM) Radio Station (UNL), see U3325 (U2595 prior to Oct. 1979)
KUON-TV (UNL), see U0900
KVNO-FM (UNO), see U6654
KYNE-TV (UNO), see U6652

L1000 LABOR, DEPT. OF
550 S 16TH. 68509. 475-8451

L1100 EMPLOYMENT, DIV. OF

L1300 GOVERNOR'S SPECIAL GRANTS PROGRAM (Inactive)

L1350 JOB TRAINING PROGRAM (Formerly: COMPREHENSIVE EMPLOYMENT & TRAINING AGENCY (CETA))
941 "O" ST., TERMINAL BLDG., PO BOX 82427. 68501. 471-3181

L1500 SAFETY, DIV. OF

Laboratory (Environmental Control), see E6920
Laboratory Div. (Agriculture Dept.), see A5400
Labs, Div. of (Health), see H2860
Land Surveyors, Bd. of Examiners for, see S5000

L2000 LANDSCAPE ARCHITECTS, BD. OF
c/o Connie Lott. 600 NBC CENTER. LINCOLN. 68508. 477-9291

Latin American Studies Program (UNL), see U2570
Law & Society, Program of (UNO), see U7315

L2500 LAW ENFORCEMENT & CRIMINAL JUSTICE, COMM. ON
3RD FLOOR, STATE OFFICE BLDG. 68509. 471-2194

L2550 LAW ENFORCEMENT TRAINING CENTER (GRAND ISLAND)
BOX 50, RT. 3. GRAND ISLAND. 68801. (308) 381-5700

L2580 DRUG ABUSE, COMM. ON (Inactive)

L2590 CRIME VICTIM'S REPARATIONS BD.
3RD FLOOR, STATE OFFICE BLDG. 68509. 471-2828

Law Enforcement Training Center (Grand Island), see L2550
Law, College of (UNL), see U3400
Learning Disabilities Center (UNMC), see U4480

L3000 LEGISLATIVE COUNCIL
7TH FLOOR, STATE CAPITOL. 68509. 471-2221

L3100 CONFLICTS OF INTEREST COM. (Inactive)
c/o LEGISLATIVE COUNCIL

L3300 CLERK OF THE LEGISLATURE
ROOM 2018, STATE CAPITOL. 68509. 471-2271
LEGISLATIVE HOTLINE: 800-742-7456 (in Lincoln: 471-2709)

L3350 LEGISLATIVE FISCAL OFFICE
ROOM 1007, STATE CAPITOL. 68509. 471-2263

L3400 OMBUDSMAN
ROOM 1018, STATE CAPITOL. 68509. 471-2035 (toll-free in Nebraska: 800-742-7690)

L3500 REVISOR OF STATUTES
ROOM 358, STATE CAPITOL. 68509. 471-2225

L3600 REVISOR OF REGULATIONS
7TH FLOOR, STATE CAPITOL. 471-2222

LEGISLATIVE COMMITTEES:

L3710 ADMINISTRATIVE RULES & REGULATIONS REVIEW COM.

L3715 AGRICULTURE & ENVIRONMENT COM.

L3720 APPROPRIATIONS COM.

L3725 BANKING, COMMERCE & INSURANCE COM.

L3730 BUSINESS & LABOR COM.

L3735 CONSTITUTIONAL REVISION & RECREATION COM.

L3740 EDUCATION COM.

L3745 GOVERNMENT, MILITARY & VETERANS AFFAIRS COM.

L3750 JUDICIARY COM.

L3755 MISCELLANEOUS SUBJECTS COM.

L3760 PUBLIC HEALTH & WELFARE COM.

L3765 PUBLIC WORKS COM.

L3770 REVENUE COM.

L3775 URBAN AFFAIRS COM.

L3790 AD HOC & SPECIAL COMMITTEES

L3800 LEGISLATIVE RESEARCH OFFICE
7TH FLOOR, STATE CAPITOL. 68509. 471-2221

Legislature, see L3000
Libraries (UNL), see U0625

L3990 LEWIS & CLARK CENTENNIAL COMM. (Inactive)

L4000 LIBRARY COMM.
1420 "P" ST. 68508. 471-2045

L4005 REPUBLICAN VALLEY LIBRARY SYSTEM (Formerly: Central Library Network)

L4010 MERIDIAN LIBRARY SYSTEM (Formerly: Mari Sandoz Library Network)

L4015 EASTERN LIBRARY SYSTEM (Formerly: Metropolitan Library Network)

L4020 NORTHEAST LIBRARY SYSTEM (Formerly: Northern Library Network)

L4025 PANHANDLE LIBRARY SYSTEM (Formerly: Panhandle Library Network)

L4030 SOUTHEAST LIBRARY SYSTEM (Formerly: Southeast Library Network)

L4100 LIBRARY FOR THE BLIND & PHYSICALLY HANDICAPPED

L4200 PUBLICATIONS CLEARINGHOUSE

L4300 MEDIA SERVICES

Library of Medicine (UNMC), see U4110
Library Science (UNO), see U7655
Library, State, see S3600
Library, University (UNO), see U6900
Licensure & Standards, Div. of, see H2930 (earlier see H2440)

L5000 LIEUTENANT GOVERNOR
2315 STATE CAPITOL. 68509. 471-2256

Life Sciences, School of (UNL), see U2605
Lincoln Computing Facility (UNCN), see U0210
Lincoln Regional Center, see I2430
Lincoln-Lancaster Community Mental Health Center, see I2475

L6000 LIQUOR CONTROL COMM.
5TH FLOOR, STATE OFFICE BLDG. P.O. BOX 95046. 68509. 471-2571

Livestock Brand Recording Div., see B7100 (S1100 prior to March 1975)
Loup River Public Power District (Columbus), see P8300
Management & Organizational Behavior Program (UNO), see U7330
Management, Dept. of (UNL), see U2760
Manpower Services Council, see L1300
Map Information Center (UNL), see U2378
Marketing, Dept. of (UNL), see U2770
Marketing, Div. of, see A5430
Marketing, Program of (UNO), see U7345
Massage, Bd. of Examiners in, see H2300
Materiel Div. (Administrative Services), see A2700
Mathematics & Statistics, Dept. of (UNL), see U2620
Mathematics & Computer Science, Dept. of (UNO), see U7055
McCook Community College, see C5920
Mechanical Engineering, Dept. of (UNL), see U2990
Media Development Project for the Hearing Impaired (UNL), see U3817
Media Services, See L4300
Mediated Instruction, Dept. of (UNL), see U3125
Medical & Educational Administration, Dept. of (UNMC), see U4125
Medical Microbiology, Dept. of (UNMC), see U4470
Medical Nutrition Education, Div. of (UNMC), see U4411
Medical Qualifications, Comm. on, see H2345
Medical Services Div. (Institutions), see I2400
Medical Services Div. (Welfare), see W2400
Medical Technology, Div. of (UNMC), see U4412
Medicinal Chemistry & Pharmacognosy, Dept. of (UNMC), see U4840
Medicine & Surgery, Bd. of Examiners in, see H2345
Medicine, College of (UNMC), see U4400
Mental Health, Alcoholism and Drug Abuse Program (Region III), see I2465
Mental Retardation Services, Region V (Lincoln), see I2850
Mental Retardation, Governor's Com. on, see G3600
Mental Retardation, Region I Office of (Scottsbluff), see I2810
Mental Retardation Agencies, see also E2250, E2480, I2410, I2800-I2860

M1000 MERIT SYSTEM, JOINT (Inactive--merged into P2000)

Metropolitan Technical Community College (Omaha), see C5720

M1500 MEXICAN-AMERICAN COMM.
5TH FLOOR, STATE OFFICE BLDG. 68509. 471-2791

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Mexican-American Student Association (MASA) (UNL), see U0868
Meyer Children's Rehabilitation Institute (UNMC), see U4475
Mid Plains Community College (North Platte), see C5920
Mid-Nebraska Community Mental Health Center (Grand Island), see I2465
Mid-Nebraska Mental Retardation Services, Region III (Hastings), see I2830
Milford, Southeast Technical Community College at, see C6320

M2000 MILITARY DEPT. (ADJUTANT GENERAL)
1300 MILITARY RD. 68508. 471-3241

M2200 CIVIL DEFENSE AGENCY

Military Programs (UNO), see U7420
Military Science, Dept. of (Army ROTC) (UNL), see U3760
Milo Bail Student Center (UNO), see U6352
Minority Affairs (UNO), see U6320
Minority Student Affairs, Office of (UNMC), see U4175
Miscellaneous Subjects Com., see L3755
Missouri Basin States Association, see I3770
Missouri River Basin Comm., see I3770
Missouri River Marketing Office, see R6500
Modern Languages & Literatures, Dept. of (UNL), see U2625
Monroe Mental Health Center, see I2470

M3000 MOTOR VEHICLE INDUSTRY LICENSING BD.
1ST FLOOR, STATE OFFICE BLDG. 68509. 471-2148

M3500 MOTOR VEHICLES, DEPT. OF
1ST FLOOR, STATE OFFICE BLDG. 68509. 471-2281

Multi-Cultural Affairs, Dept. of (UNL), see U0830
Multi-State Tax Comm., see I3775
Museum, University of Nebraska State (UNL), see U1200
Music, Dept. of (UNO), see U8050
Music, School of (UNL), see U2630
Nance Laboratory Farm (UNL), see U2320
National Guard, see M2000

N1000 NATURAL RESOURCES COMM.
4TH FLOOR, STATE OFFICE BLDG. 68509. 471-2081

Nebraska..., see key word in agency name
Naval Science, Dept. of (Naval ROTC) (UNL), see U3790
Nebraska Center for Women (York), see C9570
Nebraska Educational Television Council for Higher Education, see E5520
Nebraska Opportunities for Volunteers in Action (NOVA), see U0270
Nebraska Press, see U5000
Nebraska Psychiatric Institute, see U4900
Nebraska Public Power District (Columbus), see P8400
Nebraska Resources Div., see A5450
Nebraska Western College (Scottsbluff), see C6520
NETCHE, see E5520
Neurology, Dept. of (UNMC), see U4485
News Special Services, Coordinator of (UNO), see U6620

Norfolk Area Office (Rehabilitation Services f/t Visually Impaired), see I2620
Norfolk Regional Center, see I2440
Norfolk, Northeast Technical Community College at, see C6120
North Platte District Office (Rehabilitation Services f/t Visually Impaired), see I2625
North Platte District Station (UNL), see U2325
North Platte, Mid Plains Technical Community College at, see C5920
Northeast District Station (Concord) (UNL), see U2330
Northeast Nebraska Technical Community College (Norfolk), see C6120
Northern Great Plains Resources Program, see I3778
Northern Nebraska Comprehensive Mental Health Center (Norfolk), see I2470
Northwest Agricultural Laboratory (Alliance) (UNL), see U2339
NOVA (UNL), see U0270
Nuclear Medicine Technology, Div. of (UNMC), see U4414
NUPIRG (Nebraska Public Interest Research Group), see U0872
Nurse Anesthetist Education, Div. of (UNMC), see U4416
Nursing Home Administration, Bd. of Examiners in, see H2350

N2000 NURSING, BD. OF (See H2300 after June 1980)

Nursing, College of (UNMC), see U4600
Nutrition, Div. of, see H2794
Observatory, Behlen (Mead) (UNL), see U2652
Obstetrics & Gynecology, Dept. of (UNMC), see U4490
Occupational Information Coordinating Com., State, see U3997
Off-Campus Classes Program (UNO), see U7450
Office..., see key word of agency name
Offutt Air Force Base Program (UNO), see U7435

O1000 OIL & GAS CONSERVATION COMM.
P.O. BOX 399. SIDNEY. 69162. (308) 254-4595

Old West Regional Comm., see I3780
Old West Trail Foundation Bd., see G4600
Omaha Community Development Center (UNL), see U2454
Omaha Computing Facility (UNCN), see U0220
Omaha District Office (Rehabilitation Services f/t Visually Impaired), see I2630
Omaha Public Power District, see P8500
Omaha, Metropolitan Technical Community College at, see C5720
Ombudsman, see L3400
Ombudsman (UNO), see U6050
On-Campus Program (UNO), see U7445
Operator Training (Environmental Control), see E6930
Ophthalmology, Dept. of (UNMC), see U4495
Optometry, Bd. of Examiners in, see H2300
Oral Biology, Dept. of, see U4335, U2835
Oral Diagnosis & Treatment Planning, Dept. of, see U4340, U2840
Oral Surgery, Dept. of, see U4345, U2845
Orientation & Adjustment Center (Institutions), see I2610
Orientation, Director of (UNO), see U6325
Orthodontics, Dept. of, see U4350, U2850
Orthopedic Surgery, Dept. of (UNMC), see U4500
Osteopathy, Bd. of Examiners in, see H2300
Otolarynogology & Maxillo-Facial Surgery, Dept. of (UNMC), see U4505

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Overseas Opportunity Center (UNL), see U0822
Overseas Program (UNO), see U6860
Panhandle Community Mental Health Center (Scottsbluff), see I2455
Panhandle District Station (Scottsbluff) (UNL), see U2335
Panhellenic (UNL), see U0870

P1000 PARDONS, BD. OF
P.O. BOX 94754, STATE CAPITOL. 68509. 471-2156

Parents Association (UNO), see U6070
Parole Administration, Office of, see C9540

P1500 PAROLE, BD. OF
P.O. BOX 94754, STATE CAPITOL. 68509. 471-2156

Part-Time Student Employment Services (UNO), see U6308
Pathology, Dept. of (UNMC), see U4510
Patrol, State, see R8000
Pediatrics, Dept. of (UNMC), see U4515
Pedodontics, Dept. of, see U4360, U4520, U2860
Penal & Correctional Complex, see C9550
Periodontics, Dept. of, see U4370, U2870
Permits & Enforcement (Environmental Control), see E6650, E6940
Personnel & Risk Management (UNL), see U0765
Personnel & Staff Development (Welfare), see W2450
Personnel Services (UNO), see U6280

P2000 PERSONNEL, DEPT. OF
1ST FLOOR, STATE OFFICE BLDG. 68509. 471-2075

P2100 AFFIRMATIVE ACTION OFFICE
P.O. BOX 94905. 471-3678

Peru State College, see C3200
Pharmaceutics, Dept. of (UNMC), see U4860
Pharmaco-Dynamics & Toxicology, Dept. of (UNMC), see U4880
Pharmacology, Dept. of (UNMC), see U4525
Pharmacy, Bd. of Examiners in, see H2365
Pharmacy, College of (UNMC), see U4800
Pharmacy, Dept. of (UNMC), see U4220
Philosophy & Religion, Dept. of (UNO), see U7065
Philosophy, Dept. of (UNL), see U2645
Photographic Production (UNL), see U0782
Physical Education & Recreation, Dept. of (UNL), see U3940
Physical Education Div. (UNO), see U7640
Physical Medicine & Rehabilitation, Dept. of (UNMC), see U4530
Physical Therapy Education, Div. of (UNMC), see U4418
Physical Therapy, Bd. of Examiners in, see H2300
Physician's Assistant Education, Div. of (UNMC), see U4420
Physics, Dept. of (UNL), see U2650
Physics, Dept. of (UNO), see U7070
Physiology & Biophysics, Dept. of (UNMC), see U4535
Pioneer Mental Health Center (Seward), see I2475
Pipeline Safety, Div. of, see F3400 (I3570 prior to July 1974)
Planetarium, Ralph Mueller (UNL), see U1250

Planning & Data Processing (Environmental Control), see E6950
Planning & Information Systems, see W2500
Planning & Programming, Bur. of (Game & Parks), see G1500

P2500 PLANNING & PROGRAMMING, OFFICE OF
(see Policy Research Office after June 1979; see A2800 prior to July 1976)

Planning Council on Developmental Disabilities, see H2832
Planning, Assistant to the Chancellor for (UNO), see U6550
Plans Examiner's Dept., see F3500 (I3580 prior to July 1974)
Plant Industry, Bur. of, see A5500
Plant Pathology, Dept. of (UNL), see U2170
Platte Technical Community College (Columbus), see C5520
Podiatry (Chiropody), Bd. of Examiners in, see H2300
Police Standards Advisory Council, see G5000

P2500 POLICY RESEARCH OFFICE
(See Planning & Programming prior to July 1979)
ROOM 1321, P.O. Box 94601. STATE CAPITOL. 471-2414

Political Science, Dept. of (UNL), see U2655
Political Science, Dept. of (UNO), see U7075
Pollution Control Divs., see E6500-E6950
Potato Development, Div. of, see A5600
Poultry & Egg Development, Utilization & Marketing, Div. of, see A5700
Poultry & Wildlife Sciences, Dept. of (UNL), see U2185
Power Review Bd., see W1400
President's Office (UNS), see U0110
Prevention Center for Alcohol & Drug Abuse, see U3952
Preventive Dentistry & Community Health, Dept. of (UNL), see U2880
Preventive Medicine & Public Health, Dept. of (UNMC), see U4540
Printing & Duplicating (UNL), see U0782

P3000 PROBATION ADMINISTRATION, OFFICE OF
6TH FLOOR, STATE CAPITOL. P.O. BOX 94652. 471-2141

P3500 VOLUNTEERS IN PROBATION

Professional & Organizational Development, Center for (UNO), see U7375

P4000 PROFESSIONAL PRACTICES COMM.
6TH FLOOR, P.O. BOX 94987. STATE OFFICE BLDG. 471-2943

Provost (UNO), see U6150
Psychiatric Institute, Nebraska (UNMC), see U4550
Psychiatry, Dept. of (UNMC), see U4560
Psychological Consultation Center (UNL), see U2662

P5000 PSYCHOLOGISTS, BD. OF EXAMINERS OF (See H2300 after June 1980)

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Psychology, Dept. of (UNL), see U2660
Psychology, Dept. of (UNO), see U7080
Public Accountancy, See A1500
Public Administration, Dept of (UNO), see U8300
Public Affairs & Community Service, College of (UNO), see U8200
Public Employees Retirement System, see R4000
Public Health & Welfare Com., see L3760
Public Health Education, Div. of, see H2790
Public Information (UNMC), see U4150
Public Interest Research Group, Nebraska (NUPIRG) (UNL), see U0872
Public Policy & Governmental Affairs, Bur. of, see U2657

PUBLIC POWER DISTRICTS:

P8200 CENTRAL NEBRASKA PUBLIC POWER & IRRIGATION DISTRICT (HOLDREGE)
BOX 356. HOLDREGE. 68949. (308) 995-8601

P8300 LOUP RIVER PUBLIC POWER DISTRICT (COLUMBUS)
2404 15TH ST., P.O. BOX 988. COLUMBUS. 68601. 564-3171

P8400 NEBRASKA PUBLIC POWER DISTRICT (COLUMBUS)
P.O. BOX 499. COLUMBUS. 68601. 564-8561

P8500 OMAHA PUBLIC POWER DISTRICT
1623 HARNEY. OMAHA. 68102. 536-4239

Public Roads Classifications & Standards, Bd. of, see R6000

P9000 PUBLIC SERVICE COMM.
1ST FLOOR, STATE OFFICE BLDG. 68509. 471-3101

Public Works Com., see L3765
Publications Clearinghouse, see L4200
Publications Services & Control (UNL), see U0770
Pulmonary Div. (UNMC), see U4467

R1000 RACING COMM.
3RD FLOOR, STATE OFFICE BLDG., P.O. BOX 95014. 68509. 471-4155

Radiation Therapy Technology, Div. of (UNMC), see U4422
Radio-TV Dept. (UNO), see U6650
Radio-TV Specialist (UNO), see U6660
Radiologic Technology, Div. of (UNMC), see U4424
Radiology, Dept. of (UNMC), see U4565
Reading Clinic (UNO), see U7680
Reading Lab. (UNO), see U7027
Real Estate & Land Use Economics Program (UNO), see U7390

R3000 REAL ESTATE COMM.
3RD FLOOR, STATE OFFICE BLDG. 68509. 471-2004

Record Lending Library (UNL), see U0874
Records Management Div., see S1400
Recreation & Parks Div. (UNL), see U2464
Recreation, Dept. of (UNL), see U0831
Recreation/Leisure Div. (UNO), see U7642
Reformatory for Men, see C9550
Registration & Records (Registrar) (UNO), see U6339
Registration & Records (UNL), see U0833
Rehabilitation Services for the Visually Impaired, Div. of, see I2600
Rehabilitation Services, Div. of (Education), see E2600
Religious Welfare Council (UNL), see U0560
Remote Sensing Center, see U2380
Renal Disease & Birth Defects, Div. of, see Special Health Programs, Div. of (H2885)
Republican River Compact Administration, see I3785
Research Administration, Office of, see U3170
Research & Planning (UNO), see U6805
Research & Planning Unit (Social Services), see W2500
Research & Sponsored Programs Services Office (UNL), see U3170
Research & Statistics, Div. of (Welfare), see W2500
Research Coordinating Unit for Vocational Education (UNL), see U3995
Research, Div. of (Economic Development), see E1500
Research/Planning Div. (Welfare), see W2500
Reserve Officers Training Corps (ROTC), see U3700
Residence Halls Association (UNL), see U0876
Resource Center for Handicapped Children (UNMC), see U4482
Retirement Bd. for Nebraska Counties, see R4000

R4000 RETIREMENT SYSTEMS, PUBLIC EMPLOYEES
6TH FLOOR, STATE OFFICE BLDG. 68509. 471-2053

R4100 JUDGES RETIREMENT SYSTEM

R4200 STATE EMPLOYEES RETIREMENT SYSTEM

R4300 SCHOOL EMPLOYEES RETIREMENT SYSTEM

R4400 STATE PATROLMEN'S RETIREMENT SYSTEM

R4500 COUNTY EMPLOYEES RETIREMENT SYSTEM

R5000 REVENUE, DEPT. OF (TAX COMMISSIONER)
2ND FLOOR, STATE OFFICE BLDG. 68509. 471-2971

Revenue, see also E8000
Revenue Com., see L3770
Revisor of Regulations, see L3600
Revisor of Statutes, see L3500

R5500 RISK MANAGEMENT/CLAIMS BD.
ROOM 1212, STATE CAPITOL, P.O. BOX 94931. 68509. 471-2551

R6000 ROADS, DEPT. OF
14TH & BURNHAM. P.O. BOX 94759. 68509. 471-4567

R6500 MISSOURI RIVER MARKETING OFFICE (Inactive)

R8000 STATE PATROL
14TH & BURNHAM, P.O. BOX 94907. 68509. 471-4545

Rogers Memorial Laboratory Farm (Eagle) (UNL), see U2345
Roman L. Hruska U.S. Meat Animal Research Center, see U2355
Ross Ice Shelf Project (UNL), see U0660
ROTC (UNL), see U3700
ROTC, Air Force (UNO), see U6750
Safety Patrol, see R8000
Safety, Div. of, see L1500
Sandhills Agricultural Laboratory (Tryon) (UNL), see U2327
Sanitarians, Bd. of Examiners in, see H2300
Scholarships & Financial Aids (UNL), see U0835
School Employees Retirement System, see R4300
School for the Deaf (Omaha), see E2220
School for the Trainable Mentally Retarded Children (Cozad), see E2250
School for the Visually Handicapped (Nebraska City), see E2280
School Lands Bd., see E5000
Scottsbluff Area Office (Rehabilitation Services f/t Visually Impaired), see I2650
Scottsbluff, Nebraska Western College at, see C6520
Secondary Education, Dept. of (UNL), see U3960
Secondary/Post-Secondary Education, Dept. of (UNO), see U7645

S1000 SECRETARY OF STATE
ROOM 2300, STATE CAPITOL. 68509. 471-2554

S1100 NEBRASKA BRAND COM. (See B7100 after Feb. 1975)

S1200 BD. OF CANVASSERS

S1300 COLLECTION AGENCY BD.

S1350 CORPORATION DIV.
ROOM 2304, STATE CAPITOL. 471-4079

S1400 RECORDS MANAGEMENT DIV.
LOWER LEVEL, STATE OFFICE BLDG. 68509. 471-2559

Securities Dept. (Banking Dept.), see B1400
Seed Div. (UNL), see U2080
Seed Lab., see A5540
Services for the Handicapped, Region II (McCook), see I2820
Sheldon Art Gallery (UNL), see U0670
Sidney, Western Nebraska Technical College at, see C6520
Ski Club (UNL), see U0877
Slavic & East European Studies Program (UNL), see U2575
Small Business Center (UNL), see U2765
Small Business Institute (UNO), see U8330
Social Security Admin. Bureau, see A2100

SOCIAL SERVICES, DEPT. OF (See W2500)

Social Work, School of (UNO), see U8320
Sociological Research, Bur. of (UNL), see U2667
Sociology, Dept. of (UNL), see U2665
Sociology, Dept. of (UNO), see U7085
Soil Survey, State (Conservation & Survey), see U2375
Soil Testing Lab. (UNL), see U2082
Solar Office (UNL), see U0617
Solid Waste Pollution Control Div., see E6800
South Central Community Mental Health Center (Hastings/Kearney), see I2465
South Central District Station (Clay Center) (UNL), see U2350
Southeast Community College (Fairbury), see C6320
Southeast Technical Community College (Lincoln), see C6340
Southeast Technical Community College (Milford), see C6360
Soybean Development, Utilization & Marketing Bd., see A5880
Special Business Services, Div. of (UNL), see U0780
Special Education (Education), see E2480
Special Education, Dept. of (UNL), see U3819
Special Education, Dept. of (UNO), see U7675
Specialized Office for the Deaf and Hard of Hearing, see U0693
Speech & Hearing Clinic (UNL), see U2677 (through 1977)
Speech & Hearing Clinic (UNL), see U3825 (after 1977)
Speech Communications, Dept. of (UNL), see U2670
Speech Pathology & Audiology, Dept. of (UNL), see U3823 (after 1977)
Speech Pathology & Audiology, Dept. of (UNL), see U2675 (through 1977)
Speech Pathology Clinic (UNO), see U7685
Speech, Dept. of (UNO), see U7090
Sports Information Office (UNL), see U1130
Sports Information (UNO), see U6665
Star Trek Club (UNL), see U0878
State..., see key word of agency name
State Employees Retirement System, see R4200
State Fair Bd., see A7000
State Library, see S3600
State Occupational Information Coordinating Com., see U3997
State Parks, Bur. of, see G1600
State Patrol, see R8000
State Patrolmen's Retirement System, see R4400
State Planning (Environmental Control), see E6850
State University of Nebraska (SUN), see U3140
Statewide Health Coordinating Council, see H2100
Student Academic Services (UNO), see U6330
Student Activities Office (UNL), see U0840
Student Activities (UNO), see U6368
Student Advisor--Housing (UNO), see U6362
Student Affairs (UNL), see U0800
Student Center Recreational Services (UNO), see U6378
Student Developmental Services (UNO), see U6350
Student Government Association (UNO), see U6380
Student Health Center (UNL), now University Health Center (U0837)
Student Housing (UNO), see U6362
Student Legal Services Center (UNL), see U0879

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Student Programming Organization (UNO), see U6390
Student Services (UNMC), see U4170
Student Veteran's Club (UNL), see U0881
Student Voluntary Services (UNL), see U0880
Students & Organizations, Center for (UNL), now Student Activities Office (U0840)
Study Abroad Program, see U2580
Summer Sessions Office (UNL), see U0680
SUN (State University of Nebraska), see U3140
Support Services (UNL), see U0782

S3000 SUPREME COURT
ROOM 2413, STATE CAPITOL. 68509. 471-3731 or 471-2830

S3100 COMM. ON JUDICIAL QUALIFICATIONS

S3200 COURT ADMINISTRATOR (DISTRICT & COUNTY COURTS)

S3600 STATE LIBRARY
3RD FLOOR SOUTH, STATE CAPITOL. 68509. 471-3189

Surgery, Dept. of (UNMC), see U4570
Surveillance & Enforcement (Environmental Control), see E6860

S5000 SURVEYORS, BD. OF EXAMINERS FOR LAND
6TH FLOOR, STATE OFFICE BLDG. 68509. 471-2566

Tax Commissioner, see R5000
Teacher Placement Div. (UNL), see U3875
Teachers College (UNL), see U3800
Teaching & Learning Center (UNL), see U0690
Technical Agriculture, School of (UNL), see U2385

T1000 TECHNICAL ASSISTANCE AGENCY (See W2700 after June, 1976)

Technical Colleges, see C5000
Technical Institute (UNL), see U2995
Telecommunications Bur. (Administrative Services), see A2600
Telephone & Radio Communications Center (UNL), see U0790
Textiles, Clothing, & Design, Dept. of (UNL), see U3280
Textiles, Clothing, & Design, Dept. of (UNO), see U8180
Theatre Arts, Dept. of (UNL), see U2685
Thomas Fitzgerald Veterans' Home, see I2580
TONIC (Tutors of Nebraska Indian Children) (UNL), see U0882
Tourism, Div. of, see E1800
Towne Club (UNL), see U0884
Track Office (UNL), see U1194
Training & Community Service, Div. of (UNO), see U8340
Training & Public Affairs, Div. of (UNO), see U8340
Training Office (Welfare), see W2800

T1800 TRANSIT AUTHORITY OF OMAHA
2222 CUMING. OMAHA. 68131. 341-0800

Transportation Services Bur. (Administrative Services), see A2580
Travel & Tourism Div., see E1800

T2000 TREASURER
ROOM 2003 STATE CAPITOL. 68509. 471-2455

1202 Comm., see E4000
Uniform State Laws, Comm. on, see I3720
Union Program Office (UNL), see U0897
Union, Nebraska (UNL), see U0895
UNIPROACH, see U0695
University Affiliated Facility (UNL), see U3827
University Busing (UNL), see U0782
University Child Care Project (UNL), see U0886
University Div. (UNO), see U6925
University Hospital (UNMC), see U4200
University Housing (UNO), see U6362
University Infant Care Center (UNL), see U0888
University Information, Office of (UNL), see U1300
University of Mid-America, see U3145

UNIVERSITY OF NEBRASKA

The Next 12 pages (39-50) contain classification listings for the University of Nebraska, including:

UNIVERSITY OF NEBRASKA AT OMAHA
UNIVERSITY OF NEBRASKA MEDICAL CENTER
UNIVERSITY OF NEBRASKA-LINCOLN
UNIVERSITY OF NEBRASKA SYSTEM (UNS)

Each of these major units is further subdivided into its component colleges, departments, offices, bureaus, institutes, and other subdivisions. Components are arranged so as to reflect structural hierarchy wherever possible.

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^	University of Nebraska Medical Center Office of Public Information 42nd & Dewey Omaha, NE 68105 541-2821
*	University of Nebraska at Omaha Office of University Relations 60th & Dodge Omaha, NE 68132 554-2358

U0000	**UNIVERSITY OF NEBRASKA BD. OF REGENTS**
	3835 HOLDREGE. 68583. 472-7211
U0050	NEBRASKA ACADEMY OF SCIENCES
	306 MORRILL HALL. 14TH & U. 68588
U0100	**>UNIVERSITY OF NEBRASKA SYSTEM**
	3835 HOLDREGE. 68583. 472-7211
U0110	>PRESIDENT'S OFFICE
U0120	>ACADEMIC AFFAIRS
U0130	>ADMINISTRATION
U0140	>GOVERNMENTAL RELATIONS
U0200	UNIVERSITY OF NEBRASKA COMPUTER NETWORK
U0210	COMPUTING SERVICES, LINCOLN DATA CENTER
U0220	COMPUTING SERVICES, OMAHA DATA CENTER
U0270	NEBRASKA OPPORTUNITIES FOR VOLUNTEERS IN ACTION (NOVA) (Inactive)
U0300	UNIVERSITY OF MID-AMERICA (see U3145 after 1976)
U0310	STATE UNIVERSITY OF NEBRASKA (SUN) (see U3140 after 1976)
U0400	UNIVERSITY OF NEBRASKA FOUNDATION
U0500	**UNIVERSITY OF NEBRASKA-LINCOLN**
	14TH & "R". 68588. 472-7211
U0510	ALUMNI ASSOCIATION
U0515	CREDIT UNION
U0525	FACULTY SENATE
U0560	RELIGIOUS WELFARE COUNCIL
U0575	CHANCELLOR'S OFFICE
U0590	AFFIRMATIVE ACTION OFFICE
U0600	ACADEMIC AFFAIRS
U0610	CENTENNIAL EDUCATIONAL PROGRAM
U0612	CRIMINAL JUSTICE, DEPT. OF
U0615	ENERGY RESEARCH & DEVELOPMENT CENTER, NEBRASKA
U0616	ENERGY EXTENSION SERVICE
U0617	SOLAR OFFICE
U0618	HEALTH EDUCATION, CENTER FOR
U0620	INSTITUTIONAL RESEARCH & PLANNING
U0625	LIBRARIES
U0660	ROSS ICE SHELF PROJECT
U0663	POLAR ICE CORING OFFICE (PICO)
U0670	SHELDON ART GALLERY
U0680	SUMMER SESSIONS OFFICE
U0690	TEACHING & LEARNING CENTER
U0695	UNIVERSITY OF NEBRASKA INTERDISCIPLINARY PROGRAM ASSISTING CHILDREN (UNIPROACH)
U0700	BUSINESS & FINANCE
U0720	BURSAR'S OFFICE
U0725	CAMPUS POLICE
U0745	GRANTS & CONTRACTS
U0765	PERSONNEL & RISK MANAGEMENT
U0767	EMPLOYMENT DEVELOPMENT CENTER
U0768	ENVIRONMENTAL HEALTH & SAFETY, DIV. OF
U0770	PUBLICATIONS SERVICES & CONTROL

U0780	SPECIAL BUSINESS SERVICES, DIV. OF
U0782	SUPPORT SERVICES
U0790	TELEPHONE & RADIO COMMUNICATIONS CENTER
U0800	STUDENT AFFAIRS
U0810	ACADEMIC SERVICES, OFFICE OF
U0812	ADMISSIONS
U0814	CAREER PLANNING & PLACEMENT CENTER
U0815	CAREER ACTION COMM.
U0820	COUNSELING CENTER
U0822	OVERSEAS OPPORTUNITIES CENTER
U0825	HOUSING OFFICE
U0830	MULTI-CULTURAL AFFAIRS, DEPT. OF
U0831	RECREATION, DEPT. OF
U0833	REGISTRATION & RECORDS
U0835	SCHOLARSHIPS & FINANCIAL AIDS
U0837	UNIVERSITY HEALTH CENTER
U0840	CAMPUS ACTIVITIES & PROGRAMS
U0844	ASUN (Associated Students--University of Nebraska)
U0846	BLACKS OF AFRICAN DESCENT (BAD)
U0848	BUILDERS (Inactive)
U0850	BLACK UNITED SISTERS
U0852	EDUCATIONAL CHANGE, CENTER FOR
U0854	COUNCIL OF AMERICAN INDIAN STUDENTS
U0856	COMMUNITY INVOLVEMENT SERVICES
U0857	CREW, UNIVERSITY OF NEBRASKA
U0858	CULTURAL CENTER
U0860	DAILY NEBRASKAN
U0862	FREE UNIVERSITY
U0864	INTER-COOPERATIVE COUNCIL
U0865	INTERFRATERNITY COUNCIL (IFC)
U0866	INTERNATIONAL EDUCATIONAL SERVICES, OFFICE OF
U0868	MEXICAN-AMERICAN STUDENT ASSOCIATION (MASA)
U0870	PANHELLENIC
U0872	PUBLIC INTEREST RESEARCH GROUP, NEBRASKA (NUPIRG)
U0874	RECORD LENDING LIBRARY
U0876	RESIDENCE HALLS ASSOCIATION
U0877	SKI CLUB
U0878	STAR TREK CLUB
U0879	STUDENT LEGAL SERVICES CENTER
U0880	STUDENT VOLUNTARY SERVICES
U0881	STUDENT VETERAN'S CLUB
U0882	TONIC (TUTORS OF NEBRASKA INDIAN CHILDREN)
U0884	TOWNE CLUB
U0886	UNIVERSITY CHILD CARE PROJECT
U0888	UNIVERSITY INFANT CARE CENTER
U0890	WOMEN'S RESOURCE CENTER
U0892	YWCA (UNL YWCA)
U0895	UNION, NEBRASKA
U0897	UNIVERSITY PROGRAM COUNCIL
U0900	EDUCATIONAL TELEVISION, UNIVERSITY (KUON-TV)
U0920	GREAT PLAINS NATIONAL INSTRUCTIONAL TELEVISION LIBRARY

U1100	INTERCOLLEGIATE ATHLETICS, DEPT. OF
U1130	SPORTS INFORMATION OFFICE
U1155	BASEBALL
U1160	BASKETBALL
U1180	FOOTBALL
U1186	GOLF
U1190	GYMNASTICS
U1194	TRACK
U1195	VOLLEYBALL
U1196	WOMEN'S INTERCOLLEGIATE ATHLETICS
U1198	WRESTLING
U1200	MUSEUM, UNIVERSITY OF NEBRASKA STATE
U1250	PLANETARIUM, RALPH MUELLER
U1300	UNIVERSITY INFORMATION, OFFICE OF
U1500	~AGRICULTURE & NATURAL RESOURCES, INSTITUTE OF
U2000	~AGRICULTURE, COLLEGE OF
U2015	~AGRICULTURAL COMMUNICATIONS, DEPT. OF
U2030	~AGRICULTURAL ECONOMICS, DEPT. OF
U2045	~AGRICULTURAL EDUCATION, DEPT. OF
U2060	~AGRICULTURAL ENGINEERING (MECHANIZED AGRICULTURE), DEPT. OF
U2070	~AGRONOMY, DEPT. OF
U2074	~CROP IMPROVEMENT ASSOCIATION, NEBRASKA
U2076	~FOUNDATION SEED DIV.
U2080	~SEED DIV.
U2082	~SOIL TESTING LAB.
U2086	~WEED SCIENCE
U2088	~WHEAT QUALITY LAB.
U2092	~AGRONOMY CLUB
U2095	~ANIMAL SCIENCE, DEPT. OF
U2097	~BLOCK & BRIDLE CLUB
U2110	~ENTOMOLOGY, DEPT. OF
U2125	~FOOD SCIENCE & TECHNOLOGY, DEPT. OF
U2140	~FORESTRY, FISHERIES & WILDLIFE, DEPT. OF (& STATE FOREST SERVICE)
U2155	~HORTICULTURE, DEPT. OF
U2170	~PLANT PATHOLOGY, DEPT. OF
U2185	~POULTRY & WILDLIFE SCIENCES, DEPT. OF
U2195	~VETERINARY SCIENCE, DEPT. OF
U2240	~INTERNATIONAL PROGRAMS
U2250	~COOPERATIVE EXTENSION SERVICE
U2260	~ENVIRONMENTAL PROGRAMS, OFFICE OF
U2300	~AGRICULTURAL EXPERIMENT STATION (LINCOLN)
U2305	~FIELD LABORATORY (MEAD)
U2310	~DALBEY-HALLECK LABORATORY FARM (VIRGINIA)
U2315	~HORNING LABORATORY FARM
U2320	~NANCE LABORATORY FARM
U2325	~NORTH PLATTE DISTRICT STATION
U2327	~SANDHILLS AGRICULTURAL LABORATORY (TRYON)
U2330	~NORTHEAST DISTRICT STATION (CONCORD)
U2335	~PANHANDLE DISTRICT STATION (SCOTTSBLUFF)
U2337	~HIGH PLAINS AGRICULTURAL LABORATORY (SIDNEY)
U2339	~NORTHWEST AGRICULTURAL LABORATORY (ALLIANCE)

U2345	~ROGERS MEMORIAL LABORATORY FARM (EAGLE)
U2350	~SOUTH CENTRAL DISTRICT STATION (CLAY CENTER)
U2355	~ROMAN L. HRUSKA U.S. MEAT ANIMAL RESEARCH CENTER (CLAY CENTER)
U2365	~BIOMETRICS & INFORMATION SYSTEMS CENTER
U2375	~CONSERVATION & SURVEY DIV.
U2378	~MAP INFORMATION CENTER
U2380	~REMOTE SENSING CENTER
U2385	~TECHNICAL AGRICULTURE, SCHOOL OF
U2390	~WATER RESOURCES CENTER
U2400	**ARCHITECTURE, COLLEGE OF**
U2420	ARCHITECTURE, DEPT. OF
U2440	COMMUNITY & REGIONAL PLANNING, DEPT. OF
U2450	COMMUNITY DESIGN CENTER (OMAHA)
U2454	OMAHA COMMUNITY DEVELOPMENT CENTER
U2460	COMMUNITY RESOURCE & RESEARCH CENTER
U2464	RECREATION & PARKS DIV.
U2490	URBAN RESEARCH & DEVELOPMENT CENTER
U2500	**ARTS & SCIENCES, COLLEGE OF**
U2505	ACTUARIAL SCIENCES PROGRAM
U2510	ANTHROPOLOGY, DEPT. OF
U2515	ART, DEPT. OF
U2518	ASIAN STUDIES PROGRAM
U2520	CHEMISTRY, DEPT. OF
U2525	CLASSICS, DEPT. OF
U2530	COMPUTER SCIENCE, DEPT. OF
U2535	ENGLISH, DEPT. OF
U2538	CURRICULUM DEVELOPMENT CENTER
U2540	ETHNIC STUDIES, INSTITUTE FOR
U2545	GEOGRAPHY, DEPT. OF
U2550	GEOLOGY, DEPT. OF
U2553	GREAT PLAINS STUDIES, CENTER FOR
U2555	HISTORY, DEPT. OF
U2560	INTERNATIONAL STUDIES, INSTITUTE FOR
U2565	INTERNATIONAL AFFAIRS PROGRAM
U2570	LATIN AMERICAN STUDIES PROGRAM
U2575	SLAVIC & EAST EUROPEAN STUDIES PROGRAM
U2580	STUDY ABROAD PROGRAM
U2590	JOURNALISM, SCHOOL OF (see U3300 after Sept., 1979)
U2595	KRNU (FM) RADIO STATION (see U3325 after Sept., 1979)
U2605	LIFE SCIENCES, SCHOOL OF
U2610	CEDAR POINT BIOLOGICAL STATION
U2620	MATHEMATICS & STATISTICS, DEPT. OF
U2625	MODERN LANGUAGES & LITERATURES, DEPT. OF
U2630	MUSIC, SCHOOL OF
U2633	BAND ALUMNI ASSOCIATION
U2645	PHILOSOPHY, DEPT. OF
U2650	PHYSICS & ASTRONOMY, DEPT. OF
U2652	OBSERVATORY, BEHLEN (MEAD)
U2655	POLITICAL SCIENCE, DEPT. OF
U2657	GOVERNMENT RESEARCH INSTITUTE, INC.

U2660	PSYCHOLOGY, DEPT. OF
U2662	PSYCHOLOGICAL CONSULTATION CENTER
U2665	SOCIOLOGY, DEPT. OF
U2667	SOCIOLOGICAL RESEARCH, BUR. OF
U2670	SPEECH COMMUNICATION, DEPT. OF
U2675	SPEECH PATHOLOGY & AUDIOLOGY, DEPT. OF (see U3823 after 1977)
U2677	SPEECH & HEARING CLINIC (see U3825 after 1977)
U2685	THEATRE ARTS, DEPT. OF
U2690	UNIVERSITY STUDIES PROGRAM
U2700	**BUSINESS ADMINISTRATION, COLLEGE OF**
U2710	ACCOUNTING, DEPT. OF
U2720	BUSINESS RESEARCH, BUR. OF
U2730	ECONOMIC EDUCATION, COUNCIL ON
U2740	ECONOMICS, DEPT. OF
U2750	FINANCE, DEPT. OF
U2760	MANAGEMENT, DEPT. OF
U2765	SMALL BUSINESS CENTER
U2770	MARKETING, DEPT. OF
U2800	**DENTISTRY, COLLEGE OF** (see U4300 after June 1979)
U2805	ADULT RESTORATIVE DENTISTRY, DEPT. OF (see U4305 after June 1979)
U2815	DENTAL HEALTH, DEPT. OF (see U4315 after June 1979)
U2825	ENDODONTICS, DEPT. OF (see U4325 after June 1979)
U2835	ORAL BIOLOGY, DEPT. OF (see U4335 after June 1979)
U2840	ORAL DIAGNOSIS & TREATMENT PLANNING, DEPT. OF (see U4340 after June 1979)
U2845	ORAL SURGERY, DEPT. OF (see U4345 after June 1979)
U2850	ORTHODONTICS, DEPT. OF (see U4350 after June 1979)
U2860	PEDODONTICS, DEPT. OF (see U4360 after June 1979)
U2870	PERIODONTICS, DEPT. OF (see U4370 after June 1979)
U2880	COMMUNITY DENTISTRY, DEPT. OF (see U4380 after June 1979)
U2890	DENTAL CLINICS (see U4390 after June 1979)
U2900	**ENGINEERING & TECHNOLOGY, COLLEGE OF**
U2905	AGRICULTURAL ENGINEERING, DEPT. OF
U2915	CHEMICAL ENGINEERING, DEPT. OF
U2925	CIVIL ENGINEERING, DEPT. OF
U2927	COMPUTER SCIENCE, DEPT. OF
U2945	CONSTRUCTION MANAGEMENT, DEPT. OF
U2955	ELECTRICAL ENGINEERING, DEPT. OF
U2960	ENGINEERING EXTENSION SERVICE
U2965	ENGINEERING MECHANICS, DEPT. OF
U2975	ENGINEERING RESEARCH CENTER
U2978	GENERAL ENGINEERING, DEPT. OF
U2980	INDUSTRIAL & MANAGEMENT SYSTEMS ENGINEERING, DEPT. OF
U2985	INDUSTRIAL TECHNOLOGY, DEPT. OF
U2990	MECHANICAL ENGINEERING, DEPT. OF
U2995	TECHNICAL INSTITUTE

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U3100	**+CONTINUING STUDIES, DIV. OF**
U3110	+AUDIO-VISUAL INSTRUCTION
U3120	+CONFERENCES & INSTITUTES, DEPT. OF
U3125	+MEDIATED INSTRUCTION, DEPT. OF
U3130	+INSTRUCTIONAL MEDIA CENTER
U3140	+STATE UNIVERSITY OF NEBRASKA (SUN) (Inactive since June 30, 1979)
U3145	+UNIVERSITY OF MID-AMERICA
U3150	**GRADUATE COLLEGE/GRADUATE STUDIES**
U3170	RESEARCH & SPONSORED PROGRAMS SERVICES OFFICE
U3200	**HOME ECONOMICS, COLLEGE OF**
U3220	EDUCATION & FAMILY RESOURCES, DEPT. OF
U3230	FOOD & NUTRITION, DEPT. OF
U3240	HOME ECONOMICS EDUCATION, DEPT. OF
U3250	HUMAN DEVELOPMENT & THE FAMILY, DEPT. OF
U3280	TEXTILES, CLOTHING, & DESIGN, DEPT. OF
U3300	**JOURNALISM, SCHOOL OF** (see U2590 prior to Oct., 1979)
U3400	**LAW, COLLEGE OF**
U3700	**RESERVE OFFICERS TRAINING CORPS (ROTC)**
U3730	AEROSPACE STUDIES, DEPT. OF (AIR FORCE ROTC)
U3760	MILITARY SCIENCES, DEPT. OF (ARMY ROTC)
U3790	NAVAL SCIENCE, DEPT. OF (NAVAL ROTC)
U3800	**TEACHERS COLLEGE**
U3810	ADULT & CONTINUING EDUCATION, DEPT. OF
U3815	BARKLEY MEMORIAL CENTER
U3817	MEDIA DEVELOPMENT PROJECT FOR THE HEARING IMPAIRED
U3819	SPECIAL EDUCATION, DEPT. OF
U3823	SPEECH PATHOLOGY & AUDIOLOGY, DEPT. OF
U3825	SPEECH & HEARING CLINIC
U3827	UNIVERSITY AFFILIATED FACILITY
U3830	BUSINESS EDUCATION, DEPT. OF
U3850	EDUCATIONAL ADMINISTRATION, DEPT. OF
U3855	EDUCATIONAL RESEARCH & FIELD SERVICES, BUR. OF
U3860	EDUCATIONAL PSYCHOLOGY & SOCIAL FOUNDATIONS, DEPT. OF
U3865	EDUCATIONAL PSYCHOLOGY CLINIC
U3870	EDUCATIONAL SERVICES, DEPT. OF
U3875	TEACHER PLACEMENT DIV.
U3880	ELEMENTARY EDUCATION, DEPT. OF
U3890	HISTORY & PHILOSOPHY OF EDUCATION, DEPT. OF
U3920	INDUSTRIAL EDUCATION, DEPT. OF
U3930	INSTRUCTIONAL DESIGN CENTER
U3940	HEALTH, PHYSICAL EDUCATION & RECREATION, SCHOOL OF
U3944	DANCE OFFICE
U3950	ALCOHOL INFORMATION CLEARINGHOUSE

U3952	PREVENTION CENTER FOR ALCOHOL & DRUG ABUSE
U3960	SECONDARY EDUCATION, DEPT. OF
U3990	CENTER FOR BUSINESS & VOCATIONAL TEACHER EDUCATION
U3992	ADVISORY COUNCIL FOR VOCATIONAL EDUCATION
U3995	RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION
U3997	OCCUPATIONAL INFORMATION COORDINATING COM.
U4000	**^UNIVERSITY OF NEBRASKA MEDICAL CENTER**
U4050	^CHANCELLOR
U4065	^BIOMEDICAL COMMUNICATIONS
U4080	^CONTINUING EDUCATION
U4095	^EDUCATIONAL SERVICES
U4110	^LIBRARY OF MEDICINE
U4125	^MEDICAL & EDUCATIONAL ADMINISTRATION, DEPT. OF
U4150	^PUBLIC INFORMATION
U4170	^STUDENT SERVICES
U4175	^MINORITY STUDENT AFFAIRS, OFFICE OF
U4200	^UNIVERSITY HOSPITAL
U4220	^PHARMACY, DEPT. OF
U4250	^CARDIOVASCULAR CENTER
U4260	^HUMAN GENETICS, CENTER FOR
U4270	^DENTAL CLINIC FOR CHILDREN
U4300	**^DENTISTRY, COLLEGE OF** (see U2800 thru June 1979)
U4305	^ADULT RESTORATIVE DENTISTRY, DEPT. OF (see U2805 thru June 1979)
U4315	^DENTAL HEALTH, DEPT. OF (see U2815 thru June 1979)
U4325	^ENDODONTICS, DEPT. OF (see U2825 thru June 1979)
U4335	^ORAL BIOLOGY, DEPT. OF (see U2835 thru June 1979)
U4340	^ORAL DIAGNOSIS & TREATMENT PLANNING, DEPT. OF (see U2840 thru June 1979)
U4345	^ORAL SURGERY, DEPT. OF (see U2845 thru June 1979)
U4350	^ORTHODONTICS, DEPT. OF (see U2850 thru June 1979)
U4360	^PEDODONTICS, DEPT. OF (see U2860 thru June 1979)
U4370	^PERIODONTICS, DEPT. OF (see U2870 thru June 1979)
U4380	^COMMUNITY DENTISTRY, DEPT. OF (see U2880 thru June 1979)
U4390	^DENTAL CLINICS (see U2890 through June 1979)
U4400	**^MEDICINE, COLLEGE OF**
U4402	^ALUMNI ASSOCIATION
U4405	^ALLIED HEALTH PROFESSIONS, SCHOOL OF
U4407	^AUDIOLOGY & SPEECH PATHOLOGY, DIV. OF
U4408	^BIOMEDICAL COMMUNICATIONS EDUCATION, DIV. OF
U4410	^HEALTH SERVICES ADMINISTRATION, DIV. OF
U4411	^MEDICAL NUTRITION EDUCATION, DIV. OF
U4412	^MEDICAL TECHNOLOGY, DIV. OF
U4414	^NUCLEAR MEDICINE TECHNOLOGY, DIV. OF
U4416	^NURSE ANESTHETIST EDUCATION, DIV. OF

U4418	^PHYSICAL THERAPY EDUCATION, DIV. OF
U4420	^PHYSICIAN'S ASSISTANT EDUCATION, DIV. OF
U4422	^RADIATION THERAPY TECHNOLOGY, DIV. OF
U4424	^RADIOLOGIC TECHNOLOGY, DIV. OF
U4430	^ANATOMY, DEPT. OF
U4435	^ANESTHESIOLOGY, DEPT. OF
U4440	^BIOCHEMISTRY, DEPT. OF
U4445	^DERMATOLOGY, DEPT. OF
U4450	^EPPLEY INSTITUTE FOR RESEARCH IN CANCER AND ALLIED DISEASES
U4460	^FAMILY PRACTICE, DEPT. OF
U4465	^INTERNAL MEDICINE, DEPT. OF
U4467	^PULMONARY DIV. (Including Chest Center)
U4470	^MEDICAL MICROBIOLOGY, DEPT. OF
U4475	^MEYER CHILDREN'S REHABILITATION INSTITUTE
U4480	^LEARNING DISABILITIES CENTER
U4482	^RESOURCE CENTER FOR HANDICAPPED CHILDREN
U4485	^NEUROLOGY, DEPT. OF
U4490	^OBSTETRICS & GYNECOLOGY, DEPT. OF
U4495	^OPHTHALMOLOGY, DEPT. OF
U4500	^ORTHOPEDIC SURGERY, DEPT. OF
U4505	^OTOLARYNOGOLOGY & MAXILLO-FACIAL SURGERY, DEPT. OF
U4508	^AUDIOLOGY & SPEECH PATHOLOGY, DIV. OF (now U4407)
U4510	^PATHOLOGY, DEPT. OF
U4515	^PEDIATRICS, DEPT. OF
U4520	^PEDODONTICS, DEPT. OF
U4525	^PHARMACOLOGY, DEPT. OF
U4530	^PHYSICAL MEDICINE & REHABILITATION, DEPT. OF
U4535	^PHYSIOLOGY & BIOPHYSICS, DEPT. OF
U4540	^PREVENTIVE MEDICINE & PUBLIC HEALTH, DEPT. OF
U4550	^PSYCHIATRIC INSTITUTE, NEBRASKA
U4552	^COMMUNITY SERVICES DIV.
U4560	^PSYCHIATRY, DEPT. OF
U4565	^RADIOLOGY, DEPT. OF
U4570	^SURGERY, DEPT. OF
U4575	^UROLOGY, DEPT. OF
U4600	**^NURSING, COLLEGE OF**
U4800	**^PHARMACY, COLLEGE OF**
U4820	^CLINICAL EDUCATION & SERVICES, DEPT. OF
U4825	^DRUG INFORMATION CENTER
U4840	^BIOMEDICAL CHEMISTRY, DEPT. OF
U4860	^PHARMACEUTICS, DEPT. OF
U4880	^PHARMACO-DYNAMICS & TOXICOLOGY, DEPT. OF
U4900	**^GRADUATE COLLEGE**
U5000	**UNIVERSITY OF NEBRASKA PRESS** 318 NEBR HALL. 68588-0520. 472-3581

- **U6000 *UNIVERSITY OF NEBRASKA AT OMAHA**
    - U6010 *ALUMNI ASSOCIATION
    - U6020 *FACULTY SENATE
    - U6040 *GATEWAY
    - U6050 *OMBUDSMAN
    - U6070 *PARENTS ASSOCIATION
  - U6100 *CHANCELLOR
    - U6120 *CHANCELLOR'S ADVISORY COUNCIL
  - U6150 *PROVOST
  - U6200 *BUSINESS & FINANCE
    - U6240 *CAMPUS SECURITY
    - U6280 *PERSONNEL SERVICES
  - U6300 *EDUCATIONAL & STUDENT SERVICES
    - U6305 *AUDIO-VISUAL
    - U6308 *CAREER DEVELOPMENT & PLACEMENT SERVICES
    - U6310 *COUNSELING & TESTING CENTER
    - U6313 *FRATERNAL ACTIVITIES, ADVISOR TO
    - U6315 *HEALTH SERVICES
    - U6320 *MINORITY AFFAIRS
      - U6324 *WOMEN'S SUPPORT PROGRAMS
    - U6325 *ORIENTATION, DIRECTOR OF
    - U6330 *STUDENT ACADEMIC SERVICES
      - U6333 *ADMISSIONS, OFFICE OF
      - U6336 *FINANCIAL AIDS & STUDENT EMPLOYMENT
      - U6338 *INTERNATIONAL STUDENTS, ADVISOR TO
      - U6339 *REGISTRATION & RECORDS (REGISTRAR)
    - U6342 *CHILDREN, CENTER FOR (Inactive)
    - U6350 *STUDENT DEVELOPMENTAL SERVICES
      - U6352 *MILO BAIL STUDENT CENTER
      - U6354 *BOOKSTORE
      - U6358 *BUILDING SERVICES
        - U6362 *UNIVERSITY HOUSING OFFICE
      - U6366 *FOOD SERVICE
      - U6368 *STUDENT ACTIVITIES OFFICE
      - U6375 *WOMEN'S RESOURCE CENTER
      - U6378 *STUDENT CENTER RECREATIONAL SERVICES
      - U6380 *STUDENT GOVERNMENT ASSOCIATION
      - U6382 *VETERANS AFFAIRS OFFICE
      - U6385 *ACADEMIC RESOURCES CENTER
    - U6390 *STUDENT PROGRAMMING ORGANIZATION
  - U6400 *EXECUTIVE ASSISTANT TO THE CHANCELLOR
  - U6450 *INSTITUTIONAL RESEARCH
  - U6500 *INTERCOLLEGIATE ATHLETICS
    - U6510 *ATHLETIC DEPT.
    - U6520 *ATHLETIC BUSINESS MANAGER
    - U6526 *INTRAMURALS
    - U6530 *VARSITY & JR. VARSITY COACHES
    - U6535 *WOMEN'S ATHLETICS
  - U6550 *PLANNING, ASSISTANT TO THE CHANCELLOR FOR
    - U6600 *UNIVERSITY RELATIONS, OFFICE OF
    - U6610 *DUPLICATING & PRINTING
    - U6620 *NEWS SPECIAL SERVICES, COORDINATOR OF
    - U6650 *RADIO-TV DEPT.
      - U6652 *KYNE-TV
      - U6654 *KVNO-FM

U6660	*RADIO-TV SPECIALIST
U6665	*SPORTS INFORMATION
U6700	*ACADEMIC AFFAIRS
U6750	*AIR FORCE ROTC (& AEROSPACE STUDIES, DEPT. OF)
U6800	*GRADUATE STUDIES & RESEARCH
U6805	*GRANTS DEVELOPMENT, OFFICE OF
U6820	*HONORS OFFICE
U6840	*IMPROVEMENT OF INSTRUCTION, CENTER FOR
U6850	*INTERNATIONAL STUDIES & PROGRAMS, OFFICE OF
U6855	*AFGHANISTAN STUDIES, CENTER FOR
U6860	*OVERSEAS PROGRAM
U6900	*LIBRARY, UNIVERSITY
U6925	*UNIVERSITY DIV.
U6975	*URBAN EDUCATION, CENTER FOR
U7000	*ARTS & SCIENCES, COLLEGE OF
U7010	*BIOLOGY, DEPT. OF
U7015	*BLACK STUDIES, DEPT. OF
U7020	*CHEMISTRY, DEPT. OF
U7023	*COMMUNICATION, DEPT. OF
U7025	*ENGLISH, DEPT. OF
U7027	*READING LAB
U7030	*FOREIGN LANGUAGES, DEPT. OF
U7035	*GEOGRAPHY & GEOLOGY, DEPT. OF
U7040	*HISTORY, DEPT. OF
U7045	*HUMANITIES, DEPT. OF
U7050	*JOURNALISM, DEPT. OF (see U7023 after mid 1975)
U7055	*MATHEMATICS & COMPUTER SCIENCE, DEPT. OF
U7065	*PHILOSOPHY & RELIGION, DEPT. OF
U7070	*PHYSICS, DEPT. OF
U7075	*POLITICAL SCIENCE, DEPT. OF
U7080	*PSYCHOLOGY, DEPT. OF
U7082	*APPLIED PSYCHOLOGICAL SERVICES, CENTER FOR
U7085	*SOCIOLOGY, DEPT. OF
U7087	*ANTHROPOLOGY
U7090	*SPEECH, DEPT. OF (see U7023 after mid 1975)
U7200	*BUSINESS ADMINISTRATION, COLLEGE OF
U7230	*ACCOUNTING, PROGRAM OF
U7245	*BANKING & FINANCE, PROGRAM OF
U7250	*BUSINESS DEVELOPMENT CENTER
U7260	*DECISION SCIENCES, PROGRAM OF
U7275	*ECONOMICS, PROGRAM OF
U7290	*GENERAL BUSINESS PROGRAM
U7300	*INSURANCE, PROGRAM OF
U7315	*LAW & SOCIETY, PROGRAM OF
U7330	*MANAGEMENT & ORGANIZATIONAL BEHAVIOR PROGRAM
U7345	*MARKETING, PROGRAM OF
U7375	*PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT, CENTER FOR
U7390	*REAL ESTATE & LAND USE ECONOMICS PROGRAM

U7400	***CONTINUING STUDIES, COLLEGE OF**
U7410	*ACADEMIC PROGRAMS, DIV. OF
U7420	*MILITARY PROGRAMS
U7430	*BOOTSTRAP PROGRAM
U7435	*OFFUTT AIR FORCE BASE PROGRAM
U7440	*CIVILIAN PROGRAMS
U7445	*ON-CAMPUS PROGRAM
U7450	*OFF-CAMPUS CLASSES PROGRAM
U7475	*COMMUNITY SERVICES DIV.
U7480	*CONFERENCES & INSTITUTES, DIV. OF
U7500	***EDUCATION, COLLEGE OF**
U7530	*EDUCATIONAL TECHNOLOGY CENTER (ETC)
U7545	*FIELD RESEARCH, OFFICE OF
U7560	*EDUCATIONAL ADMINISTRATION, DEPT. OF
U7575	*ELEMENTARY & EARLY CHILDHOOD EDUCATION, DEPT. OF
U7590	*EDUCATIONAL FOUNDATIONS, DEPT. OF
U7595	*URBAN EDUCATION
U7615	*GUIDANCE & COUNSELING, DEPT. OF
U7630	*HEALTH, PHYSICAL EDUCATION & RECREATION, SCHOOL OF
U7635	*CAMPUS RECREATION DIV.
U7638	*HEALTH EDUCATION DIV.
U7640	*PHYSICAL EDUCATION DIV.
U7642	*RECREATION/LEISURE STUDIES DIV.
U7645	*SECONDARY/POST-SECONDARY EDUCATION, DEPT. OF
U7650	*BUSINESS EDUCATION
U7655	*LIBRARY SCIENCE
U7660	*VOCATIONAL EDUCATION
U7675	*COUNSELING & SPECIAL EDUCATION, DEPT. OF
U7680	*READING CLINIC
U7685	*SPEECH PATHOLOGY CLINIC
U7700	***ENGINEERING & TECHNOLOGY, COLLEGE OF**
U7725	*CIVIL ENGINEERING, DEPT. OF
U7775	*ENGINEERING TECHNOLOGY, DEPT. OF
U7825	*INDUSTRIAL-GENERAL ENGINEERING, DEPT. OF
U7875	*INDUSTRIAL TECHNOLOGY, DEPT. OF
U7900	***FINE ARTS, COLLEGE OF**
U7925	*ART, DEPT. OF
U7950	*DRAMATIC ARTS, DEPT. OF
U8025	*FINE ARTS PRESS
U8050	*MUSIC, DEPT. OF
U8075	*WRITER'S WORKSHOP

U8100	*HOME ECONOMICS, COLLEGE OF
U8120	*EDUCATION & FAMILY RESOURCES, DEPT. OF
U8140	*FOOD & NUTRITION, DEPT. OF
U8160	*HUMAN DEVELOPMENT & THE FAMILY, DEPT. OF
U8180	*TEXTILES, CLOTHING, & DESIGN, DEPT. OF
U8200	*PUBLIC AFFAIRS & COMMUNITY SERVICE, COLLEGE OF
U8220	*APPLIED URBAN RESEARCH, CENTER FOR
U8222	*HOUSING RESEARCH & SERVICES, DIV. OF
U8240	*CRIMINAL JUSTICE, DEPT. OF
U8260	*GERONTOLOGY PROGRAM
U8262	*AGING, CENTER ON
U8280	*GOODRICH PROGRAM
U8290	*CONTEMPORARY SOCIAL PROBLEMS, INSTITUTE FOR THE STUDY OF
U8300	*PUBLIC ADMINISTRATION, DEPT. OF
U8320	*SOCIAL WORK, SCHOOL OF
U8325	*ALCOHOLISM STUDIES PROGRAM
U8330	*SMALL BUSINESS INSTITUTE
U8340	*TRAINING & PUBLIC AFFAIRS, DIV. OF
U8345	*COOPERATIVE EDUCATION PROGRAM
U8350	*HUD (701 ASSISTED) WORK STUDY PROGRAM
U8360	*URBAN STUDIES, DEPT. OF

University of Nebraska Computer Network (UNCN), see U0200
University of Nebraska Foundation, see U0400
University of Nebraska Interdisciplinary Program Assisting Children (UNIPROACH) (UNL), see U0695
University Program Council (UNL), see U0897
University Relations, Office of (UNO), see U6600
University Studies Program (UNL), see U2690
University Vending (UNL), see U0782
Urban Affairs Com., see L3775
Urban Education (UNO), see U7595
Urban Education, Center for (UNO), see U6975
Urban Research & Development Center (UNL), see U2490
Urban Studies, Dept. of (UNO), see U8360
Urology, Dept. of (UNMC), see U4575
U.S. Meat Animal Research Center (Clay Center) (UNL), see U2355
Varsity & Jr. Varsity Coaches (UNO), see U6530
Veterans Affairs Office (UNO), see U6382

V1000 VETERANS' AFFAIRS, DEPT. OF
5TH FLOOR, STATE OFFICE BLDG. 68509. 471-2458

Veterans' Homes, see I2520, I2540, I2560, I2580
Veterinary Medicine & Surgery, Bd. of Examiners in, see H2800
Veterinary Science, Dept. of (UNL), see U2195
Visually Handicapped, School for the, see E2280
Visually Impaired, Div. of Rehabilitation Services for the, see I2600
Vital Statistics, Bur. of, see H2890
Vocational Curriculum Resource Center, see E2950
Vocational Education (UNO), see U7660
Vocational Education, Div. of (Education), see E2900
Vocational Schools, see C5000
Vocational-Technical Education, Dept. of (UNL), see U3990
Voluntary Citizen Participation, Office of, see G5200
Volunteers in Probation, see P3500
Water Pollution Control Div., see E6900
Water Resources Research Institute (UNL), now Water Resources Center (U2390)

W1000 WATER RESOURCES, DEPT. OF
4TH FLOOR, STATE OFFICE BLDG. 68509. 471-2363

W1400 POWER REVIEW BD.
5TH FLOOR, STATE OFFICE BLDG. 68509. 471-2301

Wayne State College, see C3600
Weather Control Comm., see A5750
Weather Modification Comm., see A5750
Weed Control (Agriculture Dept.), see A5560
Weed Science (UNL), see U2086
Weights & Measures, Div. of, see A5775

W2000 SOCIAL SERVICES, DEPT. OF (Welfare, Dept. of Public prior to July 1983)
5TH FLOOR, STATE OFFICE BLDG. 68509. 471-3121

W2100 CRIPPLED CHILDREN'S SERVICES

W2200 CENTER FOR CHILDREN & YOUTH (WHITEHALL)
5903 WALKER AVE., P.O. BOX 4585. 68504. 471-3305

W2250 CHILD SUPPORT ENFORCEMENT OFFICE

W2350 INCOME MAINTENANCE

W2400 MEDICAL SERVICES DIV.

W2450 PERSONNEL & STAFF DEVELOPMENT

W2500 PLANNING & INFORMATION SYSTEMS (Research & Statistics Div. prior to July 1983)

W2600 SOCIAL SERVICES

W2700 TECHNICAL ASSISTANCE DIV.

W2800 TRAINING OFFICE

Western Interstate Energy Bd./Nuclear Compact, see I3800
Western Nebraska Technical College (Sidney), see C6520
Wheat Com., see A5900
Wheat Development, Utilization & Marketing Bd., see A5900
Wheat Quality Lab. (UNL), see U2088
Whitehall (Center for Children & Youth), see W2200
Wildlife Services, Bur. of, see G1800
Women, Center for (York), see C9570

W3000 WOMEN, COMM. ON THE STATUS OF
3RD FLOOR, STATE OFFICE BLDG. 68509. 471-2039

Women's Athletics (UNO), see U6535
Women's Intercollegiate Athletics, Dept. of (UNL), see U1196
Women's Resource Center (UNL), see U0890
Women's Resource Center (UNO), see U6375
Women's Support Programs (UNO), see U6324

W3500 WORKMEN'S COMPENSATION COURT
13TH FLOOR, STATE CAPITOL. 68509. 471-2568

Wrestling (UNL), see U1198
Writers' Workshop (UNO), see U8075

W8000 WYUKA CEMETERY BD. OF TRUSTEES
36TH & "O". 68510. 474-3600

Youth Development Center-Geneva, see C9580
Youth Development Center-Kearney, see C9590
YWCA (UNL), see U0892

Depository Libraries...
Your Source for Government Information

Nebraska's Depositories of FEDERAL Government Publications:

Creighton Reinert/Alumni Library
Omaha
402/280-2219

Creighton Klutznick Law Library
Omaha
402/280-2243

C.A. Dana-LIFE Library
Dana College, Blair
402/426-4101

Perkins Library
Doane College, Crete
402/826-2161

DEPOSITORY
LIBRARY

Nebraska's Depositories of STATE Government Publications

Bellevue Public Library
Bellevue
402/291-8000

Columbus Public Library
Columbus
402/564-7116

Holdrege Public Library
Holdrege
308/995-6556

Calvin T. Ryan Library
Kearney State College, Kearney
308/234-8542

Luther Library
Midland Lutheran College, Fremont
402/721-5480

Nebraska Library Commission
Lincoln
402/471-2045

Nebraska State Library
Lincoln
402/471-3189

Omaha Public Library
402/444-4800

Scottsbluff Public Library
Scottsbluff
308/632-0050

College of Law Library
University of Nebraska-Lincoln
402/472-3548

Love Library
University of Nebraska-Lincoln
402/472-2562

University Library
University of Nebraska at Omaha
402/554-2661

U.S. Conn Library
Wayne State College, Wayne
402/375-2200

Calvin T. Ryan Library
Kearney State College, Kearney
308/234-8542

Lincoln City Libraries
Lincoln
402/435-2146

Nebraska Library Commission
Lincoln
402/471-2045

Nebraska State Historical Society
Lincoln
402/471-4751

Omaha Public Library
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NE85: J02

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308/234-8542

Luther Library
Midland Lutheran College, Fremont
402/721-5480

Nebraska Library Commission
Lincoln
402/471-2045

Nebraska State Library
Lincoln
402/471-3189

Omaha Public Library
402/444-4800

Scottsbluff Public Library
Scottsbluff
308/632-0050

College of Law Library
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402/472-2562

University Library
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402/554-2661

U.S. Conn Library
Wayne State College, Wayne
402/375-2200

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Depository Libraries...Your Source for Government Information

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Holdrege
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402-435-2146

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402/554-2361

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Wayne State College, Wayne
402/375-2200

Contact your local library for more information about Government Publications.

Depository Libraries...Your Source for Government Information

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Parent agencies are arranged alphabetically by keyword with subdivisions appearing under them. Cross references are provided for all subdivisions and variant agency names. The *Guide* is updated periodically.

What's Up Doc?

What's Up Doc? is published monthly by the Clearinghouse. It lists new titles published by the state, selected federal documents received at the Clearinghouse, how to obtain them, and information of interest about using and maintaining a document collection.

Through "*Doc*", which is mailed to 350 locations, readers stay informed about the latest documents published by both state and federal government, and learn about the research and studies done by Nebraska agencies.

Statutes

The Nebraska documents program, created in 1972, is statutorily enforced by R.R.S. 1943, c. 51, sec. 411-418. Each state agency must supply the Clearinghouse with at least four copies of every document it issues upon publication, thus assuring users that the collection has current materials available.

The Nebraska Publications
Clearinghouse is a division of
The Nebraska Library Commission

The Nebraska Library Commission
1420 P Street
Lincoln, Nebraska 68508
(402) 471-2045
800-742-7691

NE88:J01
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Information For Nebraskans

Handbooks Manuals Laws Maps Charts Posters Newsletters Pamphlets Brochures
Annual Reports Biennial Reports Bibliographies Catalogs Guides Directories

From Government Publications

**Nebraska Publications
Clearinghouse**

Nebraska Publications Clearinghouse

Your Federal and State publications are a resource for:

- up-to-date statistics
- current awareness issues
- inexpensive or free materials
- historical aspects and comparisons
- information of local, regional or national interest

Free and Convenient Access For All Citizens To:

- Annual/biennial reports
- Bibliographies
- Catalogs and guides
- Directories and indexes
- General reports and plans
- Handbooks and manuals
- Laws and Statutes
- Maps and charts
- Newsletters
- Pamphlets and brochures
- Rules and regulations
- Surveys and studies

The **Nebraska Publications Clearinghouse** maintains a collection of publications from the federal government, as well as from all departments of Nebraska state government.

This collection is accessible to all Nebraska citizens in several ways. Copies of publications, in paper and microfiche, may be consulted at or borrowed from the Clearinghouse, from the depository libraries listed below, or through an interlibrary loan arranged at your local public library. Government representatives, agency employees, and private citizens may make information inquiries from the Clearinghouse in person or by telephone.

Depository Libraries

Nebraska's Depositories of STATE Government Publications

Bellevue Public Library

Columbus Public Library

Perkins Library
Doane College
Crete

Holdrege Public Library

Calvin T. Ryan Library
Kearney State College

Lincoln City Libraries

Nebraska Library
Commission
Lincoln

Nebraska State Historical
Society
Lincoln

Omaha Public Library

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York Public Library

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University Library
University of Nebraska at
Omaha

U.S. Conn Library
Wayne State College

The Nebraska State Publications Checklist

The *Checklist* is the official catalog of publications produced by Nebraska state government offices and agencies, and sent to the Nebraska Publications Clearinghouse. Clearinghouse staff summarize each publication and index it so that it can be found by subject, title, author, or issuing agency. The *Checklist* can be used to discover which publications may be borrowed from or consulted at the Clearinghouse or a depository library. It also indicates cost and distribution limitation for purchasing requests.

The *Checklist*, cumulative since 1972, is updated bimonthly and distributed on microfiche to more than 350 state and local government agencies and libraries throughout Nebraska and the nation, thus assuring easy access to Nebraska publications for all. This comprehensive index/catalog is also available in computer-searchable form and is accessible throughout Nebraska, and worldwide through AGNET.

Guide To Nebraska State Agencies

The *Guide* is a supplement to the *Checklist* containing names and addresses of state agencies. It is designed for use in ordering publications from state agencies, and to assist in determining the call numbers assigned by the Clearinghouse to divisions that publish material.

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NE88.J01 (pt. 2)

It's The Law

AUTHORIZING STATUTES

REVISED STATUTES OF NEBRASKA 1943
Chapter 51, Section 411-418

Laws 1972, LB 1284
Effective date July 6, 1972

(b) NEBRASKA PUBLICATIONS CLEARINGHOUSE

51-411. Terms, defined. As used in this act, unless the context otherwise requires:

(1) Print shall include all forms of printing and duplicating, regardless of format or purpose, with the exception of correspondence and interoffice memoranda;

(2) State publications shall include any multiply produced publications printed or purchased for distribution, by the state, the Legislature, constitutional officers, any state department, committee or other state agency supported wholly or in part by state funds;

(3) State agency shall include every state office, officer, department, division, bureau, board, commission and agency of the state, and, where applicable, all subdivisions of each including state institutions of higher education, defined as all state-supported colleges, universities, junior colleges, and vocational technical colleges; and

(4) Governmental publications shall include any publications of associations, regional organizations, intergovernmental bodies, federal agencies, boards and commissions, or other publishers that may contribute supplementary materials to support the work of the state Legislature and state agencies.

51-412. Nebraska Publications Clearinghouse; division of Nebraska Library Commission; created; duties. There is hereby created as a division of the Nebraska Library Commission, a Nebraska Publications Clearinghouse. The clearinghouse shall establish and operate a publications collection and depository system for the use of Nebraska citizens. To this end, the Nebraska Library Commission shall make such rules and regulations as shall be necessary to carry out the provisions of this act.

51-413. State agencies; publications; filing with Nebraska Publications Clearinghouse. Every state agency head or his or her appointed records officer shall notify the Nebraska Publications Clearinghouse of his or her identity. The records officer shall upon release of a state publication deposit four copies and a short summary including author, title, and subject of each of its state publications with the Nebraska Publications Clearinghouse for record purposes. One of these copies shall be forwarded by the clearinghouse to the Nebraska Historical Society for archival purposes and one to the Library of Congress. Additional copies, including sale items, shall also be deposited in the Nebraska Publications Clearinghouse in quantities certified to the agencies by the clearinghouse as required to meet the needs of the Nebraska publications depository system, with the exception that the University of Nebraska Press shall only be required to deposit four copies of its publications.

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NE85:M01

nebraska library commission
1420 P Street Lincoln, Nebraska 68508 402/471-2045

NeLCmS
NEBRASKA LIBRARY
COMMUNICATION SYSTEM

NOW ON-LINE!

NEBRASKA FILM LOCATOR

NEBRASKA LEGISLATIVE BILLS

NEBRASKA STATE PUBLICATIONS CHECKLIST

NEBRASKA STATUTES

On-Line access to these and other Nebraska-oriented, Nebraska-produced databases is now available to library users statewide, through NeLCmS (popularly referred to as "CMS").

Through NeLCmS, these databases can be searched--using the "standard" Boolean operators (AND,OR,NOT)--to provide carefully targeted references from these Nebraska resources. This allows users to search the full text of each database for every occurrence of any word, phrase, or other search term.

On-line versions of these Nebraska reference sources provide many powerful capabilities not available in their print counterparts. For example, it is possible to search the text of fields that normally are not searchable through print indexes--pagination, date, film length, physical description, etc. In addition, bibliographies can be easily assembled, and with microcomputer equipment, "downloaded" to disk, then printed through a wordprocessor.

TECHNICAL INFORMATION:

Virtually any computer terminal, or microcomputer equipped for telecommunications, can be used to access NeLCmS. Any terminal that is currently being used for NeLCmS ILL activity can access the on-line databases.

-MORE-

NEBRASKA FILM LOCATOR

The Nebraska Film Locator currently includes holdings of both the Nebraska Film/AV Service and the University of Nebraska Instructional Media Center. Efforts are underway to expand this "pilot" into a full statewide union list in the future. This database makes it possible to search the full text of the Nebraska Film/AV catalog and its supplements, and the UNL film catalog simultaneously, with a single search, and to use all the advanced on-line search techniques.

NEBRASKA LEGISLATIVE BILLS

This database includes the text of all current Legislative bills, in the form they are introduced (amendments are not reflected). It is expected that this database will become more comprehensive in the future, and that other related Legislative databases may become available (bill tracking, hearing schedules, worksheets, are possibilities).

NEBRASKA STATE PUBLICATIONS CHECKLIST

The Checklist is a catalog of the publications (documents) of Nebraska State government. It is a reference tool, providing access to the State documents collections of the Nebraska Library Commission and the Nebraska State documents depository libraries by subject, author, title, series, and issuing State agency. It is also an acquisitions tool--identifying new State publications and providing ordering information for them.

The Checklist database includes the full text of all Checklist entries, as well as a body of "pre-cataloged" State Documents citations that do not appear in the Checklist.

NEBRASKA STATUTES

This database includes the full text of current Revised Statutes of Nebraska, including all supplements. A single search will scan the entire body of Nebraska law. This capability is especially useful in searching for highly specialized or obscure references, where the index to the Statutes is often cumbersome and confusing.

FOR FURTHER INFORMATION:

Contact Susan Kling or Vern Buis at the Library Commission for further information about these on-line database services.

NE85:M02

NEBRASKA LIBRARY COMMISSION
ONLINE DATABASE SERVICES

ONLINE DATABASE USERS GUIDE

DIAL-ACCESS INSTRUCTIONS

The databases are maintained through facilities of the State of Nebraska Central Data Processing Div. STAIRS (Storage and Information Retrieval System), an IBM database management software package, provides the database search framework.

1300

LOGON/LOGOFF PROCEDURES

1. LOGON to CMS system in the normal manner

2. In response to the dot prompt, type: NLC followed by <RETURN>

3. A Menu will appear, from which the desired database can be selected, by simply typing its number followed by <RETURN>

```
                        ---MENU---

NEBRASKA LIBRARY COMMISSION
ONLINE DATABASE SERVICES

1-STATE PUBLICATIONS CHECKLIST      2-NEBRASKA STATUTES
3-INTRODUCED BILLS                  4-NEBRASKA FILM LOCATOR
5-LOGOFF STAIRS/CMS                 6-EXIT TO CMS

ENTER A NUMBER (1-6) FOR THE DESIRED FUNCTION
```

4. To later access a different database or to LOGOFF, enter the ..OFF command. This will return to the main menu, from which the appropriate action can be selected.

DATABASE SEARCHING

STAIRS commands consist of a word preceded by two periods, e.g., ..SEARCH, ..OFF, ..BROWSE, etc. Because the CMS system uses the period as its "prompt," a total of three periods will be displayed after a STAIRS command is entered:

```
...SEARCH SUGAR
^
CMS Prompt
```

STAIRS commands and search statements can be entered in either upper or lower case characters.

Begin a search session by selecting a database from the "Menu." Next, enter a search statement. A search statement consists of the search command ..SEARCH followed by a word or a Boolean "construct."

If, for example, all items whose database records contain the word "sugar" are wanted, enter the following search statement: ..SEARCH SUGAR. If a search for "Brown sugar" is desired, enter the following search statement: ..SEARCH BROWN ADJ SUGAR. The ADJ operator specifies that the words "brown" and "Sugar" must appear adjacent to each other and in the order indicated.

Entering this same search statement without the ADJ operator would result in a search for any database record that contains either the word "brown" or "sugar" whether they occur in the phrase "brown sugar" or in an entirely different context, e.g., "Jim Brown attended the Sugar Bowl." If more than one word is specified in a search statement, and an operator is not specified, the "OR" operator is assumed. See ..SEARCH section on next page for further information.

Note: STAIRS provides a report on search results as each search is completed. The number of matches for each term is listed, and when truncation ($) is used, STAIRS provides an itemized list of each derivative of the root as well. Occasionally, this will cause the list of matches to fill more than one screen. The end of this list of matches will always be marked by a line showing the RESULT. If this line does not appear on the screen, press <RETURN> twice to see the next page of the list.

Once a search is successfully completed, enter the "BROWSE" mode to view the retrieved database records. This command takes the form: ..BROWSE, followed by the search number, and an indication of the fields from each record that are to be displayed. Search numbers are assigned sequentially within each STAIRS session by the system. The first is no. 1, etc. To display all fields from each retrieved record, simply specify "ALL" in place of a list of fields. For example, to view the full text of all records retrieved by search no. 1, enter the following command: ..BROWSE 1 ALL. See ..BROWSE section on following pages for further details.

Note: When a browse command results in data that fills more than one screen, the system will pause at the end of each screen. At this point, a new ".." command can be issued, or the next screen can be viewed by pressing <RETURN> twice. The end of browse list will marked by the following: END OF DOCUMENT LIST.

BRIEF SUMMARY OF STAIRS COMMANDS

..SEARCH

This command selects the "Search" mode. The search mode permits searching the text of the database in use, and retrieves those records that meet the criteria set forth in the search statement. Single words, phrases, or complex Boolean constructs can be included in a search "statement." The following is a description of the "operators" or qualifiers most commonly used in constructing search statements.

OPERATOR	EXAMPLE	DESCRIPTION/RESULT
blank	BROWN SUGAR	When no operator is specified, the "OR" operator us assumed. See OR below.
OR	BROWN OR SUGAR	Searches for documents containing EITHER one or the other term (or both) anywhere in the document, regardless of order or adjacency.
ADJ	BROWN ADJ SUGAR	Searches for documents containing the two words ADJACENT to each other, in the order specified. In this example, documents containing the phrase "BROWN SUGAR" would be retrieved.
AND	BROWN AND SUGAR	Searches for documents containing BOTH words anywhere within any document, regardless of order or adjacency.
SAME	BROWN SAME SUGAR	Searches for any document in which both terms appear within the same PARAGRAPH, regardless of order or adjacency. In this example, a document containing the phrase BROWN SUGAR would be retrieved, as well as a document containing the phrase SUGAR IS NOT BROWN.
WITH	BROWN WITH SUGAR	Same result as above (SAME) except that both terms must appear within the same SENTENCE.
XOR	BROWN XOR SUGAR	Searches for any document in which either BROWN or SUGAR appears, but NOT BOTH.
\$	BRO\$	Search terms followed by the \$ will be treated as root terms, and will retrieve any document containing any word that matches up to the \$, regardless of what follows. This example would retrieve any document containing any word whose first three letters are BRO (BROWN, BROTHER, BROOM, BROKER, BROWNIE, etc.). Truncation is especially useful in searching for a given term in either singular or plural form. Example: LAW\$ would locate documents containing either LAW or LAWS.

..BROWSE

This command selects the "Browse" mode, which permits viewing of documents retrieved through the search mode. It can be issued at any time during the search session. Commonly used forms of the command are described below:

..BROWSE 1 TITLE,AUTHOR	This command will permit browsing the documents retrieved by search 1, displaying only the Title and Author fields.
..BROWSE 1 1,2	This command will permit browsing the documents retrieved by search 1, displaying only the fields numbered 1 and 2 (see attached list of databases and their field names & numbers)
..BROWSE 2 ALL	This command will permit browsing the documents retrieved by search 2, displaying ALL fields.
DOC=5 DOC=5,10	This Browse Mode subcommand can be issued at any time after a ..BROWSE is initiated. It will cause only the "document" or range of documents specified to be displayed. In the first example, only document 5 would be displayed; in the second, documents 5-10. The term "document" is used by STAIRS to refer to the set of database items retrieved by a given search. If ten items are retrieved, the first is document 1, the second, document 2, etc.

..DISPLAY

This command will cause a list to be displayed of all the search statements and their results from the current session.

..OFF

This command returns to the main menu, from which LOGOFF can be performed, or from which a different database can be selected

NOTE: Many additional commands, subcommands, and special features are offered by the STAIRS package. Some, including ..CHANGE and ..SELECT are not commonly used in the NLC implementation. Others, including ..EXEC and ..RANK are for relatively advanced users and are therefore beyond the scope of these instructions. See "FOR FUTHER INFORMATION" (last page) for information on ordering advanced documentation.

NEBRASKA ONLINE DATABASES

Field/Paragraph Names, Numbers, Descriptions

DATABASE: **State Publications Checklist**

The Checklist is a catalog of the publications (documents) of Nebraska State government. It is a reference tool, providing access to the State documents collections of the Nebraska Library Commission and the Nebraska State documents depository libraries by subject, author, title, series, and issuing State agency. It is also an acquisitions tool--identifying new State publications and providing ordering information for them.

The Checklist database includes the full text of all Checklist entries, as well as a body of "pre-cataloged" State Documents citations that do not appear in the Checklist.

Field Number	Field Name	Field Description
1.	*RECNO	Computer record number
2.	CLASSNO	State Documents Classification
3.	*ISSUENO	Checklist issue number
4.	*ALTAGENCY	Alternate agency name flag
5.	TITLE	Document title
6.	AUTHOR	Document personal/joint corporate author(s)
7.	DATE	Publication date/Clearinghouse holdings
8.	PAGING	Pagination information & State Depository flag
9.	CONTENTS	Special contents notes (illus., maps, etc.)
10.	FREQ	Frequency of publication (for serials only)
11.	AVAILABLE	Availability/ordering information
12.	SERIES	Series title
13.	SERIESNO	Series number
14.	ABSTRACT	Annotation
15.	SUBJECT	LC subject headings (separated by semi-colons)
16.	*XREF	Subject, title, author, series cross references

DATABASE: **Nebraska Film Locator**

The Nebraska Film Locator currently includes holdings of both the Nebraska Film/AV Service and the University of Nebraska Instructional Media Center. Efforts are underway to expand this "pilot" into a full statewide union list in the future. This database makes it possible to search the full text of the Nebraska Film/AV catalog and its supplements, and the UNL film catalog simultaneously, with a single search, and to use all the advanced on-line search techniques.

Field Number	Field Name	Field Description
1.	*ITEMNO	Control number
2.	DEWEYNO	Classification number (for AV items only)
3.	TITLE	Title
4.	MEDIUM	Medium type
5.	LENGTH	Running time
6.	AUD	Audience level
7.	DIST	Distributor
8.	DATE	Production date
9.	SUBJECTS	Subject headings
10.	FEE	Rental fee (Library Commission items only)
11.	PHYSDESC	Physical Description
12.	ANNOTATN	Annotation
13.	RESTRICTN	Use restriction notes
14.	LIBRARY	Holding library's ID

DATABASE: **Nebraska Revised Statutes**

This database includes the full text of current Revised Statutes of Nebraska, including all supplements. A single search will scan the entire body of Nebraska law. This capability is especially useful in searching for highly specialized or obscure references, where the index to the Statutes is often cumbersome and confusing.

Field Number	Field Name	Field Description
1.	HEADING	Volume, chapter, article numbers & names
2.	CATCHLINE	A phrase briefly describing the subject matter
3.	LAW	Text of the statute
4.	NOTE	Various technical notes
5.	REFERENCE	? (apparently not in use)

In addition to the above "paragraphs," the following "formatted field" is included in the Statutes database:

1.	NAME	Chapter & Section numbers

DATABASE: **Introduced Bills**

This database includes the text of all current Legislative bills, in the form they are introduced (amendments are not reflected). It is expected that this database will become more comprehensive in the future, and that other related Legislative databases may become available (bill tracking, hearing schedules, worksheets, are possibilities).

Field Number	Field Name	Field Description
1.	TITLE	Describes purpose of the bill and sections of the statutes affected
2.	LAW	Text of the bill

In addition to the above "paragraphs," the following "formatted field" is included in the Introduced Bills database:

1.	DOCUMENT	Legislative Bill (LB) Number of the bill

*Internal-use fields (not relevant to STAIRS database searches)

FOR FURTHER INFORMATION:

This manual is intended to serve as a guide to the Nebraska Databases, and to provide an introduction to the IBM STAIRS system. It briefly describes the most commonly used features and capabilities of STAIRS. For more detailed information, see "IBM STAIRS/CMS Terminal User's Guide" (available through the Library Commission for $7.20).

Contact Susan Kling or Vern Buis at the Library Commission for further information about STAIRS and the Nebraska on-line database services.

Nebraska Library Commission
1420 P Street
Lincoln, NE 68508
(402) 471-2045

Revised 2-8-85

NV

NV84:D01

DOCUMENTS DEPARTMENT MONTHLY REPORT

197

	No. Received	Permanent Additions		Withdrawn	Circulation
		Bound	Unbound		
FEDERAL					
NEVADA					
OTHER STATES					
COUNTY					
CITY					
REGIONAL					
FOREIGN					
INTERNATIONAL					
MAPS					
TOTALS					

Reference questions answered from documents:

Count is taken when documents are processed, will include depository items, gifts and purchases. The number received is the total number which passes through the department including congressional bills and periodicals which are sent to serials. Permanent Additions will not include items sent to be cataloged or given to Special Collections.

MONTH BY MONTH TALLY SHEET   U. S. FEDERAL DOCUMENTS

MONTH	HOW ACQUIRED			TOTAL RECEIVED	EPHEMERALS		TOTAL	BOUND	UNBOUND	PERMANENT ADDITIONS	TOTALS
	DEPOSIT 1	GIFT 2	PURCHASE	1 - 3 4	PERI 5	X 6	5 & 6 7	8	9	8 & 9 10	4= 7 ≠ 10
Jul											
Aug											
Sep											
Oct											
Nov											
Dec											
Jan											
Feb											
Mar											
Apr											
May											
Jun											
Annual											

MONTH BY MONTH TALLY SHEET DOCUMENTS OTHER THAN U. S. G. P. O.

	NEVADA		OTHER STATES		COUNTY		CITY		REGIONAL		FOREIGN	INTN'L
Month	Rec'd	Added	Rec'd	Added	Rec'd	Added	Rec'd	Added	Rec'd	Added	Foreign	Intn'l
July												
Aug												
Sept												
Oct												
Nov												
Dec												
Jan												
Feb												
Mar												
Apr												
May												
June												
Annual		1312									1313	

Added means all documents which are permanent additions. Received are all that are processed, including periodical and ephemeral materials. Bound volumes are listed with the "added" with a parenthetical notation.

NV86:J01

NEVADA OFFICIAL
PUBLICATIONS
CATALOG
1861—
10,000 Entries

* * *

AACR Cataloging
L.C. Subject Headings
Four Sections

* * *

4x6 Microfiche
Annual
Semiannual Update

BULK RATE
U.S. POSTAGE
Paid
Carson City, Nevada
Permit No. 15

DOCUMENTS SECTION
NEVADA STATE LIBRARY
Capitol Complex
Carson City, Nevada 89710

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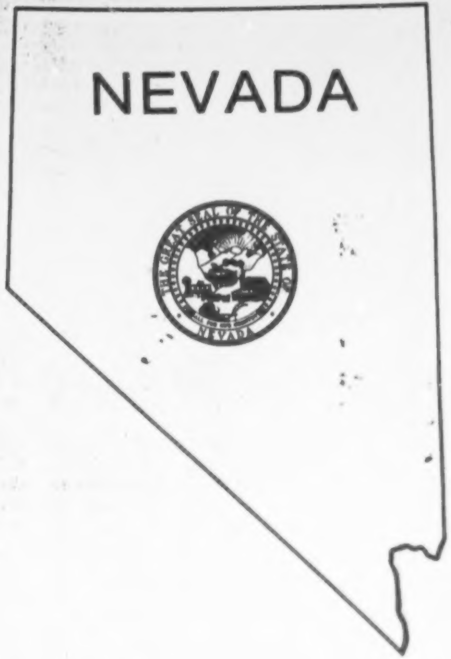

NEVADA
OFFICIAL
PUBLICATIONS
CATALOG

472

THE NEVADA OFFICIAL PUBLICATIONS CATALOG (NOPC)

Includes:

all Nevada State, County, and City government publications identified by the Nevada State Library 1861 to present.

* * *

The more than 10,000 document entries are cataloged based on Anglo-American Cataloging Rules (with modifications). Documents are subject classified according to Library of Congress Subject Headings and classified according to Swank rules for classification of state documents.

1316

The 1980 edition of NOPC is available on 4x6 microfiche. It is replaced annually and updated semi-annually.

* * *

NOPC contains the following four separate listings of its contents:

Keyword - a complete alphabetical listing of all keywords in each title, followed by the complete title and the call number.

Main/Added Entry—a complete alphabetical listing by main entries and added entries. Tracings are omitted.

Title—a complete alphabetical listing by titles and added titles. Tracings are omitted.

Subject—a complete alphabetical listing by assigned subject headings. Tracings are omitted.

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ORDER HERE

Quantity

.... NEVADA OFFICIAL PUBLICATIONS CATALOG on 48x microfiche @ . . $15.00 $........

.... NEVADA OFFICIAL PUBLICATIONS CATALOG semiannual update @ . . $5.00 $........

.... Bill me with the first shipment.

Send materials to:

....

....

....

....

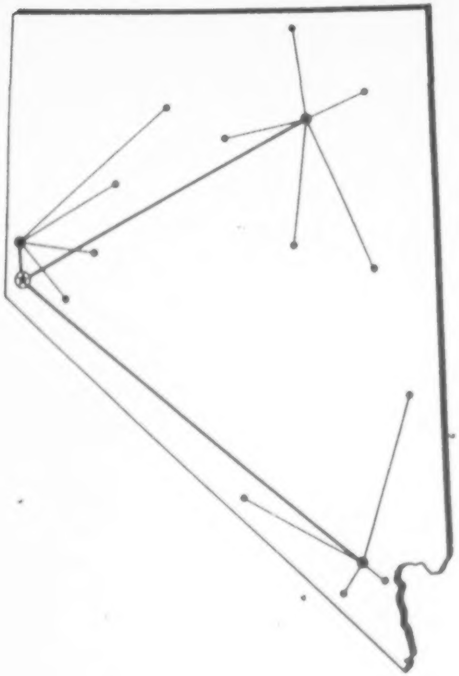
Send order to:

STATE PUBLICATIONS DISTRIBUTION CENTER
c/o Nevada State Library
Capitol Complex
Carson City, Nevada 89710

1317

NV86:J0

Documents Distribution Center
Nevada State Library
Capitol Complex
401 N. Carson Street
Carson City, Nevada 89710



JOSEPH J. ANDERSON, *State Librarian*

SPO, CARSON CITY, NEVADA, 1975 O-1227

1313

1313

ABOUT THE NEVADA STATE PUBLICATIONS DISTRIBUTION CENTER

QUESTIONS	ANSWERS
1. What is the State Publications Distribution Center?	1. Located in the Nevada State Library, it is directed by NRS 378.180 et seq. to collect, ". . . a specified number of copies of each of its state publications to meet the needs of the depository library system."
2. What is the depository library system?	2. It is a network of five university and public libraries in the State plus the Legislative Counsel Bureau, Nevada State Archives, California State Library and the Library of Congress.
3. For what purpose does the depository system exist?	3. It is to ensure that a record of your activities will be widely available for today's citizens as well as for future generations.
4. How many copies of each publication is needed?	4. At least seventeen copies of each publication are needed to meet the needs of the depository system. Any extra copies you can send are distributed on request to other state agencies and libraries both in and out of the State of Nevada.
5. What is an official state publication?	5. "State Publication" includes any document prepared by any method of printing or duplicating (except by use of carbon paper) for public distribution. NRS 378.
6. How does the depository system benefit your agency?	6. Nevada State Agencies have their publications exposed to more people, hence a better return on time and effort invested in preparation of material. The program insures that copies of all documents will be on permanent file at the State Library for research needs. You will be made aware of other agency publications you may want to use.
7. How are the documents publicized?	7. They are included on our monthly NEVADA OFFICIAL PUBLICATIONS list, which is distributed to all agencies and libraries in Nevada and many out of state. They may be included in the Library of Congress MONTHLY CHECK-LIST OF STATE PUBLICATIONS also. If you are not on the mailing list, give us a call.
8. Where do I send seventeen or more copies of each official state publication?	8. Documents Distribution Center Nevada State Library Carson City, Nevada 89701
9. Whom do I contact if I have more questions?	9. Joan Kerschner Documents Librarian Telephone (702) 885-5160

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NV86:J03

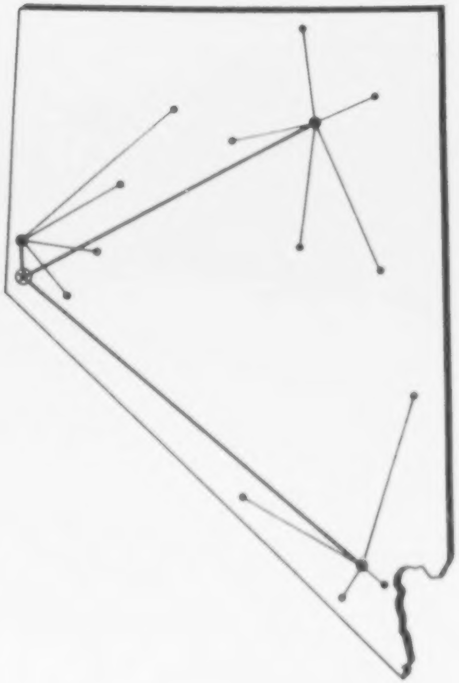
Send 20 copies of your publications to:

Documents Distribution Center
State of Nevada–Capitol Complex
Nevada State Library
Carson City, Nevada 89710

Complete reference service is offered from State Publications. Call us with your questions.

JOAN KERSCHNER
Documents Librarian
Telephone 885-5160

Documents Distribution Center
State of Nevada–Capitol Complex
Nevada State Library
Carson City, Nevada 89710



JOSEPH J. ANDERSON, *State Librarian*

SPO, CARSON CITY, NEVADA, 1975

THREE

FOUR

ONE

WHEN YOU DO ONE THING . . .
THEN WE'LL DO THREE

When you as an administrator or staff member of a state agency send the State Library twenty copies of your publications you are achieving two worthy goals with one effort.

You are:

—insuring that a record of your activities will be widely available for today's citizens as well as for future generations.

—complying with the law!! NRS 378.-180 provides that every state department, division, bureau, commission, or agency shall deposit a specified number of copies of each of its publications* with the State Publications Distribution Center to meet the needs of the depository library system and to provide interlibrary loan service to those libraries without depository status.

WHEN YOU:

—send us at least 17 copies of your publications . . .

WE WILL:

1. Place two copies of your publication in the State Library's permanent reference collection. One copy is always kept on file for consultation or for photocopying. The other copy is for loan purposes.

2. Send copies to other libraries. Two copies will be sent to the Library of Congress, one to the California State Library, one to the Nevada State Archives, and one to the Legislative Counsel Bureau. We will deposit two copies with each of the five public and university depository libraries in Nevada. These depository libraries have agreed to maintain and make available the materials sent to them. Any extra copies you can send are placed on file at the distribution center and are sent upon request to other libraries and research firms throughout Nevada and the United States.

3. Include your agency's reports and pamphlets on our monthly *Nevada Official Publications List* which is distributed to state agencies and libraries in and out of Nevada.

EVERYONE WINS . . . .

Nevada citizens have better knowledge of and easier access to the publications of their state government.

Nevada State agencies have their publications exposed to more people, hence a better return on time and effort invested in preparation of material. The program also insures that copies of all documents will be on permanent file at the State Library for research needs in the years to come.

Nevada libraries—both state and local—are better able to serve the informational needs of their patrons.

---

*"State Publication" includes any document prepared by any method of printing or duplicating (except by use of carbon paper) for public distribution.

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NH

1326

NH93:B01

NEW HAMPSHIRE STATE LIBRARY
REFERENCE & INFORMATION SERVICES SECTION
State of New Hampshire Department of Cultural Affairs / Division of Libraries

January 25, 1993

Karen Smith
University of Buffalo
Lockwood Memorial Library
Reference and Collection
  Development Department
Buffalo NY 14260

Dear Ms. Smith:

I am replying to your letter of January 20th in which you requested up-to-date information on databases, CD-ROM products and other electronic formats for state and local information and copies of state and local documents collection policies. In regard to the first request, the NH State Library hopes to have legislation introduced in 1994 which would update the definition of publication in the depository law to include titles in electronic format. I presently do not have a list of the databases produced by state agencies. To my knowledge there are no databases available on CD-ROM.

In regard to the second request, the State library does not have a separate collection development policy for state publications.

Sincerely,

John J. McCormick, Supervisor
Reference and Information
  Services Section

JJM:dmd

copy to Lori Smith
3-23-93

20 Park Street • Concord, New Hampshire 03301-6303
603 / 271-2144 / 2239 • FAX / 271-2205 • TDD Access: Relay NH 800 / 735-2964, 603 / 271-2394

NJ

1328

NJ93:B01

THE STATE UNIVERSITY OF NEW JERSEY
RUTGERS

Mabel Smith Douglass Library • Douglass and Cook Colleges
Chapel Drive • P.O. Box 270 • New Brunswick • New Jersey 08903-0270

Hi Margaret —

Apologies again for these late responses

New Jersey states that they have no electronic formats and the only collection development policy is that "we collect anything we can get our hands on to send to the depositories"

If possible, I will "phone poll" the cataloging question & fax these responses to you early next week

New Jersey's response to that question is that the State Library catalogs NJ depository documents using AACR2 Frances Radost is the person responsible.

Hope to see you in New Orleans, although I may have a meeting conflict

Take care,

Rebecca Gardner

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The State Data Center: Dependable data about New Jersey

A cooperative effort between the State and the U.S. Census Bureau, the New Jersey State Data Center collects and analyzes volumes of information about New Jersey and New Jerseyans — from income, population and census figures to numbers on housing, manufacturing, and retail trade — then makes it available to you in four easy-to-use formats:

- **Publications and reports** (both in print and on diskette) on the 1990 Census, population projections, building permits and the statistics available through New Jersey state government.

- **The Electronic Bulletin Board** of computerized data, providing instant access to statistics on population, unemployment, occupational projections, and construction activity as well as press releases from the New Jersey Department of Labor.

- **Workshops and conferences** on topics such as "Data for Dollars" (helping small businesses use data for marketing and site selection) and "Census '90" (a review of Census data and how to use it).

- **A statewide network** of more than 100 agencies—including Princeton's and Rutgers's Computer Centers, the New Jersey State Library, and the Rutgers Regional Report—that offers you access to more localized demographic and economic data at a site near you.

So if you're a planner, legislator, journalist, or business decisionmaker, make the NJSDC your first call (609/984-2595). We'll send you a complete list of publications and help direct your search.

NEW JERSEY
STATE
DATA
CENTER

The State Data Center. All About New Jersey.

The New Jersey State Data Center • Division of Labor Market & Demographic Research •
New Jersey Department of Labor • CN388 • Trenton New Jersey 08625-0388 • 609/984-2595

(In answer to the electronic info question)

1330

NJ85:D01

State of New Jersey
DEPARTMENT OF EDUCATION
STATE LIBRARY
185 WEST STATE STREET CN520
TRENTON, N.J. 08625

MEMORANDUM

TO: N.J. Documents Depository Librarians
FROM: Robert Lupp, Supervising Librarian, New Jersey Reference Services
DATE: 20 May 1985
SUBJECT: New inspection program for depository libraries

Attached is a copy of the inspection form that will be used in our new program for New Jersey documents depository inspections. Please examine it carefully.

Pages 13 to 18 reprint the agreement between your library director and the State Librarian that is the basis for the depository program. The questions on the inspection form relate both to these things your library has agreed to do and to things we would like to know.

I would like to call your attention to two specific questions. I.D. caused problems in two of the three tests we ran. We do not require anything lengthy or elaborate, but you must have something. I am including with this package a copy of the simple sheet we have available for patrons here at the State Library.

The other question is IV. L. Based on phone calls we still receive from librarians who say they are new to the job and have no material to guide them, this still seems to be a problem.

The basic inspection is a simple pass-fail system. I tried a point system but found it too cumbersome to be effective. Each question marked with an asterisk is directly related to an item in the agreement. Each of these marked questions must receive at least the minimum acceptable response. This is indicated by the citation to the agreement which is printed next to it. Failure on any of these marked questions causes failure on the inspection. Your library will have 90 days to correct the matter.

Question VIII.B. is a test of your ability to retrieve actual documents. The specific list will change every few months. You will have a maximum of one hour to locate these.

My New Jersey Documents Librarian, Linda Kay, and I conducted three tests of this program in three different types of libraries this spring. We found that the inspections take about four to four-and-a-half hours exclusive of our travel time and break times.

We hope to be able to conduct 13 inspections each year. That will enable us to visit all the depository libraries in New Jersey in four years.

We will not conduct surprise visits. One of us will contact you at least several weeks before we would like to visit to arrange a mutually convenient day.

If you have any questions about this new program or the form, please call me at 609-633-7227 or Linda at 609-292-6294. We will also be happy to accept volunteers!

ss

New Jersey Is An Equal Opportunity Employer

NJ 85:D01

NEW JERSEY STATE DOCUMENTS
SECONDARY DEPOSITORY LIBRARY PROGRAM
INSPECTION VISIT FORM

Date of visit:

Library:

Address:

Phone:

Type of library:

________Municipal Library

________County library

________Two-year college library

________Four-year college library

________University library

________Law school library

________Other.

Year library became a secondary depository:

Inspection visit conducted by:

________Library passed inspection, materials sent on __________.

________Library failed items: _______________

Materials including ninety-day notice sent on ________

Introduction

Section 5.1 of the New Jersey documents secondary depository agreement provides that the State Library as "the primary depository will make periodic inspections to insure compliance with this agreement." These inspection visits are to help insure that the residents of New Jersey have good access to the publications of their state government.

Items marked with an asterisk relate directly to items in the agreement. The specific item number is cited within parentheses alongside the minimum acceptable response.

Questions not marked with an asterisk provide us with additional information on your library, your collections and your services. All the information gathered in this visit may be considered in future revisions of the priority list.

A copy of the secondary depository agreement is attached to this inspection form.

A copy of the completed inspection form with a brief report will be mailed to your library director after the visit. Should you fail to meet any of the minimum standards, you will have 90 days to correct the situation as provided by section 5.2 of the agreement.

The staff of the State Library hopes you will find this inspection visit to be informative and of value to your services.

I. ACCESSIBILITY.

*A. Is the library's documents collection accessible to everybody regardless of municipal residence or academic affilliation?

________Yes. (3.1)

________No.

B. Does the first library employee stationed inside the main entrance who is met by a patron know where the New Jersey documents are located?

________Yes.

________No.

What is the function of this person?

________Guard	_______Circulation
________Information	_______Other:

C. Does the library's promotional material, including handbooks, mention the existence of this collection?

________Yes. ________No.

*D. Does the library have "a brief descriptive guide to its collection of New Jersey Documents for the use of the library's patrons"?

________Yes (3.8) _______No.

E. Does the library's internal signage include this collection?

________Yes, prominently.

________Yes.

________No.

F. Is the collection located in a central part of the library?

________Yes. ________No.

I. G. Is the collection located in special room with more limited hours than those of the main part of the library?

________Yes. ________No.

If yes please identify:

*H. Is the collection available "at all times that general reference assistance is available" in the library?

________Yes.(3.6) ________No.

*I. Is reference assistance provided to the depository collection "at all times that general reference assistance is available"?

________Yes. (3.6)

________No.

II. PHYSICAL CONDITION.

A. Are the collection's stacks or files open to the public?

________Yes, all are open.

________Partially, about________% are open.

________No, they are closed.

B. Is there a ready reference shelf of New Jersey documents?

________Yes. (Give brief description on back of page)

________No.

*C. How does the physical condition of this collection seem relative to that of the other collections in the library?

________Better than the rest.

________About the same. (3.5)

________Worse than the rest.

II. D. Are the collection and its area neat, orderly and clean?

________Yes. ________No.

E. What is the approximate size of the collection?

________x 2-foot shelves

________x 3-foot shelves.

________x file drawers.

III. STAFF.

*A. Who is the "full-time librarian" who has "overall responsibility for management of and reference assistance to the...New Jersey Documents Collection"?

(3.4):

Phone:

B. What other staff works directly with the collection and its maintenance? Names need not be supplied, but identify as full- or part-time (with the library), professional or clerical.

IV. TECHNICAL SERVICING OF THE DEPOSITORY COLLECTION.

*A. Shipments are opened

________within one working day of receipt.

________within five working days of receipt

________within ten working days of receipt, (3.3)

________within a longer time period.

B. Are there any unopened shipments at the library today?

________Yes, Shipment number:

________No. (Count as no if package arrived same day as inspection visit).

IV. C. Are the shipping lists checked against the shipment?

________Yes. ________No.

D. Are the call numbers that are supplied on the shipping list used either by being written on the document or in some other way?

________Yes. Explain:

________No.

E. Who actually does A, C, and D above?

________The librarian assigned to the collection.

________Another librarian.

________A clerical employee assigned to the collection.

________A student assistant.

________Other:

F. Are items marked in some special way to identify them as depository items?

________Yes. ________No.

G. Each publication is dated

________with shipping list date (or number).

________with the date of processing.

________in special manner

________not dated by library.

1337

IV. *H. The library keeps as "a record of shipments received":(3.3)

________a file of the shipping lists.

________a listing of shipment numbers received with date.

________a listing of shipment numbers received without date

________none kept.

I. Is a shelf list maintained for the collection?

________Yes, for the entire collection.

________Yes, for part of the collection.

________No.

J. Are any other accessions lists or files created and maintained?

________Yes:

________No.

K. After the documents have been received in the library, they are retrievable for public use:

________within one working day of receipt.

________within two/ten working days of receipt.

________within eleven/twenty working days.

________within more than twenty working days.

*L. Does the library have its basic procedures for handling the depository collection written down so that replacement staff can know what has been done?

________Yes. (3.8)

________No.

M. Does the library keep a copy of the latest priority list on file?

________Yes. ________No.

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IV. N. Does the librarian assigned to the collection know the library's priority number?

________Yes, it is # .

________No.

O. Does the library receive catalog copy from us?

________Yes. ________No.

P. If O is yes, how do they use the catalog copy?

Q. Does the library have access to OCLC?

________Yes. ________No.

R. If it has OCLC, does the library use it for its documents work?

________Yes. ______No.

S. Does the library have access to RLIN?

________Yes. ________No.

V. SUBJECT ACCESS.

*A. Item 3.7 of the agreement calls for subject access to materials according to a set of options. Which one is this library using?

________a) Full cataloging, including subject entries, in the main public catalog;

________b) a special documents catalog that includes subject entries;

________c) a special subject card file that covers all the documents;

V. ________d) pamphlet files for all materials, arranged by subjects, with a minimum of 40 different subjects;

________e) use of the Primary Depository's subject-based classification scheme for all non-serial materials...;

________Or, some other system approved by the Primary Depository in writing.

________No subject access is provided.

B. Is subject access provided only for the materials received since the agreement?

________Yes.

________No, subject coverage has been made retrospective to________.

VI. CIRCULATION

A. The circulation policy in this library is that:

________all New Jersey state documents in the depository collection are available for circulation.

________some documents are kept in reference and some are available for circulation.

________all the documents are considered reference and do not circulate.

VII. STATISTICS.

A. Does the library keep statistics on document uses and users?

________Yes, a recent copy is attached.

________Yes, but none are attached.

________No.

VIII. RETENTION AND LOCATION OF SPECIFIC MATERIALS.

A. How does the library recognize that it has held a document for the mandatory five years and that it can be discarded?

________Each item is dated as described in IV G above.

________Shipping lists are retained and reviewed.

________Other. (Reviewing by date of publication is not considered acceptable as the year of publication does not always represent the year the item was made available).

B. Test for location of specific items. The ten items in Appendix I have been selected from shipping lists of the past 4½ years. Can they be located? (Circulation records are acceptable.)

________Located all. Excellent.

________Located 8-9. Good.

________Located 6-7. Poor.

________Located 5 or fewer. Serious problem.

IX. OTHER DOCUMENTS.

A. Is this depository collection supplemented with other New Jersey State documents?

________Yes, the library is on some special, direct mailing lists.

________Yes, the library tries to acquire items that agencies do not supply to the network in full quantity.

________Yes. library sometimes borrows items from the State Library or another library to copy for its collection.

________No, it relies solely on the depository shipments.

IX. B. This library is also a depository for

________municipal documents for ______________

________county documents for ____________________

________U.S. documents

________U.N. documents

________other documents:______________

C. This library is not a depository but does collect some documents from ______________

X. MICROFORM CAPABILITY.

A. The library currently has in any of its collections

________microfilm

________microfiche

________computer on-line data bases

________only paper items.

B. The library has within reasonable proximity to the documents collection

________a coin operated photocopy machine.

________a microfilm reader

________a microfilm reader-printer

________a microfiche reader

________a microfiche reader-printer

________a microfiche duplicator

________other

________none of the above.

XI. COMMENTS BY THE INSPECTED LIBRARY.

XII. COMMENTS BY THE INSPECTOR.

RL 1985

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION
Division of the State Library
Barbara F. Weaver, Assistant Commissioner/State Librarian

Bureau of Law and Reference Services.
(609) 292-6294

185 West State Street
Trenton, NJ 08625-0520

Agreement between the New Jersey State Library, Bureau of Law and Reference Services acting as the Primary Depository for New Jersey State Documents, and

acting as a

Secondary Depository for New Jersey State Documents.

1.1 The accepts designation as a Secondary Depository for New Jersey State Documents as offered by the New Jersey State Library and accepts the conditions for such status as agreed to in this contract.

2.1 The Primary Depository shall secure copies of State publications as specified in NJSA 52:14-25.1 and 52:14-25.2.

2.2 The Primary Depository shall ship documents to the Secondary Depositories at least once a month with shipping lists provided and the shipments numbered consecutively within the calendar year.

2.3 When the issuing agency fails to deliver to the Primary Depository enough copies to provide one copy to each Secondary Depository, the items provided will be sent to the Secondary Depositories according to a priority list developed and published by the Primary Depository.

2.4 The Primary Depository will attempt to replace items missing from shipments or missing shipments for the Secondary Depositories when claimed according to 3.3 below.

2.5 The Primary Depository shall retain forever all State publications with the exception of certain ephemeral materials such as news releases, press summaries and announcements and agency reprints of laws.

2.6 The Primary Depository will maintain both reference and circulating copies of most of the documents in its collection, thereby insuring the availability of State documents to researchers and libraries.

3.1 In exchange for the prompt procurement and free shipment of State documents, and in order to provide a local complement to the Primary Depository collection, the Secondary Depository agrees to maintain its collection for the use of the residents of New Jersey as follows.

3.2 All Secondary Depositories agree to accept and service all materials sent to them whether in paper copy or microform. The Secondary Depository may if it so desires convert microform to paper copy or convert paper copy to microform.

3.3 The Secondary Depository shall keep a record of shipments received, shall open each shipment within ten working days of receiving it, shall claim missing shipments and missing items within a shipment within a month, and shall return duplicate shipments received by mistake.

3.4 A full-time professional librarian shall be designated by the Director of the Secondary Depository to serve, as one of his/her duties, as the person with overall responsibility for management of and reference assistance to the Secondary Depository's New Jersey Documents Collection. This person's name shall be reported to the Primary Depository by the Director of the library.

3.5 The Secondary Depository shall maintain the depository collection in as good physical condition as the other collections in the library.

3.6 The Secondary Depository shall make the depository collection available for use by the general public and shall provide reference assistance at all times that general reference assistance is available.

3.7 Beginning with shipments received two months after the date of this agreement, the Secondary Depository shall provide subject access to all newly received material. The following are several different forms of subject access any one of which is automatically acceptable to the Primary Depository. Other means of access must have the written approval of the Primary Depository.

a) Full cataloging, including subject entries, in the main public catalog; or

b) a special documents catalog that includes subject entries; or

c) a special subject card file that covers all the documents; or

d) pamphlet files for all materials, arranged by subjects, with a minimum of 40 different subjects; or,

e) the minimum acceptable, use of the Primary Depository's subject-based classification scheme for all non-serial, non-periodical materials

e) (call numbers will be provided on the shipping list), providing that the reference staff maintains a list of the cutter numbers and understands how to use the classification system as a subject approach.

3.8 The Secondary Depository shall assemble basic written procedures for the use of the library's staff and a brief descriptive guide to its collection of New Jersey Documents for the use of the library's patrons.

3.9 The Secondary Depository may set its own circulation policy for New Jersey Documents.

3.10 The Secondary Depositories were estabished to provide access to current materials. All materials received by the Secondary Depository from the Primary Depository must be retained for five years from date of receipt and then may be discarded at the option of the Secondary Depository; ephemeral items as listed in 2.5 above may be discarded when no longer of value to the Secondary Depository. Superseded lists, directories and guides may be discarded.

3.11 Those Secondary Depository libraries who choose to build strong, retrospective collections may enter into a separate "Secondary Retrospective Depository Library" agreement with the Primary Depository. These "S.R.D.L." shall be given high priority in the assignment of documents in short supply.

4.1 Because Law School Libraries are the only highly specialized libraries within this Depository Network, the following option is made available to them.

4.2 Law School Libraries may reject any materials* at the time they are received if two conditions are met:

a) There must be a non-Law School Secondary Depository within the same legal municipality so that the residents of that municipality do not lose access to full depository; and

b) the Law School Library must return to the Primary Depository at the Law School's expense at least quarterly all times it has chosen not to retain from current shipments.

4.3 This Law School Option applies only to selection at the time of receipt of shipments and does not affect any other provisions of this agreement.

5.1 The Primary Depository will make periodic inspections to insure compliance with this agreement. Libraries found to be not in compliance will be given written notice by the Assistant Commissioner/State Librarian of the areas of non-compliance.

5.2 Failure of the Secondary Depository to correct cited areas of non-compliance within 90 days of notification can result in the removal of its Secondary Depository designation upon a hearing held by the Assistant Commissioner/State Librarian at which the Secondary Depository may be heard.

5.3 The Secondary Depository can relinquish its Secondary Depository status voluntarily by making written application to the Assistant Commissioner/State Librarian.

---

* "may reject any materials": a clarification of this is available from the Primary Depository.

5.4 This agreement goes into effect immediately and remains in effect indefinitely unless the depository law is changed or until replaced by a new agreement.

____________________	____________________
Barbara F. Weaver, Assistant Commissioner/State Librarian for the Primary Depository	
____________________ Date	____________________ Date

BFW/REL/PC
1/14/80

BFW/REL/SS
1/30/85

NM

1350

NM93:B01

NEW MEXICO STATE LIBRARY

February 15, 1993

Chris Fowler
State and Local Documents Task Force
Government Documents Round Table, ALA

Dear Chris

Sorry for the delay in answering - your letter got lost in a pile of documents.

In answer to your questions --

Although there are certainly databases and other electronic formats in use in state government here, there are none which are considered state documents, and thus in our depository system. The one CD Rom product I am aware of is one which has the State Statutes,some case law, and recent attorney general opinions. It is sold through our Compilation Commission, but for big bucks - something like $1200 yearly - so we don't even have a copy, much less our depository libraries. One of the goals of the State Library is to get a handle on these various databases, and hopefully up the road, obtain access tothem.

Enclosed is our brief state document collection policy.

I hope this helps.

Norma McCallan
Norma McCallan
Southwest/State Documents Librarian

325 DON GASPAR • SANTA FE, NEW MEXICO 87503 • (505) 827-3800 • A DIVISION OF THE OFFICE OF CULTURAL AFFAIRS

NM85:H01

NEW MEXICO DOCUMENTS DEPOSITORY LAW

NMSA 1978 Supp. 18-2-4.1

DEPOSITORY LIBRARY MANUAL

Prepared by Sandra K. Faull
Documents Librarian
New Mexico State Library

2nd Edition
August 1985

1352

ACKNOWLEDGMENTS

This manual is based on Documents*Distribution*Depositories prepared by the Documents Committee of the Louisiana Library Association, June 1972. The section on binding is taken directly from this publication.

Special thanks go to Grace Moore, Documents Librarian, Louisana State Library for her coodination of the Documents on State Documents collection gathered by the State and Local Taskforce of the Government Documents Round Table of the American Library Association. This collection has proved invaluable in the development and revision of this manual.

In addition, thanks are due to the many librarians who have served on the New Mexico Depository Library Council over the past five years and their suggestions and contributions to this manual.

PREFACE

This manual is meant to be a guide for handling state documents for depository libraries. It is not meant to be a finished product, but rather will be continually updated and added to as needed. Space is provided under most sections for the policies and procedures of each library.

If there are additional areas that any depository library wants included in this manual or changes to what is included, please let me know and I will send out amendments or updates to this manual. For this reason, I would suggest that the manual be kept in a notebook or binder so that additions could be made easily. I would also suggest some way of handing it on to a new employee given responsibility for state documents. Many libraries ended up losing their copy of the manual.

Sandra K. Faull
Documents Librarian
New Mexico State Library
Santa Fe, New Mexico

August 1985

TABLE OF CONTENTS

ACKNOWLEDGMENTS..................................i

PREFACE..ii

NEW MEXICO DEPOSITORY LAW........................1

NEW MEXICO DEPOSITORY RULES.......................2

NEW MEXICO STATE DOCUMENTS DEPOSITORY LIBRARIES...5

MAP, N.M. STATE DOCUMENTS DEPOSITORY LIBRARIES....6

CREATION OF DEPOSITORY LIBRARIES..................7

DISTRIBUTION AND MAILING..........................8

RECEIVING...10

CLAIMS..11

CLAIM FORM..12

CATALOGING..13

AUTHOR HEADINGS...................................13

NEW MEXICO CLASSIFICATION SYSTEM..................13

BINDING*..13

WEEDING COLLECTIONS...............................14

STATISTICS AND FORMS..............................15

CIRCULATION.......................................15

CORE COLLECTION...................................16

DEPOSITORY LIBRARY COUNCIL........................18

TRAINING..21

BIBLIOGRAPHIC COVERAGE OF NEW MEXICO DOCUMENTS....21

ARTICLES AND PUBLICATIONS.........................22

1355

18-2-4.1. State publications; copies required.

A. Unless otherwise directed by the state librarian, every state agency shall deposit twenty-five copies of all its publications intended for public distribution, when issued, with the state library depository for depository and distribution purposes, excluding those publications issued strictly for internal use and those intended for public sale.

B. The state librarian shall determine the number of copies of regularly issued publications required to meet the needs of the various libraries in the state, and shall inform the affected agencies of the exact number of copies required.

History: 1953 Comp., § 4-11-3.2, enacted by Laws 1978, ch. 140, § 2.

18-2-7.1. Distribution system; limitation.

The state library depository shall not engage in the direct distribution of state publications to the general public except in those cases where the state library does so in the course of operating as a library or a state extension service.

History: 1953 Comp., § 4-11-6.1, enacted by Laws 1978, ch. 140, § 3.

Appropriation. — Laws 1978, ch. 140, § 4, appropriates $32,000 from the general fund to the library division, or its successor agency, to develop and administer the state library depository and distribution system in the sixty-seventh fiscal year and provides that any unexpended or unencumbered balance shall revert to the general fund.

ARTICLE 3

State Museums and Societies

Sec.
18-3-2. Museum board of regents; appointment; terms; vacancies.
18-3-3. Board of regents; powers and duties.
18-3-4. Museum division; creation; director.
18-3-5. Director; powers and duties.
18-3-6, 18-3-7. Repealed.

18-3-2. Museum board of regents; appointment; terms; vacancies.

The "museum board of regents," comprised of seven members appointed by the governor, with the advice and consent of the senate, is created. In making the appointments the governor shall appoint residents of New Mexico and give due consideration to geographical distribution of the members. The members shall be persons conversant with or showing a continuing interest in history, fine arts, Indian art, folk art or anthropology. The members shall be appointed for terms of six years or less in such manner that the terms of at least two but no more than three members shall expire on July 8 of each odd-numbered year. Vacancies shall be filled by the governor for the remainder of the original term. Members of the museum board of regents shall receive per diem and mileage as provided for nonsalaried public officers in the Per Diem and Mileage Act [10-8-1 to 10-8-7 NMSA 1978], and shall receive no other compensation, perquisite or allowance.

History: 1953 Comp., § 4-12-33, enacted by Laws 1978, ch. 164, § 1.

Repeal. — Laws 1978, ch. 164, § 5, repeals 4-12-33 to 4-12-37, 1953 Comp. (18-3-2 to 18-3-7 NMSA 1978), relating to board of regents, director and private fund donations of the museum of New Mexico, effective March 31, 1978.

18-3-3. Board of regents; powers and duties.

The board of regents shall:

A. elect from among its members a president and other officers deemed necessary by it;

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EDUCATIONAL FINANCE AND CULTURAL AFFAIRS
NEW MEXICO STATE LIBRARY
300 Don Gaspar
Santa Fe, New Mexico 87503

SL Rule 79-1

February 1, 1979

STATE DOCUMENTS DEPOSITORY CLEARINGHOUSE

1. These rules are published pursuant to the New Mexico Documents Law. (NMSA 78 supp. 18-2-4.1)

2. These rules in no way amend or alter the State Rules Act and the obligations thereof. (NMSA 78 14-4-1)

3. Rules binding on the State Documents Depository Clearinghouse.

    a. CHECKLIST: New Mexico State Records Center in cooperation with the State Documents Depository Clearinghouse shall publish an official list of state publications and rules received by both agencies.

    b. LIAISON: State agencies shall be notified to provide the proper numbers of copies of state publications and rules for distribution to depository libraries. Every effort shall be made to keep up an established liaison with state agencies in order to insure that adequate numbers of copies of state publications and rules are filed.

    c. DEPOSITORY LIBRARIES: The state librarian shall designate the institutions that will be depositories for New Mexico state documents.

    d. CLASSIFICATION OF DOCUMENTS: The State Documents Depository Clearinghouse staff will assign classification numbers to all state publications and rules received from any source prior to distribution to depository libraries.

    e. DEPOSITORY SHIPMENTS: The librarian, State Documents Depository Clearinghouse will forward on a regular basis, via the most economical means, shipments of state publications and rules to depository libraries.

    f. SHIPPING LISTS: The librarian, State Documents Depository Clearinghouse will provide sufficient bibliographic information on the monthly issues of the shipping list to enable depository libraries to check in the publications and rules received.

g. STATE AGENCY LIST: The librarian, State Documents Depository Clearinghouse shall publish from time to time an updated edition or revision of the state agency author headings list.

h. INFORMATION CLEARINGHOUSE: The librarian, State Documents Depository Clearinghouse shall, serve as an information clearinghouse with and among depository libraries on matters of interest such as availability of microfilm publications, discarded state publications and other matters of common interest. Such information will be added to the end of the shipping list or made available in the most expedient manner.

i. DEPOSITORY LIBRARY COUNCIL: The librarian, State Documents Depository Clearinghouse shall, in consultation with the state librarian, choose depository library representatives to form a council to the clearinghouse.

j. DEPOSITORY CONTRACT: The librarian, state documents depository clearinghouse will formulate the contract to be signed by the contracting depository libraries.

k. INSPECTIONS: The librarian, state documents depository clearinghouse will make periodic inspections of all depository libraries to determine that the regulations are being carried out.

l. TRAINING: The librarian, state documents depository clearinghouse will provide basic training to all designated personnel who are named responsible for state documents in depository libraries. In addition, advanced traing will be provided as needed.

m. OWNERSHIP: The New Mexico State library shall retain ownership of New Mexico State documents deposited in libraries within the state of New Mexico.

n. SALES ITEMS: Documents available only through purchase must be obtained directly from the agency of publication by the depository library, if it desires the publication.

4. Rules binding on State Agencies.

A. DEFINITIONS:

a. The term "State Agency" means every state office, officer department, division, section, unit, service, bureau, commission, committee, and subdivision thereof of all branches of the State Government and which agencies expend appropriations of state funds.

b. The term "publications" means any document, report, directory,

4. Rules binding on State Agencies.

   A. DEFINITIONS CON'T:
      b. bibliography, newsletter, pamphlet, brochure, periodical, or other printed material paid for in whole or in part by funds appropriated by the State Legislature or issued at the request of a State Agency; excepting however, correspondence, inter-office memoranda, confidential publications and items for sale.

      c. The term "rule" means any rule, regulation, order, standard statement of policy, including amendments thereto or repeals thereof, issued or promulgated by an agency of state government and purporting to affect one (1) or more agencies besides the agency issuing such rule or to affect persons not members or employees of such issuing agency.

   B. In addition to publications, all rules and regulations promugated by all state agencies shall be deposited with the Clearinghouse and New Mexico State Records Center.

   C. PUBLICATIONS OFFICER: Each State Agency shall inform the New Mexico State Documents Clearinghouse, and New Mexico State Records Center of the person, persons or positions responsible for collecting publications and rules of that agency.

5. Rules binding on the depository libraries.

   Any officially designated depository library shall agree to the following conditions, with the understanding that prolonged failure to comply with the provisions is sufficient grounds for cancellation of the contract and the removal of the privileges of the depository library status.

   a. SPACE: The depository shall provide space to adequately house the publications and rules in a manner approved by the clearinghouse. (subject to inspection.)

   b. RECORD OF RECEIPT: The depository shall provide an orderly systematic record of receipt of all documents from the Clearinghouse and all state publications and rules shall be processed and shelved within thirty days after receipt.

   c. REFERENCE SERVICE: The depository shall provide personnel to provide service to patrons of the depository in the use of such publications and rules.

   d. PUBLIC ACCESS: the depository agrees to make the documents

5. Rules binding on the depository libraries con't.

   d. available for public use and in the case of microforms, to provide adequate equipment for viewing them.

   e. INTERLIBRARY LOAN: The depository agrees that all patrons' concerning state documents that it cannot fill will be channelled within a reasonable amount of time through the regular New Mexico Interlibrary Loan Network.

   f. CLAIMS: Publications and rules listed on a shipping list, but not received or defective copies should be claimed within thirty days of receipt of the shipping list. The exception would be insufficient copies of a publication or rule which will be indicated on the shipping list.

   g. RETENTION: Retention of state documents shall be for a five year period, unless modified by the State Documents Depository Clearinghouse. Disposal of publications needs the prior approval of the State Documents Depsoitory Clearinghouse.

   h. TRAINING: Designated personnel for state documents in depository libraries shall be required to take basic training provided by the State Documents Depository Clearinghouse within nine (9) months of their appointment. In addition, the designated personnel will be responsible for attending any advanced training provided by the State Documents Depository Clearinghouse.

   i. TERMINATION: The depository library may terminate its status on a six (6) month written notice to the state librarian which notice shall state the cause of termination. Upon termination of the contract, the Depository Library shall ship within a resonable time, all documents to the Clearinghouse or to such other depositories as may be specified by the Clearinghouse.

Aproved:

Clifford Lange
State Librarian

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NEW MEXICO STATE DOCUMENTS DEPOSITORY LIBRARIES

as of February 1, 1984

*Alamogordo Public Library
920 Oregon Ave
Alamogordo, NM 88310

Clovis-Carver Public Library
4th & Mitchell
Clovis, NM 88101

Donnelly Library
New Mexico Highlands University
Las Vegas, NM 87701

*Farmington Public Library
302 North Orchard 8
Farmington, NM 87401

*Gallup Public Library
115 West Hill Ave.
Gallup, NM 87301

Golden Library
Eastern New Mexico University
Portales, NM 88130

*Mesa Public Library
1742 Central
Los Alamos, NM 87544

Miller Library
Western New Mexico University
Silver City, NM 88061

New Mexico State University
Box 3475
Las Cruces, NM 88003

New Mexico State University-Grants
1500 Third St.
Grants, NM 87020

Pannell Library
New Mexico Junior College
Lovington Highway
Hobbs, NM 88240

Arthur Johnson Memorial Library
P.O. Box 1042
Raton, NM 87740

Roswell Public Library
301 North Pennsylvania Ave.
Roswell, NM 88201

Thomas Branigan Memorial Library
200 E. Picacho Ave.
Las Cruces, NM 88001

*University of Albuquerque
Learning Resource Center
St. Joseph PL NW
Albuquerque, NM 87140

UNM School of Law Library
1117 Standford NE
Albuquerque, NM 87131

General Library
University of New Mexico
Albuquerque, NM 87131

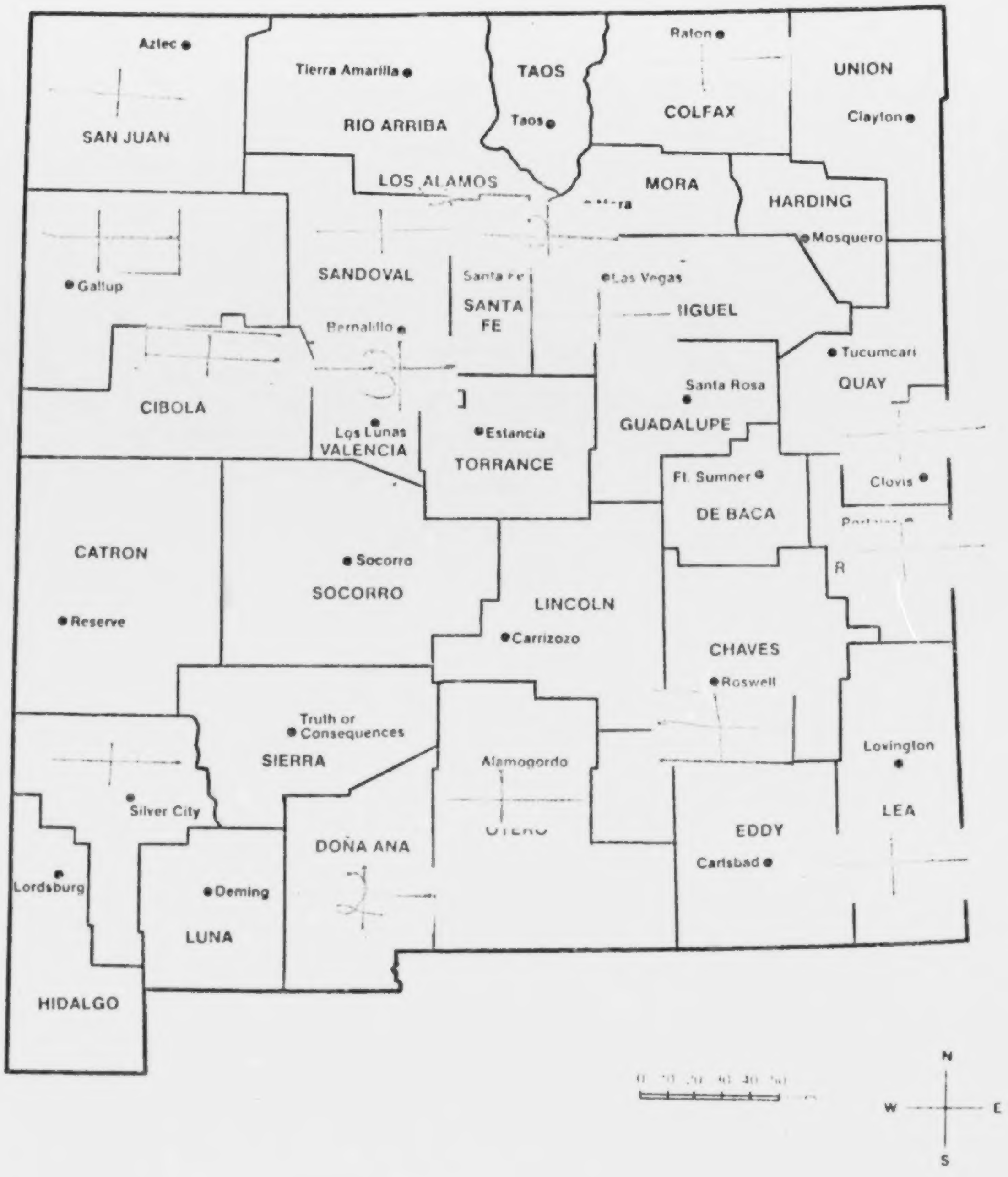
OUT-OF-STATE DEPOSITORIES

State Documents Collection
Center for Research Libraries
6050 Kenwood Ave.
Chicago, IL 60637

Library of Congress
Exchange & Gift Division
Washington D.C. 20540

* Selective depository libraries

New Mexico State Library, 1984


Aztec
SAN JUAN
Tierra Amarilla
RIO ARRIBA
TAOS
Taos
Raton
COLFAX
UNION
Clayton
LOS ALAMOS
MORA
Mora
HARDING
Mosquero
Gallup
SANDOVAL
Santa Fe
SANTA FE
Las Vegas
IIGUEL
Bernalillo
Tucumcari
QUAY
CIBOLA
Santa Rosa
GUADALUPE
Los Lunas
VALENCIA
Estancia
TORRANCE
Ft. Sumner
DE BACA
Clovis
Portales
R
CATRON
Reserve
Socorro
SOCORRO
LINCOLN
Carrizozo
CHAVES
Roswell
Truth or Consequences
SIERRA
Alamogordo
OTERO
Lovington
LEA
Silver City
DOÑA ANA
EDDY
Carlsbad
Lordsburg
Deming
LUNA
HIDALGO
0 10 20 30 40 50
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S

N. M. STATE DOCUMENTS DEPOSITORY LIBRARIES

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CREATION OF DEPOSITORY LIBRARIES

The depository law limits the number of copies received by the New Mexico State Library for depository distribution to 25. Currently, 20 copies are earmarked for depository libraries leaving 5 vacancies. Until a micropublishing program becomes a reality for New Mexico state documents, the State Library is limited to 25 depository libraries.

Any library wishing to become a depository should send a letter stating such desire to the Documents Librarian, New Mexico State Library. A copy of the depository contract and rules will be sent back to the interested library. If after examination of this material, the library still wishes to become a depository, the director of this library should sign the contract and return it to the New Mexico State Library. Upon receipt, the State Library will sign it and return a copy to the library which then becomes a depository.

1363

DISTRIBUTION AND MAILING

Each depository library has an assigned shelf where documents are placed after they have been processed. Each document is stamped with the depository item stamp or label. A sample of this stamp is shown below:

DEPOSITORY ITEM

The documents are placed on the shelves of those libraries who do their own cataloging and labeling. Remaining copies of the publication are held for assignment of the New Mexico Classification number by documents staff. Then all are labeled with this number and shelved by depository library. All materials are mailed out once a month, as close to the 15th as possible.

There are several depository libraries which receive a copy of the shipping list and mark the items they wish to receive and return it to the State Library. These must be returned within 30 days for the request to be honored as the State Library has limited space for holding extra copies of publications. Core items are sent automatically to all depository libraries.

Insufficent Copies

The following priorities have been established by the New Mexico Depository Library Council when limited copies are available.

1. State Library
2. NMSU-Las Cruces
3. UNM-Zimmerman
4. UNM-Law
5. ENMU
6. Arthur Johnson Memorial Library
7. NMJC
8. WNMU
9. Roswell Public
10. NMSU-Grants
11. NMHU
12. Alamogordo Public
13. Clovis-Carver Public
14. Branigan Memorial Library
15. Mesa Public Library
16. Gallup Public
17. Farmington Public
18. University of Albuquerque
19. Center for Research Libraries
20. Library of Congress.

Address Changes

Each library has an official address for depository shipment and notices. Other sections in the library can receive copies of the New Mexico Selected List but only the official address will receive depository shipments and notices.

Please notify the State Documents Depository Clearinghouse of any changes of address for the library.

1363

RECEIVING

State Documents are received from the Clearinghouse at least once a month. Between 30-75 publications are included in each shipment.

Upon receipt of a depository shipment, the box(es) should be opened and the shipping list should be checked against the contents. If there are any publications on the shipping list that are not in the shipment and there is no message on the shipping list of limited copies, a claim form should be filled out and sent to the Clearinghouse.

Some libraries want a librarian to view the publications immediately. If this is the policy in your library, list the name of the person in pencil to whom you should give each shipment______________________.

Each library has its own methods of processing materials. If documents are to be treated the same way---list the procedures after this section for your library. For those libraries which are not sure how to handle documents, the procedures listed below are a suggested method.

1. Count the number of publications received and enter the count on a montly statistical sheet. (see statistics elsewhere in this manual.)
2. Check each publication against the shipping list and claim any document not received. A careful check of the classification number on the document and the classification number on the shipping list should be made. Despite all efforts to be consistant, mistakes are made by the Clearinghouse staff. Any disagreement spotted in class numbers should be reported to the State Documents Depository Clearinghouse.
3. Stamp all documents with library stamp.
4. Separate serial publications from monographs. Titles of serials which have been received before should be checked in on holdings list.
5. Follow established cataloging procedure for monographs.
6. Put popular documents on display with your new books.
7. Shelve documents and file vertical file material.
8. Circulate shipping list to all reference staff as a current awareness tool.

CLAIMS

Depository libraries should claim any publications not received promptly. The rules of the State Documents Depository Clearinghouse require claims to be filed within 30 days of receipt of a shipment. A sample claim appears on the next page. Please make copies as needed.

In order to provide a smooth process for claims, one person should be made responsible for signing the claim sheet. The name of this person in your library is ______________________________.

Claiming of publications of a serial nature not on the shipping list is encouraged. The Documents Librarian at the State Library attempts to claim missing issues when they are first noticed. Every effort will be made to fill in any gaps that might develop. If everyone is watching out for serial titles, missing issues will be kept at a minumin.

1367

NEW MEXICO STATE DOCUMENTS DEPOSITORY CLEARINGHOUSE

CLAIM FOR DEPOSITORY PUBLICATIONS NOT RECEIVED

All claims for nonreceipt of depository publications must be postmarked within 30 days from the date of receipt of the State Publications Depository Shipping List on which they appear.

Mail Claims to:

New Mexico State Documents
Clearinghouse
New Mexico State Library
325 Don Gaspar Ave.
Santa Fe, NM 87503

- -

I certify that this depository library did not receive the following item (s) listed on Depository Shipping List No. ____________, dated ______________.

The Depository Shipping List on which this publication(s) was listed was received on ____________________.

TITLE ____ .CLASS NO ____________.

____ ____________

TITLE ____ CLASS NO. ____________

____ ____________.

TITLE ____ CLASS NO. ____________

____. ____________.

TITLE ____ CLASS NO. ____________

____. ____________.

LIBRARIAN ______________________________

NAME & ADDRESS OF LIBRARY ______________________________

____

DATE ____________________

CATALOGING

The New Mexico State Library catalogs appropriate state publications into OCLC. Cataloging information for monographs and the first issue of a serial is provided for shelflist cards and is offered to libraries wishing to use this information. Work is progressing in making OCLC numbers available on the monthly shipping list to those libraries on this system. The Classification used is the New Mexico Classification system (see Classification below).

AUTHOR HEADINGS

The cataloger of the State Library is working on a corporate author authority file for state publications. When it is finished, the file will be incorporated in the Annual List of titles sent to Depository Libraries.

NEW MEXICO CLASSIFICATION SYSTEM

Sylvia Cook, Documents Librarian at the State Library in the early 1970's, created the present classification system in cooperation with Mr. E.J. McGrath and Edward Griego in the Publications Division of the State Records Center in 1974. A broad subject approach is used with the Justice Department falling under B for Judiciary and the State Library under F for Education; related agencies as examples of this system.

The classification scheme was published in the fall of 1978 by the State Library. It is out-of-print and a revision is in process. This revision will be distributed to depository libraries before the end of 1985. Each depository library should have a copy of this publication.

BINDING*

Library routines established for the binding of serials and separates should be sufficient for binding state publications. The following guidelines may be used by libraries without established routines:

A. Periodicals-Bind complete volumes with title page contents and index.

B. Monographs issued in series, e.g. Agricultural Experiment Stations Bulletins and Circulars-collect consecutively numbered issues until a volume 2 1/2" to 3" in size is obtained. Bind as a serial with name of agency, title of publication and inclusive numbers lettered on spine.

C. Monographs not in series. Bind seperately if large enough Otherwise place in pamplet binders or retain unbound.

D. Annual publications superseded each year by new edition. Retain unbound or if use justifies, place in pamphlet binders.

BINDING* CON'T

E. Miscellaneous folders, leaflets, mimeographs, reports, etc. Retain in manila folders in vertical file or in pamphlet boxes on shelf.

* This section is from Documents*Distribution*Depositories produced by the Documents Committee of the Louisiana Library Association, June 1972.

WEEDING COLLECTIONS

The following catagories of publications have been identified by depository librarians in New Mexico as candidates for weeding. Current issues only or current year only in the case of newsletters and regulations need to be kept.

ACQUISITION LISTS

Examples include lists from the School of Law Library and the Medicial Library. Current issue kept.

COLLEGE AND UNIVERSITY PUBLICATIONS

General publications giving specific information of use to that campus only. Examples: campus directory, student directories, class schedules, president's reports, etc. Current issue only.

DIRECTORIES

Directories of state personnel such as state telephone directory or Educational Personnel Directory. Current issue only.

MONTHLY DEPOSITORY SHIPPING LIST

Can be discarded when annual list comes out.

NEWSLETTERS

Some newsletters giving current information only. Examples P.E.R.A. Newsletter, ADPD Newsletter, Purchasing Newsletter. Keep current year only.

PAMPHLETS

Folding or brief informational items. General these are five pages or less and are ephermeral in nature.

POSTERS

Posters are generally considered ephemeral (Note: The New Mexico Depository Libraries Map/Poster is considered reference by the State Library!)

1370

WEEDING COLLECTIONS CON'T

SUPERCEDED REGULATIONS

Examples: Game & Fish dept. regulations, personnel regulations etc. Keep current regulation.

This policy was adopted by the New Mexico State Depository Library Council in April 1982.

STATISTICS AND FORMS

Statistical information provides valuable data for libraries in their attempts to justify programs and budget requests. If your library already collects statistics, state documents can be added to your current forms. A sample of the form used should be included in this section.

If your library does not collect statistics, you may want to use the following simple forms.

ACQUISITIONS	MONTH of ________	Year to Date
State Documents		
Monographs	________	________
Serials	________	________
Total	________	________
CIRCULATION		
State Documents		
optional- In-house use count before reshelving.	________	________
Check-out		
monographs	________	________
serials	________	________
REFERENCE		
State Documents		
in person	________	________
phone	________	________

CIRCULATION

Circulation of state documents is encouraged. The policies of a depository library on circulation of other material can be applied to state documents. Certain depository items are clearly of reference value and should be applied to your library's reference collection.

CIRCULATION CON'T

Lost and stolen items should be covered under your general policy for lost and stolen material. Unless a document must be photocopied, or is for sale, costs for replacement would only be your processing costs. Please include your library's policy for lost or stolen items in this section.

CORE COLLECTION

The following titles are required items for all depository libraries in New Mexico.

Board of Educational Finance
Public Community Colleges and Vocational Schools Factbook
NM D 421.81: P 97/yr

Department of Education
New Mexico Educational Personnel Directory NM F 401.71: Yr
*New Mexico School District Profile NM F 401.81: S 37/2/yr

Department of Finance and Administration
Executive Budget NM D 205.14: yr/vols
Directory of State Government NM D201. 71: S 79/yr

Economic Development and Tourism Dept.
Community Profiles NM T 501.45: Cutter No/yr
New Mexico Fact Book NM T 501.81: N 53/4 and updates
New Mexico Directory of Manufactoring NM T 501.73: M 29/yr

New Mexico Energy and Minerals Dept.
Annual Report, Bureau of Mine Inspection NM X 741.1: yr

General Services Dept.
State Government Telephone Directory NM D 648.71: yr. (now only available through purchase, not on depository.

Highway Dept.
State Road Map

Legislative Council Service
Roster of Senate and House Members to state Legislature annual
List of Committee members for House and Senate Legislative Committees

Legislative Finance Communitee
Budget Analyses of Selected State Agencies NM A 501.5: yr

New Mexico State Library
Depository Library Manual and updates NM F 841.65: D 42
#State Documents Shelflist on microfiche NM F 841.71: S 79
#State Documents Subject Card Catalog on microfiche NM F 841.71: S79
Library Statistics NM F 841.12: L 69/yr
New Mexico Selected List of Federal & State Publications NM F841.93:y
Subject Index to New Mexico Legislative Bills NM F 841.75: S 94/yr
List of Publications Sent to New Mexico State Depository Libraries
NM F 841.71: P 97/yr

CORE DOCUMENTS COLLECTION CON'T

Regulation and Licensing Dept.
  New Mexico Uniform Building Code NM R 717.21: GCB UBC yr
  New Mexico Uniform Fire Code NM R 721.21: GCB UFC yr
  New Mexico Uniform Mechanical Code NM R 721.21: MB UMC yr
  New Mexico Solar Energy Code NM R 721.21: USEC yr
  New Mexico Uniform Plumbing Code NM R 721.21: MB UPC yr
  New Mexico Uniform Swimming Pool Code NM R 721.21: MB USPC yr
  Liquefied Petroleum Gases NM P 321.21: Code LP-1/1

Secretary of State
  Laws of New Mexico NM C 801.31: Yr/vol annual
  New Mexico Blue Book NM C 801.71: yr
  Constitution of the State of NM NM C 801.31: yr
  Roster of State of New Mexico Elected State, Legislative, District and County Officials NM C 801.75: yr.
New Mexico Solar Energy Institute
  New Mexico Solar Business Directory NM F 204.41: 0-0-2/yr

Taxation and Revenue Dept.
  Property Tax Division
    #County Assessor's Agricultural Manual NM D 851.61: A 27
    #County Assessor's Residential Manual NM D 851.61: R 43
    #County Assessor's Commercial Manual NM D 851.61: C 73

  Revenue Division
    A checklist of NM State and local taxes, permits, and liciences.
    NM D 801.73: C 51/yr

The following agencies issue publications lists and each depository should receive these lists:

Bureau of Business and Economic Research, University of New Mexico
Cooperative Extension Service, New Mexico State University, Las Cruces
New Mexico Bureau of Mines and Mineral Resources, Socorro
State Engineer's Office, Santa Fe
Publications Management Division, Records Center and Archives, Santa Fe.

The following publications are for sale. Altho not depository items, they are major reference tools dealing with New Mexico and all depository libraries are encouraged to add these titles to their collections if not already owned.

Technical Application Center
University of New Mexico
  Atlas of New Mexico $10.00

Bureau of Business and Economic Research
University of New Mexico
  New Mexico Statistical Abstracts, 1984. $15.00+$3.00 shipping & handlin

*This used to be Annual Report of The Superintendent of Public Instruction until merged with the document of this title in 1981.

#available only to those libraries who became depositories in 1979. New depository libraries would have no way of getting copies of these publications.

DEPOSITORY LIBRARY COUNCIL

Each depository library has appointed a representative to this council. If the representative leaves, the library administration is responsible for nominating a new representative to the council by sending a letter to the state librarian with the nomination.

BYLAWS

ARTICLE I. Name.

The name of this organization shall be the Depository Library Council to the New Mexico State Documents Depository Clearinghouse (hereinafter Council.)

ARTICLE II. Purpose.

The purpose of the Council shall be to advise the Librarian, State Documents Depository Clearinghouse, on matters dealing with the Depository Library Program, including, but not limited to the:

a. needs of the depository libraries relative to government documents.
b. cataloging and indexing of documents.
c. shipping and handling of publications.
d. availability of publications to patrons and public.
e. general administration of the program.
f. assessment of training modules.

ARTICLE III. Members of the Council.

1 The members of the Council shall be appointed by the State Librarian or such person to whom he delegates that responsibility. (The "State Librarian" is the person appointed pursuant to N.M.S.A. & 18-2-3 (1978) to be in charge of the State Library.)

2. There shall be at least one member to the Council appointed from each of the depository libraries located within the State of New Mexico. Each library may advise the State Librarian with respect to who shall be its representative.

3.From time to time, a depository may suggest changing its representative to the Council. The State Librarian, or his representativ shall then appoint such new member to the Council.

ARTICLE IV. Officers.

1. The officers of the Council shall be a Chairperson and a Secretary.

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2. The officers shall be nominated and the election of officers shall be conducted at the annual meeting of the Council. Their term of office shall be for one year beginning at the close of the annual meeting at which they are elected.

3. The annual election may be conducted by open or by secret ballot.

4. No member may hold more than one office at a time, and no member may serve more than two consecutive terms in the same office.

5. In the case of incapacity of one of the officers to continue in office, the remaining officer shall request nominations from the members of the Council for replacing such officer. After nominations are received, an election shall be conducted by telephone to replace the incapacitated officer. The member who is elected by such emergency procedure shall serve the balance of the incapactated officer's term.

6. The Chairperson, or his designated representative, shall preside over meetings of the Council and perform such duties as are assigned by the bylaws or as assigned by the Council.

7. The secretary shall record the minutes of each meeting of the Council and shall distribute copies of the minutes to all members of the Council within a resonable time after each meeting. S/he shall perform such other duties as assigned by the bylaws or assigned by the Council.

ARTICLE V. Meetings.

1. There shall be at least one regular meeting of the Council during each fiscal year (July 1-June 30). The Chairperson may call for additional meetings if they are necessary. The purpose of such additional meetings shall be stated in the call.

2. There should be an attempt, when possible, to arrange for meetings of the Council to be held in conjunction with other library activities in the State. (For example, during the annual meeting of the New Mexico Library Association.)

3. Decisions of the Council shall be made by a majority vote of the entire membership of the Council. Decisions of the Council may be made at meetings or by a polling of the membership, by telephone or in writing, conducted by the officers. The results of such polling shall be made known to the members as soon as possible after it is concluded.

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ARTICLE VI. Committees.

The Council, or the Chairperson, may establish permanent and/or temporary committees to carry out work of the Council. Any work of such committees must be taken before the full Council before any final decision can be made.

ARTICLE VII. Amendments to the Bylaws.

1. Bylaws of the Council may be adopted, amended or suspended at the annual meeting of the Council, or in the alternative, a mail vote may be conducted by the officers of the Council from the entire Council membership for purposes of adopted amendments to the Bylaws. Adoption and amendment of the Bylaws shall require a majority vote of the membership of the Council. Suspension of the Bylaws shall require only a majority vote of those members present at a meeting.

2. Any member of the Council may propose amendments to the Bylaws. Such proposals should be in writing and contain a statement of reasons for the proposed change. Copies of the proposed amendment and statement of reasons must be mailed to each member of the Council at least 40 days prior to a vote on the proposed amendment.

ARTICLE VIII. Parliamentary Authority.

The rules contained in the current edition of the Robert's Rules of Order Newly Revised shall govern the proceedings of the Council in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order adopted by the Council.

adopted May 1986.

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TRAINING

Under the rules of the state depository clearinghouse, each person named responsible for state documents in a depository library shall receive basic training within 9 months of their appointment. Advanced training sessions will be provided as needed. Additional information can be provided by the Documents Librarian, New Mexico State Library.

BIBLIOGRAPHIC COVERAGE OF NEW MEXICO DOCUMENTS

Shelton, Wilma Loy. Checklist of New Mexico Publications 1850-1953. Albuquerque, New Mexico, University of New Mexico Press. 1954.

New Mexico. State Records Center and Archives. Publications Management Division. Publications and rules filed month of (). Santa Fe, 1968-1979.

New Mexico. State Records Center and Archives. Publications Management Division. Publications of New Mexico State Agencies. Santa Fe, 1970-1972. Annual.

New Mexico. Office of Cultural Affairs. State Library Division. New Mexico Selected List. Santa Fe, 1979- Bimonthly.

New Mexico. Office of Cultural Affairs. State Library Division. List of Publications Sent to New Mexico State Depository Libraries. 1980- annual except for one biannual.

The Record Record Publishers, Inc. P.O. Box 7640, Albuquerque, New Mexico 87194. 1985- weekly. library subscription $50.00.

Wagner, Patricia D. Guide to New Mexico State Publications . American Association of Law Libraries. Government Documents SIS. 1983.

New Mexico. State Records Center and Archives. Publications Management Division. Current Rule Listing as of ______________. annual. first issued 1984-

1377

ARTICLES AND PUBLICATIONS

This section contains articles written on New Mexico state documents. If you know of any additional articles, please send them to the Documents Librarian at the New Mexico State Library so this section can be complete.

Adamson, L. Kurt, "Depository System in Jeopardy", NMLA Newsletter Vol. 7 no 5. December 1979, p. 1+

"Automated Retrieval System for Documents", New Mexico Libraries Newslett vol. 2 no 5, November 1974, p.7.

Best, Dorothy, "Library Offers Rich Collection", Raton Daily Range, February 27, 1981

"Committee on State Documents Report", New Mexico Libraries Newsletter vol. 2 no 2, March 1974, p.2

______________________, New Mexico Libraries Newsletter, Vol. 3 no. 2, March, 1975, p.2.

Cooper, Mary Lou, "Measure Fails," New Mexico Library Association (NMLA) Newsletter, vol. 5 no. 2, May/June, 1977, p.2.

"Documents Depository at Miller Library." Silver City Enterprise, September 27, 1979.

"Documents Committee had Successful Year", NMLA Newsletter, Vol. 6, no. 2, May, 1978, p. 4.

"Documents Committee Report", New Mexico Libraries, vol. 3 no. 1, Spring, 1970, p. 13.

______________________, New Mexico Libraries, vol. 4 no. 2, Summer, 1971, p. 44.

______________________, New Mexico Libraries Newsletter, vol. 1 no. 2, March, 1973, p.2.

"Documents Round Table", NMLA Newsletter, vol 10 no 6 February, 1983, p. 11.

______________________, NMLA Newsletter, vol. 11 no 3, August 1983, p. 8.

Faull, Sandra K., "Annual meeting of NM State Document Depository Library Council held in May", NMLA Newsletter, vol. 9 no. 5, December 1981, p. 8.

______________, Depository Library Manual, New Mexico State Library, August, 1985, 2nd edition.

______________, "Productive Year for Documents Roundtable", NMLA Newsletter, Vol. 9. no. 2, June 1981 p. 11.

ARTICLES AND PUBLICATIONS CON'T

Faull, Sandra K., "Report from the Clearinghouse", New Mexico Documents Express, vol. 1 no. 1, April 1979, p.4

_______________, State Agency Manual, New Mexico State Library, August, 1985, 2nd edition.

_______________, "State Documents Depositories Annouced", NMLA Newsletter, vol. 7, no. 1, February, 1979, p. 11.

_______________, "State Documents Program Begins," NMLA Newsletter, Vol. 6 No. 5 December, 1978, p.2.

"Government Documents Try 'Em!" NMLA Newsletter, Vol 10, no. 1, March 1982, p. 11.

Gray, Sarah, "State Documents Depository Workshops Enlightening", NMLA Newsletter, vol. 6 no. 5, December, 1978, p. 7.

Lane, Margaret T. State Publications and Depository Libraries, Greenwood Press, 1980. pp.55, 109, 151, 185, 28[illegible], 446-452.

McGuire, Laura, "Upcoming State Publications Legislation", New Mexico Libraries Newsletter, vol. 3 no. 1, January 1975, p.4.

McGuire, Patience, "State Docs Workshop Greeted Eagerly by APS Librarians", NMLA Newsletter, vol. 9 no. 2, June 1981, p. 7.

Marquez, Theresa, "Documents Round Table", NMLA Newsletter vol. 12 no. 2, May 1984, p. 4.

_______________ "Recent New Mexico State Publications", NMLA Newsletter vol. 11 No. 4, October 1983.

"New Mexico Documents Checklist", New Mexico Library Bulletin Vol. II No. 3, September, 1942, p. 12.

New Mexico State Documents Classification System, New Mexico State Library, 1978, 24 pages. Out-of Print. new edition out by Dec., 1985.

"Official State Publications", New Mexico Library Bulletin, vol. II no. 1, March, 1942, pp.9-11.

"Part of State Document Catalog on Microfiche", Hitchhiker, #335, July 16, 1979.

"Rep. Malry Successful in Passage of Documents Bill", NMLA Newsletter, vol. 6 no. 1, March, 1978, p. 1.

"State Documents Act Passes", NMLA Newsletter, vol. 6 no. 1, March, 1978, p. 1.

NM93:H01

COLLECTION DEVELOPMENT POLICY STATEMENT 1992

NEW MEXICO
STATE LIBRARY
325 DON GASPAR
SANTA FE, NM 87503

1380

Coordination With Other Libraries: Since New Mexico has an effective Interlibrary Loan service, the State Library's collection development policy takes into account other library resources in the state library system. The State Library tries to avoid duplication of costly materials in specialized collections such as the Supreme Court Law Library, the Legislative Council Service, individual state agency libraries, and the popular materials in public libraries. Whenever possible, we cooperate with area libraries, both agency and public, including the Santa Fe area and Los Alamos.

STANDARDS FOR SELECTING LIBRARY MATERIALS

Selection of materials is determined by: state law, the library's mission statement, the informational needs of the clientele served, the library's acquisition goals as defined in this policy, existing collections in other agencies and institutions available through cooperative efforts, and available funds.

Also taken into account are the following selection criteria: the author's qualifications and other published works, reliability and reputation of the publisher, accuracy of contents, literary excellence of style and readability, originality of work, the inclusion of special features such as indexes, bibliographies, charts, maps, diagrams, photographic material.

The State Library may collect and preserve material in any form, i.e., print, tape, compact discs, maps, microform, film, electronic. Materials in all these formats may include monographs, periodicals, serials intended to result in complete sets, serials intended to recur indefinitely, leased materials, and rights to access information over a fixed time span which function as library materials, even when no material object is added to the physical collection. The decision to provide access to a particular body of knowledge in a particular format is determined by need, cost, and ease of access. Additional formats may be added in the future as appropriate and available.

TYPES OF MATERIALS ACQUIRED:

In general, the State Library does not collect adult fiction, textbooks, juvenile works, large print books, rare books and manuscripts, non-English language works and genealogies.

Adult nonfiction: The library's objective is to develop a collection sufficient in scope and depth to support library service to state government and to fulfill the State Library's role as a reference center to New Mexico public libraries and to citizens with information needs related to government.

Newspapers: The State Library seeks a comprehensive, historical collection of New Mexico newspapers, the *New York Times* and the *Wall Street Journal* on microfilm. Current subscriptions to hardcopy include selective titles from around the state, and at least one national paper.

Serials and Periodicals: The State Library acquires serial services and periodical titles to support and strengthen the subject areas according to the collection levels. In many subject areas, the most timely and important material available is that in periodicals.

Government Publications: The State Library is a regional federal publications depository, the official depository for New Mexico state publications, and the administrative agency for the

New Mexico State Documents Depository Clearinghouse program. Materials are acquired to complement these collections, both adding publications which are not depository items and acquiring finding aids and indexes.

Pamphlet and Other Vertical File Materials: Materials such as publications under fifty pages, pamphlets, clippings, printouts from computerized data bases, and other materials not suitable for shelf organization are collected for the following three vertical files:

> Southwest Historical Vertical File: all subjects related in general to the Southwest and specifically to New Mexico. This file is not weeded and some of the major areas of research interest are preserved on microfilm.
>
> General Vertical File: This file is selected by the Information Services librarians to supplement the general reference collection. It should be weeded periodically.
>
> Library Development Vertical File: Materials maintained by the Development consultants for statewide library concerns. It should be weeded periodically.

Multiple Copies: More than one copy of a title may sometimes be required to meet special needs. Acquisition of multiple copies may occur in accordance with the collection development policy. A second, circulating copy may be purchased when deemed useful.

Gifts: The State Library accepts gifts in all forms of print and non-print material appropriate to the mission statement. Monetary gifts are also accepted. The library reserves the right to accept or dispose of, through donation to other libraries in New Mexico, any gift offered. Gifts and donations will be evaluated in accordance with the Collection Development Policy. The State Library will not provide appraisal for gifts received. The Gift Acknowledgment form will be found in Appendix G.

Challenges and Censorship: The Library Development Bureau of the State Library serves as the Intellectual Freedom Clearinghouse for the state of New Mexico. The Bureau provides information and guidance to the State Library and other New Mexico libraries and institutions in meeting challenges to library materials. The State Library supports intellectual freedom and endorses the following statements: the "Library Bill of Rights" and the "Intellectual Freedom Statement" from the American Library Association, which will be found in Appendix C.

The State Library recognizes the right of individuals to question materials in the library's collection. An individual questioning material is free to discuss such material with designated members of the library staff. An individual may state his or her opinion in writing on the "Request for Reconsideration of Library Materials" (Appendix C). The request will be forwarded to the Administrative Librarian who supervises the unit in which the questioned material was selected. Questioned materials will be reviewed by the State Library Commission. The State Library Commission will reccomend to the State Librarian what action should be taken with regard to the questioned material. The State Librarian will make a final decision on disposition of the questioned material and will reply in writing to the individual who initiated the inquiry.

Regionals may only discard those depository materials that have been authorized by the Superintendent of Documents. Regionals should treat those discards as 'secondary publications' and offer them to other depository libraries through the Needs and Offers Lists. Regionals should routinely search the Needs and Offers lists to fill gaps in their collections and to obtain needed second copies.

New Mexico State Publications Classification Collection: The State Library is designated an official depository of all publications, pamphlets, reports, notices, proclamations and similar instruments issued by a state agency filed with the New Mexico Record Center.

The Record Center, in turn, shall deliver three copies of any of these depository items to the State Library, which shall keep one copy available for public inspection during office hours. This copy is housed with the Southwest collection. All other copies may be circulated.

The State Library also actively seeks to acquire state publications which fall outside the scope of the Record Center. The collection is both current and historical.

State documents are not generally weeded except for superseded regulations.

GENERAL REFERENCE COLLECTION

The intent of this collection is to be a non-circulating general reference resource center for government agencies and libraries throughout New Mexico. The Information Services staff provides reference and research assistance to government agencies and direct users and, through a toll free inter-library reference line, to librarians throughout the state.

Special Collections Within General Reference:

Foundation Center: The State Library is part of the Foundation Center's Cooperating Collection Network. A core collection is provided with the annual membership fee. The State Library acquires materials which supplement this collection, including information on private foundations, corporate giving and proposal writing.

Census Data Center: The State Library as an official Census Data Center for New Mexico acquires, maintains and makes available public census information from the U.S. Census Bureau, University of New Mexico and New Mexico State University. The State Library agrees to provide space, staff and user support.

Federal Government Information Reference: In order to assist the Information Services staff in providing timely reference service, some federal publications will be housed in the reference area. In addition, appropriate commercial finding aids and indexes in various formats are acquired to ease access to and understanding of federal publications.

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CORE DOCUMENTS COLLECTION FOR NEW MEXICO STATE DOCUMENTS DEPOSITORY LIBRARIES

October 1984

Board of Educational Finance
  Public Community Colleges and Vocational Schools Factbook NM D 421.81: P97/y

Department of Education
  New Mexico Educational Personnel Directory NM F 401.71: yr
  *New Mexico School District Profile NM F 401.81: S 37/2/yr

Department of Finance and Administration
  Executive Budget NM D 205.14: yr/vols
  Directory of State Government NM C 430.71: S 79/2/yr (last one issued 1981)

Economic Development and Tourism Dept.
  Community Profiles NM T 501.45: Cutter no/yr
  New Mexico Fact Book NM T 501.81: N 53/4 and updates
  New Mexico Directory of Manufactoring NM T 501.73: M 29/yr

New Mexico Energy and Minerals Dept.
  Annual Report, Bureau of Mine Inspection NM X 741.1: yr

General Services Dept.
  State Government Telephone Directory NM D 648.71: yr. (now only available through purchase, not on depository)

Highway Dept.
  State Road Map

Legislative Council Service
  Roster of Senate and House members to state legislature annual
  List of Committee members for House and Senate Legislative Committees

Legislative Finance Committee
  Budget Analyses of Selected State Agencies NM A 501.5: yr

New Mexico State Library
  Depository Library Manual and updates NM F 841.65: D 42
  #State Documents Shelflist on microfiche NM F 841.71: S 79
  #State Documents Subject Card Catalog on microfiche NM F 841.71: S 79/2
  Library Statistics NM F 841.12: L 69/yr
  New Mexico Selected List for Federal and State Publications NM F 841.93: yr
  List of Publications Sent to New Mexico State Depository Libraries
  NM F 841.71: P 97/yr

Regulation and Licensing Dept.
  New Mexico Uniform Building Code NM R 717.21: GCB UBC yr
  New Mexico Uniform Fire Code NM R 721.21: GCB UFC yr
  New Mexico Uniform Mechanical Code NM R 721.21: MB UMC yr
  New Mexico Solar Energy Code NM R 721,21: USEC yr
  New Mexico Uniform Plumbing Code NM R 721.21: MB UPC yr
  New Mexico Uniform Swimming Pool Code NM R 721.21: MB USPC yr
  Liquefied Petroleum Gases NM P 321.21: Code LP-1/1

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Secretary of State
Laws of New Mexico NM C 801.31: yr/vol annual
New Mexico Blue Book. NM C 801.71: yr
Constitution of the State of NM NM C 801.31: yr
Roster of State of New Mexico Elected State, Legislative, District and County Officials. NM C 801.75: yr

New Mexico Solar Energy Institute
New Mexico Solar Business Directory NM F 204.41: 0-0-2/yr

Taxation and Revenue Dept.
Property Tax Division
#County Assessor's Agricultural Manual NM D 851.61: A 27
#County Assessor's Residential Manual NM D 851.61: R 43
#County Assessor's Commerical Manual NM D 851.61: C 73
Revenue Division
A checklist of NM State and local taxes, permits, and licicences. NM D 801.73: C 51/yr

The following agencies issue publications lists and each depository should receive these lists:

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Cooperative Extension Service, New Mexico State University, Las Cruces
New Mexico Bureau of Mines and Mineral Resources, Socorro
State Engineer's Office
Publication Management Division, New Mexico Records Center and Archives

The following publications are for sale. Altho not depository items, they are major reference tools dealing with New Mexico and all depository libraries are encouraged to add these titles to their collections if not alread owned.

Technical Application Center
University of New Mexico
Atlas of New Mexico. $10.00

Bureau of Business and Economic Research
University of New Mexico
New Mexico Statistical Abstracts, 1984 $ 15.00 plus $3.00 shipping & handlin

*This used to be annual report of the Superintendent of Public Instruction until merged with the document of this title in 1981

#available only to those libraries who became depositories in 1979. New depository libraries would have no way of getting copies of these publications.

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NY

1386

SUNY Albany

State, County, Municipal
and Territorial Documents

I. General Purpose

Publications of the 50 U.S. States and earlier Territories and of their counties and cities are considered an integral part of the University Libraries' collections. Those materials which support the present and anticipated curricular and research needs of the users of the University Libraries are selected. All hard copy State, county, municipal, and territorial documents are cataloged using the Library of Congress classification system and shelved in appropriate locations as part of the circulating and specialized collections. State documents in microform are housed, unclassified, in the Main Library Government Publications Collection.

A representative collection of State, county, municipal, and territorial documents, especially in the areas of criminal justice, social welfare, regional planning, public finance and library and information science is maintained at the Graduate Library for Public Affairs and Policy. These materials are shelved in the general collections at GLPP.

Documents in the same and other subject areas are housed in the Main Library's collections. Decisions on location of new items are made by the subject bibliographers.

II. Subject and Language Modifiers

Languages: The primary language is English; on occasion publications may be bilingual, e.g., English/Spanish.

Geographical areas: See Description of Materials Collected.

Chronological periods: A complete collection of New York State depository and non-depository documents appearing in the Checklist of Official Publications of the State of New York, issued on microfilm by Research Publications, Inc. and entitled Official Publications of the State of New York, is maintained from 1974 to the present and located in the Government Publications Collection in the Main Library. Retrospective documents in hard copy (for both New York and other states) are acquired on a highly selective basis, bearing in mind the close proximity and extensive collection of the New York State Library and items available from the Center for Research Libraries.

III. Description of Materials Collected

A. New York State

Types of materials collected: The University Libraries has been a depository for New York State documents since 1967; as such, it receives materials designated "depository" directly from the Gift and Exchange Section of the New York State Library. Non-depository New York State documents are ordered in all areas that support the curricular and research needs of the University. The primary acquisitions tool for selection is the Checklist of Official Publications of the State of New York. Documents are also acquired by placing the library on mailing lists of appropriate New York State agencies.

Types of materials excluded: Audit reports from the New York State Department of Audit and Control are not obtained in hard copy, but are present in the microfilm collection of Official Publications.

B. Documents from Other States

Types of materials collected: For states other than New York, documents are acquired in the categories described below and selectively in other areas as identified by subject bibliographers.

1. "Blue Books" (and lists of officials when such information is not in the "Blue Book") and budgets are acquired from all states and the two most current issues are retained. Publication by a state university or commercial source does not exclude these items.

2. Checklists of state publications are acquired from all states that issue them and are retained in the Main Library Government Publications Collection to provide access to the Center for Research Libraries collections (see CRL Handbook, 1981 ed., pp. 108-109 for parameters).

3. State industrial directories are acquired for all states regardless of publisher (state or commercial).

4. Statistical yearbooks are acquired for all states that compile this data, regardless of the publisher (state, university or commercial).

5. The annual agency reports and other significant publications for all states are acquired in the following subject areas:

Banks and banking
Courts
Criminal justice
Ecology and natural resources
Education
Employment security
Insurance
Labor and laboring classes
Prisons
Social welfare and social services
Taxation
Urban development
Vital statistics

6. Publications in additional subject areas are regularly acquired from the following states:

California
Connecticut
Florida
Georgia
Illinois
Maine
Massachusetts
Michigan
Mississippi
New Hampshire
New Jersey
Ohio
Pennsylvania
Rhode Island
Texas
Vermont

Criteria for the list of states include proximity to New York, population (the ten largest), and representative southern states. Subject areas covered include but are not limited to:

Commerce
Housing
Planning and economic development
Public hygiene
Public utilities
Transportation
Urban renewal

Types of materials excluded: Publications of state universities are excluded for states other than New York.

C. County and Municipal Documents

Types of materials collected:

1. All available documents are acquired for the city and county of Albany.

2. For Montgomery, Rensselaer, Saratoga, and Schenectady counties and for New York City, documents are acquired from major agencies in all areas that support the curriculum and research needs of the University.

3. For the fifteen largest (population) U.S. cities and for Buffalo, Rochester, Syracuse, and Yonkers, New York, annual reports and other significant publications are acquired from the police department, the school board, and the agencies dealing with housing and development. Other city documents are acquired upon the request of subject bibliographers.

Types of materials excluded: Publications of the New York City Office of the Comptroller are not selected in hard copy, but appear in the microfilm collection of Official Publications of the State of New York.

D. Puerto Rico, Territories, Trust Territories

Types of materials collected: All documents of the Commonwealth of Puerto Rico, the Territories and Trust Territories of the United States, their cities and other political divisions are treated as if they were documents of the 50 U.S. states, counties, and cities.

Types of materials excluded: None.

E. Interstate Agency Documents

Types of materials collected: Documents of interstate agencies are collected as identified by subject bibliographers.

Types of materials excluded: None.

IV. Other Factors

Secondary reference and selection tools (including guides, catalogs, indexes and bibliographies published by government or commercial sources), both retrospective and current, which are considered essential to the effective use of the collection are acquired.

Charles B. Sears Law Library
University at Buffalo

NY93:H02

III. States

A. New York

1. General Information

a. The Law Library has been a depository for New York state documents since 1970 and receives selected titles directly from the New York State Library.

b. Publications are selected for addition to the Law Library's collection from the *Checklist of Official Publications of the State of New York* or from any other relevant sources.

c. Material for addition to the collection is selected according to criteria delineated in the *Collection Development Policy of the Law Library* (See Sect.I.A. 1,4,5).

d. The state "bluebook", *Manual for the Use of the Legislature of the State of New York* is acquired as published.

e. Lockwood Library is also a depository for New York State documents. Lockwood Library receives the microform collection of New York state documents issued by Research Publications, Inc.

2. Administrative Publications

a. Annual reports issued by executive agencies or by temporary commissions are acquired either through the depository program or through placement on agency mailing lists.

b. An attempt is made to acquire all administrative rules, regulations and decisions.

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c. The following administrative publications are acquired:

1. New York (S). Attorney General's Office. Formal Opinions; Informal Opinions [advance sheets]; Opinions of the Attorney General. 1796-

2. New York (S). Banking Dept. Annual Report of the Superintendent of Banks. [Includes published opinions on bank merger and holding company applications] 114th, 1964-

3. New York (S). Committee on Open Government. Advisory Opinion (Freedom of Information Law). #1, 1974- Advisory Opinion (Open Meetings Law). #1, 1976-

4. New York (S). Dept. of Labor. Division of Research and Statistics. Collective Bargaining Settlements in New York State. 1949-

5. New York (S). Dept. of State. New York State Register. [Library keeps latest six months in paper]. Registers from 1979- are available on microfilm in the Audiovisual Department.

6. New York (S). Dept. of Taxation and Finance. Decisions, Determinations, Opinions. [All series are received].

7. New York (S). Governor. Public Papers of the Governor. 1885 (Hill)-

8. New York (S). Labor Relations Board. Decisions and Orders. v. 1, 1937/38-

9. New York (S). Public Service Commission. Opinions, Orders, Rules and Regulations. v. 1, 1961-

10. New York (S). State Board of Elections. Formal Opinions. 1974-

11. New York (S). State Board of Equalization and Assessment. Opinions of Counsel and Reports. v. 1, 1972-

12. New York (S). Unemployment Insurance Appeals Board. Decisions of the Board. 1980-

13. New York (S). University of the State of New York. Education Dept. Judicial Decisions of the Commissioner of Education and Formal Opinions. v. 1, 1962-

14. New York (S). Workmen's Compensation Board. Compensated Cases Closed. 1970- Decisions and Administrated Rulings. v. 17, 1962/63-

3. **Judicial Publications**

   a. Studies issued by or about the New York judicial system are acquired.

   b. Major series selected are:

      1. New York (S). Chief Administrator of the Courts. Annual Report. 1st, 1978- [Continues item no. 3]

      2. New York (S). Court of Appeals. Annual Report of the Clerk. 1975/76-

      3. New York (S). Judicial Conference. Annual Report. 1st, 1956- 1977. [Continues New York (S). Judicial Council. Annual Report and Studies. 1st, 1935-21st, 1955 and continued by item no. 1]

      4. New York (S). Law Revision Commission. Report, Recommendations and Studies. 1935-

4. Legislative Publications

a. All annual and special reports of legislative committees and commissions are selected.

b. The indexing sources for legislative publications are selected, including the Legislative Digest.

c. Legislative Bills are received in paper format. Bound final volumes are received from Lockwood Library at which time the paper issues are discarded.

d. The Library owns the New York Legislative Document Series which contains reports and documents of legislative committees and commissions from 1830-1975.

e. Journal of the Assembly of the State of New York. 161st sess. - 179th sess., 1938-1956; 185th sess., 1962- [Library has scattered volumes from earlier years] Volumes are received from Lockwood Library.

f. Journal of the Senate of the State of New York. 161st sess. - 179th sess., 1938-1956; 184th sess., 1961- [Library has scattered volumes from earlier years] Volumes are received from Lockwood Library.

g. Laws of New York. 1777-

h. New York (S). Legislature. Classification of Appropriations. 1950; 1970/71; 1974- [Contains the text of appropriation bills]

i. The Documents Department provides access to the New York Legislative Retrieval System (LRS). This online service provides access to New York State bills, sponsors' memoranda, and the laws of New York.

B. Other States

1. In addition to New York State, sixteen states have been designated as core" states. Publications issued by these states are considered to be of importance to research in New York State because of the state's similarity in judicial, legislative or administrative structure; close proximity to New York State, or, because of the state's primary areas of concern. The "core" states are:

   California
   Connecticut
   Florida
   Georgia
   Illinois
   Indiana
   Massachusetts
   Michigan
   Minnesota
   Missouri
   New Jersey
   Ohio
   Pennsylvania
   Texas
   Washington
   Wisconsin

2. Ordering is selective and is made according to subject content, using criteria delineated in the *Collection Development Policy of the Law Library* (See Sect. I.A.1,4,5).

3. The official "State Checklist' is selected from each state unless price is a barrier to its purchase. Paper is preferred to microform format.

4. The official"State Bluebooks" are acquired for each state.

5. The annual financial report for each state, usually issued by the state Comptroller's Office, is acquired.

6. Annual reports of judicial agencies are collected comprehensively.

7. Annual reports of the Attorney General for each state are acquired.

IV. Local Governments

A. Buffalo

1. Few Buffalo city documents are acquired. The documents acquired are selected in accordance with the Collection Development Policy of the Law Library (See Sect. I.A. 1,4,5). Also taken into consideration when ordering a document is the knowlege that the Buffalo and Erie County Public Library is a depository for Buffalo city documents.

2. Lockwood Library subscribes to the Greenwood Press microfiche collection, Current Urban Documents.

3. An aggressive program for collecting and maintaining a local documents collection requires frequent trips to the agencies' offices.

4. Major series currently received include:

    a. Buffalo (N.Y.). Charter and Ordinances of the City of Buffalo. 1974- [Library also has earlier charters and ordinances]

    b. Buffalo (N.Y.). City Court. Annual Report. 1973-

    c. Buffalo (N.Y.). Common Council. Proceedings. 1854-

    d. Buffalo (N.Y.). Dept. of Administration and Finance. Division of the Budget. Annual Budget of the City of Buffalo. 1952/53-

    e. Buffalo (N.Y.). Dept. of Audit and Control. Comprehensive Annual Financial Report. 139th, 1970/71-

    f. Buffalo (N.Y.). Housing Court. Advisory Council. Annual Report on the Work of the Court. 1980-

    g. Buffalo (N.Y.). Police Dept. Annual Report. 1974-

B. **Erie County**

1. Material is obtained when requested and in accordance the the Collection Development Policy of the Law Library (See Sect. I.A. 1,4,5).

2. Several series are currently received:

   a. Erie County (N.Y.). Annual Report. 1971-

   b. Erie County (N.Y.). Dept. of Law. Erie County Charter and Administrative Code.

   c. Erie County (N.Y.). Division of the Budget. Budget. 1965-

   d. Erie County (N.Y.). Family Court. Erie County Annual Report. 1970-

   e. Erie County (N.Y.). Legislature. Proceedings. 1969-
   [From 1852-1968 entitled Proceedings of the Board of Supervisors.]

Rev. 2/17/92

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....WE WILL DO
FOUR THINGS FOR YOU.

Earn a 400% return on your investment!

IF YOU WILL DO
ONE THING FOR US....

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THE ONE THING....

- We ask you to send the New York State Library copies of each publication your agency produces -- from lengthy technical printed reports to brief leaflets. When you provide us with these copies, you are complying with Subdivision 3 of Section 6 of the New York State Printing and Public Documents Law which states that every state officer, department, commission, institution, and board must deliver 200 copies of any report which it has printed to the State Library (when limited quantities prevent this, we ask you to deposit as many copies as possible). You are also insuring that, after allocating staff time and agency funds to produce a publication, your message will reach not only your clientele but also the citizens of our state today and the research community of the future.

Send copies of your publications to DOCUMENTS DISTRIBUTION CENTER, STATE EDUCATION BUILDING, ALBANY, NEW YORK 12234. For more copies of this pamphlet or additional information on our government publications services, call the New York State Library Gift and Exchange Section at (518) 474-5953, Henry Ilnicki, Senior Librarian.

THE FOUR THINGS....

- We will keep one copy of each of your publications in the State Library's collection for consultation or for photocopying; the others will be available for loan. Thus, your agency's publications will always be available -- for your staff to check retrospectively and for the public.

- We will have your publications microfilmed to insure permanent preservation and availability.

- We will send copies to each of the 99 public, college, and university libraries in New York State which have been designated as depositories for New York State documents. These libraries have agreed to maintain publications and to make them available at the local level. As a result, every New York state resident can consult state government publications in a nearby library or borrow them through interlibrary loan. By taking advantage of this efficient distribution system, you can save money on mailing costs and insure that your publications will reach the audience most likely to benefit. We will also exchange your publications with libraries in other states and foreign countries. These exchanges insure that New York State government officials and citizens have access to valuable research publications of other jurisdictions at no charge to our Library.

- We will include your agency's reports and pamphlets in the monthly Checklist of Official Publications of the State of New York and in the quarterly Dictionary Catalog of Official Publications of the State of New York. These provide timely bibliographic access to New York state documents for government officials, researchers, and citizens.

Joseph F. Shubert, Assistant Commissioner
for Libraries and State Librarian

Peter J. Paulson,
Director of the State Library

William A. DeAlleaume, Principal Librarian,
Collection Acquisition and Processing

Dorothy Butch, Associate Librarian,
Collection Acquisition and Processing

The New York State Library
The State Education Department
Cultural Education Center
Albany, New York 12230

NEW YORK STATE LIBRARY

November 1982

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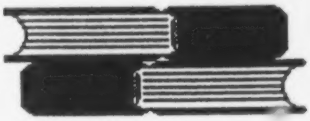
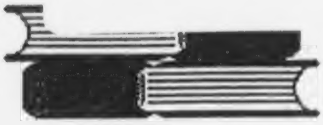
NY92:M01

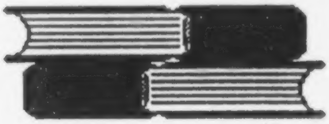
1992 NYLA/GODORT NOTABLE DOCUMENTS AWARD WINNER

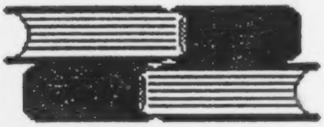




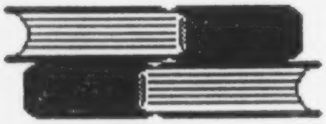
State Agencies Report Filing With The New York State Library

March 1992





Saul Weprin, Speaker
New York State Assembly



Richard Brodsky, Chairman
Oversight, Analysis &
Investigation Committee

Introduction

> A popular government without popular information, or the means of acquiring it, is but a prologue to a farce, or a tragedy; or perhaps both. Knowledge will forever govern ignorance; and a people who mean to be their own governors, must arm themselves with the power which knowledge gives.
>
> -James Madison

For most citizens, the public library system serves as the primary source for information on government operations and a host of other subjects. Libraries are the depositories of knowledge where individuals can seek answers, clarify uncertainties, broaden their horizons and become better focused and directed as they look to other sources for knowledge and information.

Within this context, the current collection of state public documents maintained by the New York State depository system must be regarded with dismay. A September 1986 report by the New York Library Association/Government Documents Roundtable Task Force on the New York State Depository Program Report and Recommendations estimated that the New York State Library's collection of public documents includes only one third of all state documents published.

The New York State Library acts as the central repository for all state documents. Article 2, section 6, subdivision 3 of the State Printing and Public Documents Law requires every state officer, department, commission, institution and board to submit 200 copies of all reports, upon completion, to the State Library. Subdivision 3-a requires all New York State departments, divisions, agencies or authorities that produce or finance any films, videos or other electronic information program, to submit notification upon completion to the gifts and exchange division of the State Library for inclusion in a central catalogue.

Providing the State Library with copies of public documents is advantageous to state agencies. Each document is catalogued and listed in the Checklist of Official Publications of the State of New York. In addition, all publications are microfiched to ensure permanent preservation and availability.

The Library's distribution procedures to library branches throughout the state bring state government publications to all New York State residents. Additionally, the State Library sends public documents to other states and foreign countries. This serves to publicize agencies' efforts and achievements statewide, nationwide and internationally.

Over a year ago, the Assembly Oversight, Analysis and Investigation Committee sought particular state agency reports from the State Library, only to find such reports had not been filed. This prompted an effort by the Committee to fully document compliance with the law, to determine the extent of the problem and to explore possible areas for statutory and administrative reforms.

To that end, the Committee conducted an in-depth study of the history of the State Printing and Public Documents Law, and analyzed the depository programs of the other 49 states and the federal government. In addition, the Committee conducted a survey of 81 state agencies, requesting lists of agencies' most recent publications, a listing of which reports were sent to the State Library and a contact person for future questions. The agencies were also asked for their policy, written or unwritten, regarding compliance with the law. A follow-up letter requested information on compliance with subdivision 3(a) of Article 2, Section 6 of the State Printing and Public Documents Law, regarding electronic information programs. The letter also asked each agency to provide a workable definition for the term "report" or "public document," neither of which are defined in the existing statutes.

Appendices A and B to this report provide, respectively, a brief legislative history of the laws governing public document filing with the State Library and a chart of the distribution programs of other states. Appendix C is a summary of the responses from agencies to the Committee's survey.

The following presents major findings and recommendations resulting from this comprehensive review.

FINDINGS

1. Many agencies are unaware of the law's provisions.

Only 10 percent of the 70 agencies that responded to the survey indicated they were aware of the requirements of the State Printing and Public Documents Law. Twenty-seven percent of the agencies specifically stated they were not aware of the law, and another 46 percent of the agencies did not explain their level of awareness.

2. Agencies have failed to send the required number of reports to the Library.

Of the 38 agencies indicating the number of reports they have sent to the State Library, 9 percent affirmed they have sent 200 copies or the "requisite" number, while another 31 percent sent

30 copies or less. Of those agencies that sent 200 copies, most only sent the State Library 200 copies of their annual report and no other reports. Other reports or published materials were sent to the State Library in far more limited quantities, if at all. Twelve agencies specifically indicated they would now be sending 200 copies of their reports to the State Library in response to the Oversight Committee's letter, and it is believed that still more agencies will comply with the law's requirements in the future.

3. **Communication between the State Library and state agencies has deteriorated.**

Noncompliance seems to have stemmed in large part from agencies' unawareness of the provisions of the law, and it appears that merely reminding agencies of the State Printing and Public Documents Law is sufficient to inspire far greater compliance. This was suggested by one agency, commenting that the State Library should "occasionally notify agencies to remind them of this provision of the Law ... This is particularly important for small agencies which might produce a limited amount of printed material and might, therefore, not be accustomed to remembering that copies of this material must be sent to the Library." Also advocating improved communication between the State Library and state agencies was another letter stating:

> The State Library's distribution system is so impressive, I think awareness of how the system operates would encourage compliance. It is reassuring to know that a copy of each report will be microfiched to be reproduced upon request, and that 20 copies will go to depository libraries scattered around the State, libraries that pledge never to throw out anything.

Such replies from state agencies to the Committee's survey were not uncommon, which indicates a great need for improved relations between the library and the agencies.

4. **Agencies find the current copy requirements burdensome.**

The 200 copy requirement alarmed many agencies. As one agency explained, "The mandated filing quantity exceeds the number of report copies that the Division ordinarily publishes for its intended audiences and purposes, and is viewed as unrealistic for this reason and because of the cost entailed." Twenty-one other agencies made similar statements regarding the cost or difficulty of printing an additional 200 copies of each report for the State Library's distribution purposes.

5. **A failure to define the term "report" added to agencies' confusion.**

Eleven agencies expressed some confusion with or specifically recommended the need for a definition of the term "report" as used in the State Printing and Public Documents Law. These agencies were uncertain which documents should be included in the definition, and several agencies sought further clarification.

6. Neither agencies nor the State Library have complied with the provisions governing electronic information programs.

Forty-three respondents addressed the issue of electronic information programs. None indicated they were aware of the law, while 23 percent of agencies said they did not know of subdivision 3(a)'s requirements and another 70 percent did not explain their level of awareness. Five agencies specifically claimed to be exempt based on their reading of the law's legislative history.

Twenty-two of the respondents said they produce some form of electronic information programs. Thirty-six percent of those indicated that production was limited to in-house or training programs, public service announcements or advertisements. These items would all be classified as serving administrative or operational purposes, and virtually all of the agencies producing such programs did not believe they needed to notify the library of the program's completion. Twenty-seven percent of the agencies indicated they were notifying the library of these programs in response to the Committee's inquiry, or that they would be sure to do so in the future. None of the agencies indicated they had regularly informed the State Library in the past upon the completion of an electronic information program.

The gifts and exchange division of the State Library only catalogues those documents it has received, notwithstanding the fact that the law requires library cataloguing simply upon agencies's notification to the library. Therefore, even in instances when the State Library might have received regular notification from agencies, this information was not centrally catalogued in accordance with the law. In addition, the notification provided by agencies is insufficient for other aspects of library cataloguing procedures. Therefore, gifts and exchange must contact each agency upon receiving notification of the completion of an electronic information program to obtain sufficient information for the incorporation of that program in the State Library's checklists of government publications.

RECOMMENDATIONS

1. Streamline and clarify the laws governing the filing of public documents with the New York State Library.

It is recommended that the laws pertaining to the filing of public documents with the New York State Library be strengthened. Provisions to clarify agencies' and the Library's responsibilities will help to ensure better compliance with the law in the future. Revisions will also result in better and more widespread access to public documents by New York State citizens. It is therefore recommended that the following steps be taken.

Enact legislation that will:

- Simplify, clarify and eliminate redundancy
- Define the terms "state agency" and "public document"
- Revise minimum copy requirements
- Designate public information officers within each agency who will interact with the State Library regarding the submission of public documents to the Library
- Designate the State Library as the central repository for public documents in New York State
- Empower the State Library to develop a statewide documents depository system
- Require state agencies to incorporate a list of all published materials in their annual reports
- Ensure the Library receives these public documents at no cost

The justification and rationale for these provisions follow.

Clarify the Relevant Provisions of Existing Laws

Subsections 3 and 3-a of Article 2, Section 6 of the State Printing and Public Documents Law are intended to serve the same purpose, but they are targeted at slightly different governmental bodies and are not widely known or understood. These subsections currently fall under section 6, Departmental Printing. This has caused confusion because some state agencies maintain they are classified as "Legislative Printing for the Executive" within the provisions of Section 4 of the State Printing and Public Documents Law, titled Legislative Printing. This designation exempts them from the distribution requirements mandated by section 6, Departmental Printing. Incorporating these provisions in a separate section relating to the distribution of public documents would clarify to whom these provisions of law apply.

The law should also charge the gifts and exchange division of the State Library with the responsibility of generating monthly and annual checklists of all materials received, and incorporating this information into a central catalogue.

The law should be clear that state agencies cannot charge the New York State Library for copies of public documents submitted pursuant to these provisions. This would further enhance the State Library's access to public documents and hence, the public's greater access to these documents.

Clarify definitions

The State Printing and Public Documents Law, as well as Section 47 of the Legislative Law, should be amended to include workable definitions of "state agency," and "public document." Ambiguity in current law has resulted in extensive confusion and inadequate compliance with the provisions of these laws.

The term "state agency" should be defined broadly in the State Printing and Public Documents Law to include any State Office, Department, Division, Board, Bureau, Commission, or Authority excluding the New York State Legislature and all its Standing, Special, Select and Joint Committees and Task Forces. As revealed in a comparative analysis of the depository laws of the other 49 states, this is the definition most commonly used, usually in a slightly modified form, by the thirty-seven states that provide a comprehensive, or semi-comprehensive definition of what constitutes a state agency. The Legislative law should clarify that reports of the Legislature or any of its Standing, Special, Select or Joint Committees, Commissions, or Task Forces should all be sent to the State Library.

In addition, the term "public document" should be used in lieu of "document" or "report" in both the Legislative Law and the State Printing and Public Documents Law. This term should reflect the types of reports currently produced by agencies and the Legislature. By defining in law what is to be sent by agencies to the library, both the sender and receiver will know what their responsibilities are.

Request Fewer Copies of Public Documents

The number of copies of most public documents sent to the State Library should be reduced to 30. Under the current law, the State Library should be receiving 100 copies of all public documents from the secretary of the Senate and the clerk of the

Assembly in accordance with Section 47 of the Legislative Law. These documents are not defined in the law.[1] Thus, current law requires a total of 305 reports be submitted to the State Library -- 100 copies in accordance with the Legislative Law, 200 copies in accordance with the State Printing and Public Documents Law and 5 copies in accordance with the Education Law. The present number of copies far exceeds the State Library's actual needs.

The State Library suggests that requiring state agencies and the Legislature to submit 30 copies of a public document should meet the Library's current distribution needs. The State Library needs 20 copies of all documents for its depository program, another three copies for in-house use (one each for permanent files, loan, and inter-library loan), another copy each for the Library of Congress, the Chicago Research Library, the National Library of Canada, and one additional copy to be microfiched.

The State Library also has a list of 17 "core" [2]publications which it distributes to most or all of its depositories. To meet these greater distribution needs, state agencies should be required to submit 150 copies of core publications as specified by the New York State Library. These documents can then be distributed to the 100 documents reference centers, 20 documents depository libraries and 20 documents research depository libraries. Documents reference centers are located throughout the state with a minimum of five in each region, and should have a collection of reference tools containing information to assist in answering frequently asked questions. The documents depository libraries receive basic bibliographic tools, the core titles, and any other documents received by the State Library in quantities sufficient for distribution. There are two such libraries in each region, except in the New York City area which has two extra, and they serve as the central resource for paper copies of most government documents. Documents research depository libraries, consisting of two in each region and an additional two in New York City, possess microfiche collections of government documents for viewing, inter-library loan and reproduction.

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[1] The 1979 Clerk's Manual of Rules, Procedures and Precedents of the Legislature defined such reports to include those reports of state offices, departments, commissions, institutions and boards which are sent to the Legislature.

[2] These core publications include, among other documents, the Legislative Manual, New York State Statistical Yearbook, Budget Summary/Annual Budget Message, Vital Statistics and the State Phone Directory.

Designate Public Information Officers

Each agency should designate a public information officer, who will serve as the liaison between the State Library's gifts and exchange division and the agency and who will be responsible for sending the requisite number of public documents to the Library. The agency should also inform gifts and exchange of the identity of this public information officer to eliminate future confusion. Assigning a public information officer will help ensure compliance with the State Printing and Public Documents Law and foster better relations between the State Library and state agencies.

In the past, the State Library has found it difficult to identify agency contacts when seeking to obtain reports in accordance with the law. Several agencies indicated, in their responses to the Committee's inquiry regarding compliance with the State Printing and Public Documents Law, that they were uncertain where public documents should be sent. Improved communications should rectify both situations.

New York State's Central Repository and Depository System

The current depository system in New York State was never established by statute, nor was the role of the State Library as the center of the depository system expressly and statutorily established. The State Printing and Public Documents Law should be amended to specifically designate the New York State Library as the central repository for public documents, and it should empower the State Library to establish a depository program consistent with the Legislature's commitment to increased access to public documents. Since the State Library already serves as the central repository, the legislation is not imposing any new responsibility on the State Library, but rather, it recognizes in statute, practices already in place.

Include Agency Publications in Each Annual Report

The State Library has faced tremendous difficulty in determining if it has a complete collection of government documents, because there is no central listing of such publications. Documents are not included in the library's central catalogue until they are in the library's possession. Since subdivision 3-a of Article 2, Section 6 of the State Printing and Public Documents Law only requires notification, and not the actual filing of copies of electronic information programs with the State Library, this information is not reflected in the Library's monthly checklist.

It is in the public's interest to have access to an accurate record of all documents produced for public distribution by New York State government. To that end, all public documents and other documents, including pamphlets, brochures and videos should be listed in each agency's annual report. Incorporating lists of these documents in agency annual reports will provide librarians and citizens with a ready resource for determining where to find additional information on various topics addressed by New York State government. In fact, the 1965 Interdepartmental Management Improvement Council issued guidelines to agencies for use in compiling annual reports. It urged agencies to include information on publications in their annual report. A 1969 Comptroller's Audit on Publications Printed by State Departments, Agencies and Authorities recommended compliance with these guidelines.

This annual listing can also serve as a checklist to the State Library in determining which publications warrant distribution to the depository libraries. The State Library should be authorized to request thirty copies of any document listed in an agency's annual report which it has not already received via that agency's public information officer. This would ensure more comprehensive collections of government documents.

2. The State Library must improve its outreach to ensure the continued awareness of the value of public document filing with the State Library.

Formalized outreach programs must be instituted by the State Library to ensure better compliance with the State Printing and Public Documents Law.

The gifts and exchange division of the State Library should be responsible for issuing formal reminders to the public information officer of each state agency regarding the forwarding of agency publications to gifts and exchange. These reminders should be issued at least annually.

By explaining the breadth of the Library's distribution system, agencies will better appreciate the advantages of providing the library with their important government documents. One copy of each publication is kept in the State Library's collection for consultation or photocopying. Another copy is available for loan. Copies are sent to each of the State Library's 20 documents reference centers, and microfiche copies are distributed to each of the 20 documents research depository libraries. Another 100 copies of the "core" publications are distributed to documents reference centers. All documents information and access centers, which include more than 160 libraries throughout New York State, have access to these documents through the checklist and inter-library loan program.

By informing agencies of these advantages and reminding them of the importance of the State Printing and Public Documents Law, far more extensive, voluntary compliance with the law's provisions should result.

APPENDIX A

Legislative History

Several laws require the filing of state public documents with the New York State Library. The key provisions of these laws are set forth below.

Education Law: Title 1, Section 250 of Article 5 of the Education Law requires the Regents to "maintain a duplicate department to which each state department, bureau, board or commission shall send not less than five copies of each of its publications when issued, and after completing its distribution, any remaining copies which it no longer requires." Established originally, by Chapter 529 of the Laws of 1889, this law is a clear indicator of the Legislature's long-standing commitment to the preservation and public distribution of government documents, by requiring state agencies to send copies of all publications to the duplicate department. The gifts and exchange division of the State Library currently serves as this duplicate department.

Legislative Law: Section 47 of the Legislative Law applies to officers and institutions entitled to receive bound volumes of legislative journals, bills and documents. This law requires the secretary of the Senate and the clerk of the Assembly to respectively distribute 200 copies of the journals, 100 copies of the documents, and five copies of the bills, once bound together, to the New York State Library. The Library is responsible for distributing these documents to the state's incorporated colleges and universities, all other states and territories, and for literary and scientific exchanges in which it was engaged. This law was amended in 1955 to reduce the number of copies of the documents sent to the State Library to 100.

State Printing and Public Documents Law: Subdivision 3 of Section 6 of Article 2 of the State Printing and Public Documents Law (Chapter 316, Laws of 1955), defines the Library's primary role in receiving government documents by requiring delivery to the State Library of 200 copies of all reports of every state officer, department, commission, institution and board.

Subdivision 3-a of Section 6 of Article 2 (Chapter 1011, Laws of 1973), further requires state departments, agencies or authorities that produce or finance a film, audio or video tape, or other electronic information program to submit notification upon completion to the gifts and exchange division of the State Library; a physical copy of the electronic information program need not be forwarded to the State Library. The Library is then responsible for incorporating this information in monthly and annual checklists, as well as its central catalogue. The law specifically directs state agencies to submit this information to the gifts and exchange division of the State Library because gifts and exchange is responsible for receiving, cataloguing and distributing all documents.

With the exception of these amendments in 1955 and 1973, most of the changes to the State Printing and Public Documents Law were enacted to open printing contracts to more competitive bidding, thereby reducing costs.

This law has not kept pace with changes in government reporting practices. Earlier versions of the law itemized those agencies governed by the Departmental Printing provisions, however, those designations were repealed by Chapter 160 of the Laws of 1976 to simplify the law, and a definition of "agency" was never developed in their place.

While the State Library has developed a depository program, the law does not either establish a state depository system, nor does it officially authorize the State Library to create a statewide depository system.

Also, "reports" were never defined in the law. While annual reports used to be the primary report issued by state agencies, the number and types of reports now issued by state agencies, either on their own initiative or pursuant to a statutory requirement, have dramatically increased.

Depository Programs in Other States

Other states have imposed a variety of regulations on state agencies in an attempt to develop a centralized depository for all state government documents. Some states have explicit regulations for the coordinated distribution of these documents, while others have their state libraries gather documents in a piecemeal fashion in the absence of comprehensive legislation. The most comprehensive resource for this information is Margaret T. Lane's reference handbook entitled, State Publications and Depository Libraries. Published in 1981, some of the information in this book may be outdated.

A more limited survey of a dozen of these states by Committee staff revealed that few changes, if any, have been made to states' laws. Some state libraries, like New York, have revised and refined their depository programs, independent of any statute. A summary of the provisions of the laws of each of the other 49 states is included in Appendix B.

State	Law	Agency Contact	Depository Coordinator	Checklist	Number of Copies
Alabama	1975 Section 41-6-12	state printer or other person printing copies	Department of Archives & History	quarterly Accessions List	250 copies for free distrib & exchange
Alaska	Article 2 Sec. 14.56.090-180	unspecified	State Library Distribution & Data Access Center	regularly published index	at least 4 copies, addtl copies upon request for lib.
Arizona	Rev. Stat. Sec. 41-1335	Heads of depts & all officers & agents of the state	Dir. of Dept of Library, Archives & Public Records	listed, don't know how often	Dir. requests # of copies needed for depository system & all exchanges
Arkansas	Act 489 of 1979, Act 241 of 1981 require state agencies to deposit no less than 4 and up to 50 copies	designated agency employee w/knowledge of dept. org. structure	Coordinator for Documents Services	submit monthly by document liaison	SDR-if 300+ printed, 29 copies to Lib. LDR-print 100-299, 19 copies to Lib. Waiver->100, 4 copies Biennial reports-50
Cal.	Library Distribution Act, Govt Code Sections 14900-14910-make all state publications freely available to inhabitants of the state	State Printer or Agency for in-house pub. Must distribute to ea. depository & State Lib.	State Library, Govt Pub. Service interprets LDA requirements	monthly or quarterly by State Library	50 copies-ea. pub. except bills, journals & histories-State Lib 3 copies-ea. agency
Colorado	1980, 24-90-201 to 208	unspecified	State Library, Depository & Distribution Center	quarterly by State Library	at least 4 copies & one copy of AV materials, addtl may be required by lib.
Conn.	1980, 11-9b to 9d	designate staff	State Library	at least monthly, annual cum.	sufficient number to meet depository system needs
Delaware	tit. 29, Sec. 507 & 8610	unspecified	Administrator of Libraries & Dept of State	quarterly, Dept of State	2 copies to Dept of State; as many as requested by lib.
Florida	Ch. 257.05, Fla. Statutes	unspecified	Division of Library & Information Services	bibliography pub. monthly, annual cum.	35 copies with option of obtaining 15 more; 2 copies for print batches of 40 or less

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State	Law	Agency Contact	Depository Coordinator	Checklist	Number of Copies
Georgia	1979, Sec. 101-201, 101-204	dept/inst of exec. branch	Librarian	annual dept list	3 copies
Hawaii	Sec. 93-1 to 93-5	unspecified	State Library, Publications Distrib. Center	unstated	15 copies, addtl copies upon request if available
Idaho	Sec. 33-2510, 1979	unspecified	State Librarian	unstated	20 copies
Illinois	1979, Ch. 128 Sec. 121	unspecified	State Librarian	from time to time	sufficient for collection & exchange, Librarian specified 40 free & 3 priced
Indiana	1974, 4-23-7-23.4 to 23.6	unspecified	State Library	quarterly, annual cum.	50 copies, & 25 addtl upon request
Iowa	Ch. 1245, Acts of 1986	unspecified	Depository Library Center	list with cumulative index distrib quarterly	75 copies, or less if specified by the depository librarian, minimum of 6
Kansas	Sec. 75-1023;75-2565 to 2568 75-3048 to 3048c	division of printing, state agency unsp.	Secretary of State Historical Society, State Library	at least annually	up to 30 per hist. society request, 35 to state lib.
Kentucky	Sec. 171.410, 171.450, 171.500	unspecified	Dept of Library and Archives	unstated	3 copies each
Louisiana	Sec. 25:121-124, 36:209(I)	unspecified	State Library under direction of Dept Culture, Rec., & Tourism	agencies list semiannualy	enough for 2 copies to each depository
Maine	tit.1, Sec. 501, 501-A	unspecified	State Librarian	unstated	at least 55-annual/ biennial reports; 18-all other pub.
Maryland	art. 23A, Sec. 9A, art.25, Sec. 32A art. 40, Sec. 51,53	no central distrib. system			

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State	Law	Agency Contact	Depository Coordinator	Checklist	Number of Copies
Mass.	Admin. Bulletin 76-5	unspecified	State Library	unstated	8 copies
Michigan	Sec. 397.55, 397.56, 397.59, Sec. 24.20 (1967)	unspecified	State Library	quarterly annual cum.	min. 75 copies
Minn.	Sec. 3.195, 3.302, 15.18 (1977)	unspecified	Leg. Library	monthly	10 copies-leg. lib. 2+exchange-state lib.
Miss.	Sec. 25-51-1 to 7	unspecified	Library Commission	semiannual	sufficient copies & 2 copies/depository
Missouri	Sec. 181.100-181.140	unspecified	State Library	monthly	sufficient copies
Montana	Sec. 22-1-211 to 22-1-218, 1979	unspecified	State Publications Library Distrib. Center	regularly	at least 4 copies, addtl copies as per agreements w/library
Nebraska	Sec. 51-411 to 51-418 (1978)	head or appointed records officer	Publications Clearing-house, division of Library Commission	regularly	4 copies
Nevada	Sec. 378.150 to 210 (1979)	unspecified agency, printing & records div.	Publications Distrib. Center	periodically	specified number from agencies; 50 from printing & records
NH	Sec. 202-B:1 to 5 (1977)	unspecified	State Librarian	unstated	25 copies
N. Jersey	Sec. 52:14-25.1 to 25.2 (1970)	unspecified	State Library	unstated	75 copies
N. Mexico	Sec. 18-2-4, 18-2-4.1, 18-2-7.1 (1979)	unspecified	State Library	unstated	25 unless told otherwise
N. Carol.	Sec. 147-50 to 147-50.1 (1979)	unspecified	Division of State Libraries	print, but frequency unspecified	5 copies
N. Dakota	Sec. 54-24-09 (1979)	state purchasing & printing agent	State Library	unstated	8 copies, 2 min. if money is short

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State	Law	Agency Contact	Depository Coordinator	Checklist	Number of Copies
Ohio	Section 149.11, Section 103.13 Legislative Services	unspecified	State Library		100 copies
Oklahoma	tit. 65, Sec. 3-113.1 to 115, tit. 74 Sec. 3104, 3106.1	records officer	Publications Clearinghouse of Dept. of Libraries	frequency unspecified	minimum of 25 & 1 copy of AV mat.
Oregon	Sec. 171.215, 182.070, 357.005 (j), 357.015 (6) (1979)	State Printer or person responsible for distribution	State Librarian	unstated	45 copies
Penn.	Act # 150 - 1971	unspecified	Dept of Public Instruction		at least 50, no more than 250
R.I.	Sec. 29-1-7; 29-1-8 (1968)	state officer & director	State Librarian	unstated	sufficient number upon requisition
S. Carol.	trying to pass a bill since 1972				
S. Dakota	Sec. 14-1A-1 to 14-1A-8 (1975 & 1979)	unspecified	State Pub. Library Distrib. Center	regularly	at least 14 copies, at least 2 copies-AV
Tenn.	Sec. 12-6-107 to 12-6-112 (1980)	every state officer	Secretary of State	unstated	at least 2/depository
Texas	art. 5442a (1980)	unspecified	Library & Historical Commission, State Lib.	periodically	to be specified, no more than 75 copies
Utah	Utah Code 37-5-1 to 37-5-8	unspecified	State Library	monthly	at least 2 copies AV, too, lib. to specify
Vermont	tit. 22, Sec. 603, 605 (1978)	unspecified - state librarian is supposed to make documents magically appear			
Virginia	sec. 2.1-467.1 to 467.2, 467.7 to 467.8 (1979)	unspecified	State Librarian	annually	2 copies, lib. may require up to 100
Washing.	Sec. 40.06.010-.900 (1972, 1980-81)	unspecified	State Library Pub. Distrib Center	regularly	as many as needed for depository system

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State	Law	Agency Contact	Depository Coordinator	Checklist	Number of Copies
W. Va.	undeveloped depository program				
Wisconsin	Sec.35.85(2)(b),(6),(7); 43.05(5)	Dept of Admin	Historical Society	periodically	3 copies
Wyoming	Sec. 9-1-109 to 9-1-110 (1977) and 44.06 (1980)	unspecified	State Library	unstated	4 copies

Primary Source for this information: Margaret T. Lane's reference handbook entitled, State Publications and Depository Libraries.

APPENDIX C

81 LETTERS SENT TO AGENCIES
86% RESPONSE RATE

Total N=70	Knew law (subsection 3)				Confused	Disagreed w/# to be sent	# of reports sent						Knew law (subsect 3a) on EIPs				Produce EIPs			For those who said yes, release limitations based on need or cost	Do or will notify library		
	Y	N	NA	Ex			200	200 annual repts. only	200 annual repts. & some of others	Some	None	NA	Y	N	NA	Ex	Y	N	NA		Y	N	NA
Number	7	19	32	12	11	21	6	9	1	22	18	14	0	16	49	5	22	21	27	8	19	6	45
%	10	27	46	17`	16	30	9	13	1	31	26	20		23	70	7	31	30	39		27	9	64
																				36% of the 22 agencies that produce EIPs			

KEY TO CHART:

Y = Yes
N = No
NA = No Answer
EX = Exempt
Repts = Reports
EIPs = Electronic Information Programs
Total = 70 out of 81 agencies responded

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NC85:B01

RECORDER
APR 30 1985
LOUISIANA STATE LIBRARY

North Carolina Department of Cultural Resources
109 East Jones Street • Raleigh, North Carolina 27611

James G. Martin, Governor

Patric Dorsey, Secretary

April 24, 1985

Mrs. Grace Moore
Louisiana State Library
P.O. Box 131
Baton Rouge, LA 70821

Dear Mrs. Moore:

I am writing on behalf of the North Carolina Documents Survey Project. Although the project has not yet reached completion, I would like you to have the enclosed copies of our letters and questionnaires as additions to the Documents on Documents Collection. We will also send a copy of the final report when it is issued in September. In the meantime, I hope that the enclosed materials might be of some use to librarians working on similar documents survey projects.

The materials enclosed include:

(a) letter from Sara A. Hodgkins, former Secretary of Cultural Resources, to heads of all departments mailed two weeks prior to issue of November questionnaire

(b) mailing list for Secretary Hodgkins' letter

(c) cover letter from David N. McKay, Director, Division of State Library, which accompanied the November questionnaire

(d) November 14, 1984 questionnaire issued to 665 representatives of executive, judicial and legistlative agencies

(e) cover letter from David N. McKay which accompanied the March 21 questionnaire

(f) March 21, 1985 questionnaire issued to 590 officials of the state-supported colleges and universities

(g) follow-up letter mailed to all non-respondents one week after both the November 30 and April 9 deadlines

An Equal Opportunity / Affirmative Action Employer

We are using an IBM PC XT for the project. It has been invaluably useful for mailing labels, cover letters, follow-up letters, keeping track of respondents and tabulating results. We will be happy to share our programs with interested librarians.

We have been quite pleased with both the quality and quantity of responses to the survey. The results of the two questionnaires (November 14 and March 21) will be compiled. A project report should be ready for distribution to the participants requesting results and other interested groups in September, 1985.

For further information, contact: Documents Branch, Division of State Library, 109 East Jones Street, Raleigh, NC 27611, (919) 733-3343.

Sincerely,

Marion Shepherd

Marion Shepherd
State Documents Survey
Project Librarian

NC87:J01

Put The Public Into State Publications

"The effective functioning of
a free government like ours
depends largely on the force
of an informed public
opinion."
Justice Hugo Black

NCLA

North Carolina Library Association

1498

"Statewide, regional and national availability of state documents and the efficient transfer of state information are fundamental to state government today. Modern library legislation for state documents focuses on making government information available to everyone. Creation of state depository libraries, pursuant to such legislation, benefits all involved–state agencies, libraries, and the general public. In the 41 states that have state documents depository and document distribution systems, state agencies receive wider exposure for their publications, libraries provide more service to their readers, and the public has better access to current information about state government and public affairs."

Margaret T. Lane, author of *State Publications and Depository Libraries: A Reference Handbook*. Greenwood Press, 1981.

1427

NC 87: J01
(1)

NCLA

February 10, 1987

Dear Ms Lane:

You don't stand half a chance if you want to find out what state government agencies are publishing. In fiscal year 1983-84 more than half of the publications produced by state agencies, at taxpayer expense, were never sent to the one library designated by North Carolina law to guarantee free access and permanent availability of these publications.

If you think something ought to be done about this, you're in good company. The North Carolina Library Association, the American Library Association, and other public interest groups such as the League of Women Voters and the North Carolina Press Association have expressed their support for a bill that will improve the flow of information from state agencies to the citizens of North Carolina. The North Carolina Library Association has proposed a bill that will be considered in this session of the General Assembly. For details of the bill, see the enclosed fact sheet. For the bill to pass, we need your support. So please, write them and let them know what you think.

HERE'S WHAT YOU DO:

1. Address your mail to:
   The Honorable (name of Senator or Representative)
   North Carolina General Assembly
   c/o State Legislative Bldg
   Raleigh, North Carolina 27611

2. Tell them who you are and where you are from.

3. Mention your concern for the depository bill and explain how you believe the bill will affect you.

North Carolina Library Association
Box 307, Carthage, N.C. 28327

4. Ask your legislator to support the bill and request a reply to your letter stating their position.

Remember, your letter will make a difference. Thanks very much.

Sincerely,

Pauline F. Myrick

Pauline F. Myrick
President, North Carolina Library Association

For further information about the depository system, contact: Pat Langelier, Chairman, North Carolina Documents Depository Committee, Davis Library 080A, UNC-CH, Chapel Hill, N.C. 27514; or Cheryl McLean, State Documents Librarian, Documents Branch, Division of State Library, 109 East Jones St., Raleigh, N.C. 27611

Put The Public Into State Publications

NCLA

North Carolina Library Association

1430

NC 87:501
(2)

North Carolina Library Association
Box 307, Carthage, N.C. 28327

"Establishing a depository system . . . would ensure an efficient system for supplying informative, useful, and popular public documents to all citizens through a balanced geographic distribution of depository libraries across the state."

Marjorie W. Lindsey, "State Documents: Proposed Statewide Depository System," *Popular Government*, Fall 1986, p.11

[illegible]

North Carolina Documents Depository System
Fact Sheet   February 1987

Goal

To create a cost-effective mechanism and system for collecting and disseminating important state government publications.

Need

Timely access to information published by state government agencies is essential for an informed citizenry, the cornerstone of North Carolina's representative form of government.

Nevertheless, information published at taxpayer expense by most state government agencies is generally unavailable to citizens, state legislators, businesses, and to other state agencies and local units of governments. All too often, individuals or groups who could benefit from state publications do not know that the publications exist.

Current depository laws do not adequately ensure either public access to the multitude of state government publications or the cost-effective distribution of information produced by the state.

Overview of the Problem

A recent survey conducted by the State Library indicated that in 1983-84:

1. Only 20.6 percent of the 881 responding state agencies complied with the provisions for publication distribution in N.C. General Statute 147-50.1.
2. Three out of every four state publications were never forwarded to the State Library.

One of the State Library's central functions is to provide a complete and thorough record of state publications. More importantly, it exists to facilitate public access to these publications. This large-scale noncompliance by almost 80 percent of state agencies prevents the State Library from performing as mandated by the General Assembly.

Other obstacles interfere with the public's right to know:

1. Only 24 percent of state publications are advertised or announced.
2. The growing use of computers to collect, store, retrieve, and disseminate information has prompted the discontinuation of important government publications, and the substitution of the electronic medium for the print medium in some information areas.
3. The time and expense of tracking down a specific publication are often prohibitive.

Public access to state publications is obstructed. Additionally, noncompliance by state agencies results in waste and inefficiency.

Proposed Method and Required Statutory Changes

N.C. General Statute 147-50.1 should be rewritten to:

1. Authorize the establishment and operation of a state publications clearinghouse at the State Library.
2. Enable the State Library to produce microfiche copies of each agency publication.
3. Increase the number of copies allocated to the State Library for depository distribution.
4. Require each agency to appoint or designate a publications officer.
5. Require agencies to provide semiannual lists of all publications, regardless of format, to the State Library.

The clearinghouse would receive agency publications and list them in the *Checklist of Official North Carolina State Publications*. A group of depository libraries in different regions of the state would be established; they would receive these publications on a regular basis. Producing microfiche copies of each publication would ensure permanent preservation and availability at the State Library.

The agency publications officer would be responsible for preparing lists of publications and monitoring the distribution of publications to the State Library. These semiannual lists would include publications in all formats, and would be used to compile the *Checklist*.

Cost

Projected costs for the provisions contained in this proposal are an initial capital outlay of $120,000, primarily for equipment, and $90,000 per year for clearinghouse operating costs.

Benefits

Standardizing and systematizing the flow of publications would improve information exchange at all levels of state government. In addition, it would ensure the preservation of important publications. Revising current state law would result in considerable savings as well by eliminating or reducing postage, printing and storage costs. Staff resources would be better allocated and duplication of services by state agencies eliminated.

The network of depository libraries would guarantee equal access by citizens in all parts of the state to both current publications of state government and those of historic value.

In the long run, North Carolinians would be better informed and better served by their state government.

Summary

This proposal represents an effective and efficient method for facilitating public access to the multitude of state government publications. It addresses the key issues of state agency cooperation and accountability, the need for a central clearinghouse, and equitable distribution.

For further information about the depository system, contact: Pat Langelier, Chairman, North Carolina Documents Depository Committee, Davis Library 080A, UNC-CH, Chapel Hill, N.C. 27514; or Cheryl McLean, State Documents Librarian, Documents Branch, Division of State Library, 109 East Jones St., Raleigh, N.C. 27611

1983

NC85:M01
(1)

NORTH
CAROLINA
DEPARTMENT
OF
CULTURAL
RESOURCES

Raleigh
North Carolina
27611

Office of
the Secretary
919 733-4867

Sara W. Hodgkins
Secretary
James B. Hunt Jr.
Governor

October 29, 1984

The Honorable H. E. Boyles
Treasurer of North Carolina
Department of State Treasurer
Albemarle Building
325 North Salisbury Street

Dear Mr. Boyles:

My department, via the Division of State Library, is the official depository for state publications,[1] and I am asking your assistance in a study to determine the volume of state publications, the types of materials currently being produced, and the method you use to distribute them.

Enclosed is a copy of a survey questionnaire which will be addressed to your managers on the division and sections levels.

It is my intent that a depository system be developed that will benefit all state agencies by relieving them of some of the burdens for storage and dissemination of information and, most important, insure access to and availability of state publications for the citizens of North Carolina.

Let me thank you in advance for your support of this effort.

Sincerely,

Sara W. Hodgkins

Enclosure

---

[1] G.S. 147-50.1

Mailing list for November 1 letter to department heads

1) The Honorable Jane Smith Patterson, Secretary
Department of Administration
Administration Building
116 West Jones Street

2) The Honorable Franklin E. Freeman, Jr., Director
Administrative Office of the Courts
Justice Building

3) The Honorable James A. Graham, Commissioner
Department of Agriculture
Agriculture Building
1 West Edenton Street

4) The Honorable Edward Renfrow, State Auditor
Department of the State Auditor
Legislative Office Building
300 North Salisbury Street

5) The Honorable C. C. Hope, Jr., Secretary
Department of Commerce
Dobbs Building
430 North Salisbury Street

6) The Honorable Robert W. Scott, President
Department of Community Colleges
Education Building
114 West Edenton Street

7) The Honorable James C. Woodard, Secretary
Department of Correction
840 West Morgan Street

8) The Honorable Heman Clark, Secretary
Department of Crime Control & Public Safety
Archdale Building
512 North Salisbury Street

9) The Honorable Craig Phillips,
State Superintendent of Public Instruction
Education Building
114 West Edenton Street

10) Mr. George R. Hall, Jr.
Legislative Administrative Officer
General Assembly
Legislative Building
Jones Street

11) Mr. John A. Williams, Jr., Executive Assistant
Office of the Governor
Capitol
Capitol Square

12) The Honorable Sarah T. Morrow, Secretary
Department of Human Resources
Albemarle Building
325 North Salisbury Street

13) The Honorable John Ingram, Commissioner
Department of Insurance
Dobbs Building
430 North Salisbury Street

14) The Honorable Rufus Edmisten, Attorney General
Department of Justice
Attorney General's Office
Second Floor, Justice Building

15) The Honorable John C. Brooks, Commissioner
Department of Labor
Labor Building
4 West Edenton Street

16) The Honorable James A. Summers, Secretary
Department of Natural Resources & Community Development
Archdale Building
512 North Salisbury Street

17) Mr. Harold Webb, Director
Office of State Personnel
Administration Building
116 West Jones Street

18) The Honorable Mark G. Lynch, Secretary
Department of Revenue
Revenue Building
2 South Salisbury Street

19) The Honorable Thad Eure
Secretary of State
Capitol
Capitol Square

20) The Honorable William R. Roberson, Jr., Secretary
Department of Transportation
Highway Building
1 South Wilmington Street

21) The Honorable H. E. Boyles
Treasurer of North Carolina
Department of State Treasurer
Albemarle Building
325 North Salisbury Street

Please note that the universities will not be surveyed at this time and therefore should not be included on this mailing list.

NC85:M01
(3)

NORTH
CAROLINA
DEPARTMENT
OF
CULTURAL
RESOURCES

Raleigh,
North Carolina
27611

Division of State Library
David N. McKay Director

Sara W. Hodgkins
Secretary
James B. Hunt, Jr.,
Governor

November 14, 1984

Ms. Janis M. Carroll
Assistant Director
Interagency Services
Div. for Exceptional Children
Dept. of Public Instruction
Education Bldg., Room 438

Dear Ms. Carroll:

The Department of Cultural Resources, Division of State Library, is the official depository for North Carolina state publications and is responsible not only for collecting and organizing state government publications but also for informing libraries and the public of their existence and availability.

This letter is a request for assistance in determining the types of publications currently being produced, the volume of production and the methods you use to distribute them.

Enclosed is a questionnaire to assist in this survey. Would you please take the time to complete and return it by November 30 in the enclosed envelope to:

Documents Branch
Division of State Library
109 East Jones Street
Raleigh, NC 27611

It is hoped that a system can be developed that will relieve departments of state government of some of the burden for storage and dissemination of publications and that this system will offer the citizens of North Carolina greater access to the publications of state government.

Sincerely,

David N McKay

David N. McKay

DNM:pch

Enclosures

P.S. If you have any questions or need additional survey forms, please contact Cheryl McLean or Marion Shepherd, Documents Branch, Division of State Library, at 733-3343.

NC85:M01
(4)

STATE AGENCY PUBLICATIONS SURVEY

November 14, 1984

DEPARTMENT___________________________________

AGENCY (Division/Section)___________________________________

INTEROFFICE ADDRESS___________________________________

NAME___________________________ TELEPHONE__________

TITLE___________________________________

PUBLICATIONS CONTACT PERSON___________________________________
(if different from above)

TITLE___________________________ TELEPHONE__________

For the purposes of this survey, "publications" will be defined as: any report, directory, statistical compendium, bibliography, map, rule, register, catalog, regulation, newsletter, pamphlet, brochure, periodical, bulletin, plan, compilation, manual, or other document, excluding any interoffice or intraoffice communications. Also included are any publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with or supervision of any state agency.

1) What types of publications does your agency produce?
(Check all that apply.)

___a. bibliographies
___b. brochures
___c. catalogs
___d. directories
___e. manuals
___f. maps
___g. newsletters
___h. pamphlets
___i. periodicals
___j. plans
___k. reports
___l. rules, regulations, laws
___m. statistical compendiums
___n. none
___o. other (please attach list)

2) Does your agency issue nonprint publications? ___a. no ___b. yes
If yes, in what form?

___c. film
___d. filmstrips
___e. microfiche
___f. microfilm
___g. slides
___h. videotape
___i. tape or disc recordings
___j. machine readable
___k. other (please attach list)

3) Where are your agency's publications produced or published?

___a. in-house
___b. State Printer
___c. Prison Enterprises
___d. commercial printer
___e. University Graphics
___f. other (specify)

4) Are your agency's publications advertised or announced? ___a. no ___b. yes
If yes, where? (List title of newsletter, journal, etc.)

5) Does your agency publish a list of its publications? ___a. no ___b. yes
If so, how often?

___c. monthly
___d. quarterly
___e. semiannually
___f. annually
___g. other (specify)

- over -

6) Are your unit's publications kept on file? ___a. no ___b. yes
If yes, does the file include:

___c. current publications?

___d. out-of-print publications?

7) How are your publications distributed?

___a. mailing list

___b. available on request

___c. other (specify)

8) Which of the following groups are regular recipients of your agency's publications? (Check those which are on your current mailing list.)

___a. other agencies

___b. businesses

___c. schools

___d. citizens

___e. government officials

___f. academic libraries

___g. school libraries

___h. public libraries

___i. State Library

___j. colleges/ universities

___k. other (specify)

9) How would you rate your attempts to acquire publications produced by other state agencies?

___a. successful

___b. sometimes successful

___c. rarely successful

___d. unsuccessful

10) List the publications issued by your agency within the last fiscal year (July 1, 1983 - June 30, 1984). Give the title, frequency (monthly, etc.), sales price per issue if any, and quantity (number of copies produced). If your agency publishes a list of publications which includes this information, feel free to attach that instead. Please indicate if none were published.

TITLE	FREQUENCY	SALES PRICE	QUANTITY

Use attached sheet if necessary.

If your agency regularly produces a publication which is not represented in the above listing (such as a biennial report), please note the title here:

____

____

To receive the results of this study, check here: ___Results

Thank you for your cooperation.

Return by November 30, 1984 to:
Documents Branch (733-3343)
Division of State Library
109 East Jones Street
Raleigh, NC 27611

1439

10) (Continued)

TITLE	FREQUENCY	SALES PRICE	QUANTITY

Attach sheets if necessary.

NC85:M01
(5)

North Carolina Department of Cultural Resources
109 East Jones Street • Raleigh, North Carolina 27611

James G. Martin, Governor

Patric Dorsey, Secretary

March 21, 1985

Dr. Dirk Frankenberg
Chairman
Curriculum in Marine Sciences
University of North Carolina - Chapel Hill
12-5 Venable Hall 045-A
Chapel Hill COURIER 312

Dear Dr. Frankenberg:

The Department of Cultural Resources, Division of State Library, is the official depository for North Carolina state publications and is responsible not only for collecting and organizing state government publications but also for informing libraries and the public of their existence and availability.

This letter is a request for assistance in determining the types of publications currently being produced, the volume of production and the methods you use to distribute them.

Enclosed is a questionnaire to assist in this survey. It is being distributed to the administrators of all state-supported community colleges and universities as well as the department heads of the University of North Carolina-Chapel Hill and North Carolina State University. Would you please take the time to complete and return it by April 9 in the enclosed envelope to: Documents Branch, Division of State Library, 109 East Jones Street, Raleigh, NC 27611.

It is hoped that a system can be developed that will relieve departments of state government of some of the burden for storage and dissemination of publications and that this system will offer the citizens of North Carolina greater access to the publications of state government.

Sincerely,

David N McKay

David N. McKay, Director
Division of State Library

Enclosure

1441

P.S. If you have any questions or need additional survey forms, please contact Marion Shepherd or Cheryl McLean, Documents Branch, Division of State Library, at 733-3343.

An Equal Opportunity / Affirmative Action Employer

STATE AGENCY PUBLICATIONS SURVEY

March 21, 1985

UNIVERSITY/COLLEGE ____________________
DEPARTMENT/SCHOOL/OFFICE ____________________
ADDRESS ____________________
NAME ____________________ TELEPHONE __________
TITLE ____________________
PUBLICATIONS CONTACT PERSON ____________________
(if different from above)
TITLE ____________________ TELEPHONE __________

For the purposes of this survey, "publications" will be defined as: any report, directory, statistical compendium, bibliography, map, rule, register, catalog, regulation, newsletter, pamphlet, brochure, periodical, bulletin, plan, compilation, manual, or other document, excluding interoffice communications, dissertations, theses and faculty papers appearing in non-state publications. Also included are any publications that may or may not be financed by state funds but are released by private bodies such as research and consultant firms under contract with or supervision of any state agency.

1) What types of publications does your department (school, office, etc.) produce? (Check all that apply.)

___a. bibliographies
___b. brochures
___c. catalogs
___d. directories
___e. manuals
___f. maps
___g. newsletters
___h. pamphlets
___i. periodicals
___j. plans
___k. reports
___l. rules, regulations, laws
___m. statistical compendiums
___n. none
___o. other (please attach list)

2) Does your department issue nonprint publications? ___a. no ___b. yes
If yes, in what form?

___c. film
___d. filmstrips
___e. microfiche
___f. microfilm
___g. slides
___h. videotape
___i. tape or disc recordings
___j. machine readable
___k. other (please attach list)

3) Where are your publications produced or published?

___a. in-house
___b. State Printer
___c. Prison Enterprises
___d. commercial printer
___e. University Graphics
___f. other (specify)

4) Are your publications advertised or announced? ___a. no ___b. yes
If yes, where? (List title of newsletter, journal, etc.)

5) Does your department publish a list of its publications? ___a. no ___b. yes
If so, how often?

___c. monthly
___d. quarterly
___e. semiannually
___f. annually
___g. other (specify)

- over -

6) Are your publications kept on file? ___a. no ___b. yes
If yes, does the file include:

___c. current publications?

___d. out-of-print publications?

7) How are your publications distributed?

___a. mailing list

___b. available on request

___c. other (specify)

8) Which of the following groups are regular recipients of your publications? (Check those which are on your current mailing list.)

___a. other agencies

___b. businesses

___c. schools

___d. citizens

___e. government officials

___f. academic libraries

___g. school libraries

___h. public libraries

___i. State Library

___j. colleges/ universities

___k. other (specify)

9) How would you rate your attempts to acquire publications produced by other state agencies?

___a. successful

___b. sometimes successful

___c. rarely successful

___d. unsuccessful

10) List the publications issued by your department within the last fiscal year (July 1, 1983 - June 30, 1984). Give the title, frequency (monthly, etc.), sales price per issue if any, and quantity (number of copies produced). If you publish a list of publications which includes this information, feel free to attach that instead. Please indicate if none were published.

TITLE	FREQUENCY	SALES PRICE	QUANTITY

Use attached sheet if necessary.

If you regularly produce a publication which is not represented in the above listing (such as a biennial report), please note the title here:

To receive the results of this study, check here: ___Results

Thank you for your cooperation.

Return by April 9, 1985 to: Documents Branch (733-3343)
Division of State Library
109 East Jones Street
Raleigh, NC 27611

10) (Continued)

TITLE	FREQUENCY	SALES PRICE	QUANTITY

Attach sheets if necessary.

NC85:M01
(7)

North Carolina Department of Cultural Resources
109 East Jones Street • Raleigh, North Carolina 27611

James G. Martin, Governor
Patric Dorsey, Secretary

April 16, 1985

Mr. Walter B. Jones
Director
Career Planning and Placement Center
North Carolina State University
28 Dabney, Box 7303
Raleigh COURIER

Dear Mr. Jones:

We are completing the data-collecting phase of the State Agency Publications Survey Project and have not yet received your response. Since we wish the results of the study to be as accurate as possible, we can not overemphasize the importance of receiving your completed survey. This includes those offices that do not issue publications. In order to make a valid assessment of North Carolina state agency publishing, we need to have your input.

Should you have any questions or need additional survey forms, contact me at 733-3343. If you have recently returned your response, please disregard this reminder. We appreciate your cooperation.

Sincerely,

Marion Shepherd
State Documents Survey
Project Librarian

1445

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AUG _ 1986

NC86:M01

NORTH CAROLINA STATE DOCUMENTS DEPOSITORY SYSTEM SURVEY
FINAL REPORT

Amanda Jones Chambers
State Documents Survey Project Librarian

April 1986

State of North Carolina: James G. Martin, Governor
Department of Cultural Resources: Patric Dorsey, Secretary
Division of State Library: Jane Williams, Acting Director

1446

NORTH CAROLINA STATE DOCUMENTS DEPOSITORY SYSTEM SURVEY

FINAL REPORT

Amanda Jones Chambers
State Documents Survey Project Librarian

April 1986

State of North Carolina: James G. Martin, Governor
Department of Cultural Resources: Patric Dorsey, Secretary
Division of State Library: Jane Williams, Acting Director

This publication was funded under the Library Services and Construction Act, Title I. - However, the opinions expressed herein do not necessarily reflect the position or policy of the Center for Libraries and Education Improvement, United States Department of Education, and no official endorsement should be inferred.

Division of State Library
Information Services Section
109 East Jones St.
Raleigh, North Carolina 27611

ACKNOWLEDGEMENTS

Many people aided in the completion of the North Carolina State Documents Survey, funded through the Library Services and Construction Act, Title I. David Bevan, Chief of the Information Services Section of the State Library, Cheryl McLean, State Documents Librarian, Sue Farr, Head of the Interlibrary Services Branch, and Jean Glosson, Secretary of the Information Services Section, receive special credit for their patient instruction in the use of microcomputers and for editing this report. Doris Holloway, Head of the Documents Branch, and the staff of the Documents Branch also were helpful in completing this survey. Pat Langelier, Chairman of the North Carolina Documents Depository System Committee, and the committee members aided in identifying the types of information needed from the libraries. The members of the ad hoc committee to assist in the final details of the questionnaire consisted of David Bevan, Cheryl McLean, Anne Berkley of the Durham County Library, Jack McGeachy of the D. H. Hill Library at North Carolina State University, and Dawn Hubbs of the Atkins Library at UNC-Charlotte. Finally, great appreciation is due the respondents, whose contributions will shape the planning and administration of the depository system.

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TABLE OF CONTENTS

Section		Page
1	**INTRODUCTION**	1
2	**METHODOLOGY** Questionnaire Design Target Group Identification Survey Administration	2
3	**ANALYSIS OF RESULTS** Types of Libraries Ability to Acquire North Carolina Publications Depository Interest Depository Status Preference Format Preference Assessment of Space for Publications in Paper Assessment of Space for Publications in Microfiche Microfiche Equipment Available Possibility of Obtaining Microfiche Equipment Availability of Trained Staff Hours Availability to the General Public Interlibrary Loan	4
4	**CONCLUSIONS**	8
A1	**APPENDIX 1. SURVEY OF NORTH CAROLINA LIBRARIES** Cover Letter Questionnaire Mailed December 9, 1985 Follow-up Letter to Nonrespondents	
A2	**APPENDIX 2. SURVEY RESULTS**	
A3	**APPENDIX 3. RATE OF RESPONSE**	
A4	**APPENDIX 4. MAP OF LIBRARIES DEFINITELY INTERESTED IN DEPOSITORY STATUS BY COUNTY**	
A5	**APPENDIX 5. MAP OF LIBRARIES CONSIDERING DEPOSITORY STATUS BY COUNTY**	

1. INTRODUCTION

Consideration for an improved depository system for North Carolina state publications began about fifteen years ago. In 1975 the North Carolina Documents Section of the North Carolina Library Association mailed out the first survey to determine possible depository libraries.

Early in 1983, the North Carolina Library Association Documents Section formed the committee of the North Carolina State Documents Depository System. This subcommittee organized the State Agency Task Force on the Depository System in November 1983.

The State Library then acquired federal funds through the Library Services and Construction Act, Title I. The purpose of these funds was to enable two surveys to be conducted under the auspices of the Division of State Library, as well as to subsidize research for the general guidelines and cost of a better depository system.

The first survey, conducted in 1984-85 by Marion Shepherd, concentrated on determining North Carolina state agencies and organizations generating publications, the production and distribution methods used, and the intended audiences for the documents. The second questionnaire, the North Carolina State Documents Depository System Survey described in this report, identified those libraries in North Carolina interested in either receiving all or some portion of the state's publications. All university, four-year college, community college (including private two-year institutions), and independent municipal, county, and regional libraries were polled. The interest expressed from libraries in becoming either partial or full depositories greatly exceeded the expected.

2. METHODOLOGY

2.1 Questionnaire Design

The first draft of the survey was a battery of questions concerning library interest and ability to serve as depositories. An earlier survey to identify possible depositories for state documents, administered by the North Carolina Library Association, contributed several more questions focusing on library equipment and ease of obtaining state documents. Then the ad hoc committee, previously named, met to discuss improvements in the clarity of the cover letter and the questions. The end result was a brief survey that required thoughtful decisions.

The first questions asked for the type of library, the success rate of obtaining North Carolina state publications, and if the library was interested in becoming a depository. If the library had no interest in serving as a depository, the librarian completed only the first three questions and returned the survey. The questions completed by the interested libraries provided a profile of each library in terms of its preference of document format, the availability of storage space, equipment, staffing, hours of service, availability to the public, and interlibrary loan service.

2.2 Target Group Identification

Since the depository system's goal is to make state publications available to North Carolina citizens, the libraries surveyed consisted of the main library in every university, four-year college, community college, and every regional public, county, and independent municipal library with a telephone. Special libraries consisting of branch libraries in various departments of academic institutions and a sampling of business libraries containing over 5000 volumes were surveyed also. The following North Carolina publications helped to identify the target group:

Division of State Library. Statistics of North Carolina University and College Libraries
Division of State Library. Directory of North Carolina Public Libraries
Division of State Library. Statistics of North Carolina Special Libraries
Secretary of State. Directory of the State and County Officials of North Carolina
Sigmon, Joel. Interlibrary Loan Services Manual. Division of State Library, Fall 1983

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In December 1985, 246 surveys were mailed to the directors of 19 university libraries, 31 four-year college libraries, 72 community college libraries, 89 public libraries, and 35 special libraries. Later, 17 more municipal libraries were discovered and added to the survey. One other community college was added and also one special library. However, 6 public libraries were deleted because they did not have telephones. Two public libraries were deleted because they were branches of other libraries. Five community college libraries were deleted because they came under the jurisdiction of another library. Two special libraries were deleted because they had been disbanded. The final number of surveys included 19 university libraries, 31 four-year college libraries, 68 community college libraries, 98 public libraries, and 34 special libraries for a total of 250 records. The response rate was 100%.

2.3 Survey Administration

Three computer programs assisted in this project. WordStar, a word processing program, aided in any necessary writing. MailMerge, a program that allows different data to be inserted into form letters, assisted in sending individualized cover and follow-up letters. dBASE III, a data base management program, kept track of the answers to the surveys, allowing quick retrieval of data and numerical computations. Checks on the correct input of data were made frequently by comparing the actual survey with the data in the computer.

About a month after the surveys were mailed, a follow-up letter went out to those who had not responded. Libraries that had not responded by late January were reminded by phone to answer the survey.' Twenty-five libraries received second copies.

3. ANALYSIS OF RESULTS

The results for each question are summarized here. Complete tabulations are given in appendix 2. A copy of the survey is included in appendix 1.

3.1 Types of Libraries

The types of libraries polled were university (8% of the 250 libraries surveyed), four-year college (12%), community college (27%), public (39%), and special (14%) libraries. All of these responded.

3.2 Ability to Acquire North Carolina Publications

Only 85% of the libraries rated their attempts to acquire state documents. Many of the 15% who did not answer this question said they had not tried to obtain any state publications.

The largest percentage of libraries (37%) claimed to be successful only sometimes in obtaining North Carolina publications. Three percent were rarely successful and 2% unsuccessful. The second largest percentage of libraries (32%) answered that they were mostly successful in obtaining North Carolina state documents, and 11% labeled their results as successful. Most university, four-year college, and community college libraries described their attempts as sometimes successful; the greatest number of public and special libraries rated their efforts as mostly successful. One librarian attributed his success in finding state documents to the State Library's interlibrary loan service, INWATS (Inward Wide Area Telephone Service).

3.3 Depository Interest

Of the libraries surveyed, 38% indicated a definite desire to be depositories; 20% were indefinite. Many of the 42% not wanting depository status cited limited space or personnel as reasons for declining the opportunity. Several in this category also added "not at this time."

All library types except one had more libraries interested in the system than not interested. Predictably, the highest percentage of interest was in university libraries with college, community college, public, and special libraries following in descending order. Of the university libraries, 95% gave a positive or indefinite response to the survey, followed by 74% of the college libraries, 62% of the community college libraries, and 51% of the public libraries. Only 35% of the special libraries indicated a positive or indefinite response. Since special libraries are created with very specific purposes, it is not surprising to find the majority of them declining consideration for depository status.

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3.4 Depository Status Preference

Of the 250 libraries surveyed, 145 libraries (58%) either definitely want to participate or are considering participation as depositories. The 27 libraries definitely hoping to have full depository status include 6 university, 2 four-year college, 7 community college, 10 public, and 2 special libraries. There are only 5 libraries, 2 community college and 3 public, perhaps interested in full status.

The greatest number (69) definitely want to be considered for partial depository status. These include 11 university, 11 four-year college, 18 community college, 24 public, and 5 special libraries. Also, the following 43 libraries are perhaps interested in being partial depositories: 1 university library, 10 four-year college libraries, 15 community college libraries, 12 public libraries, and 5 special libraries.

One library did not specify status preference.

The above numbers include libraries that may not be considered for depository status because of a lack of equipment or because they are open less than 45 hours a week. Included are 10 public, 1 special, and 2 community college libraries with such limitations.

3.5 Format Preference

Most of the libraries (36%) prefer all the state documents to come in microfiche format and 21% prefer mostly microfiche. On the other hand, 23% desire mostly paper, 11% desire all paper, and 7% have no preference. The indication is that microfiche is a viable, probable alternative to supplying every depository with paper copies.

3.6 Assessment of Space for Publications in Paper

Many libraries (28%) probably did not assess their storage space because they are not considering full status. A fairly low percentage (14%) feel they have enough space for five years' accumulation of documents in paper form. About half the libraries (46%) believe they do not have the space. Included in this percentage are 7 libraries that definitely desire full status and 4 that may want complete status. Another 12%, including 4 libraries certain they want full status, say they might have enough room.

3.7 Assessment of Space for Publications in Microfiche

Of the libraries polled, 17% did not answer this question, again, probably because not all are considering full status. More libraries may have answered this question than number six, however, because microfiche is much more compact than paper. Many libraries are able to visualize storing documents for five years as fiche rather than as paper. A significant percentage, (34%) feel they have enough space for the amount of documents in microfiche format. Yet 17%, including 1 library that definitely hopes

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for full status and 3 libraries that may want full status, do not think they could contain that amount of microfiche. Another 32%, including 5 libraries definitely wanting full status and 1 library contemplating full status ascertain that they might have enough room. On the whole, a greater percentage of libraries would be able to hold a five-year accumulation of state documents on microfiche than in paper.

3.8 Microfiche Equipment Available

Most of the libraries (74%) own microfiche readers. Also the majority (71%) have a reader/printer and 52% own both a reader and a printer. Only 22% have a reader without a printer, 19% have a printer without a separate reader, and 6% (9 libraries) have neither. A depository will be required to have a microfiche reader. A microfiche reader/printer will be helpful but not essential.

3.9 Possibility of Obtaining Microfiche Equipment if Needed

Of those libraries needing to buy microfiche equipment to participate in the depository system, 43% feel they would be able to purchase it and 2% would not. About 30% of the libraries replied that they are uncertain they would be able to obtain the needed equipment. Of the 9 libraries having neither a reader nor a printer, 2 believe they are able to purchase the necessary equipment, 4 may be able to, and 3 are not able to purchase the equipment.

3.10 Availability of Trained Staff

Most of the libraries (85%) have a trained librarian to oversee the documents, but 10% do not. Having a professional librarian to supervise the documents is not necessary. If a trained librarian is available, however, his or her responsibilities need not be limited to state documents.

3.11 Hours

The hours libraries are open per week range from 6 to 110. The minimum number of hours required for a depository is 45. Of those libraries marking a definite or indefinite interest, 7% are open less than 45 hours a week, and 92% are open 45 hours or more

3.12 Availability to the General Public

All 145 libraries considering depository status are open to the public. Being open to the public does not mean necessarily that the public may take items out of the building. Availability to the general public is a depository requirement.

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3.13 Interlibrary Loan

The greatest percentage of libraries (74%) agreed to have North Carolina state publications available on interlibrary loan. Another 6% said they would not send documents on interlibrary loan, and 20% thought they would have only selected items available through interlibrary loan.

4. CONCLUSIONS

The proposed depository plan with the State Library as a clearinghouse distributing state documents across North Carolina is appealing. No longer would libraries have to contact individual agencies to obtain often elusive publications. One large public library in agreement with the 1985 survey on North Carolina publications commented "Selection of state documents is often a 'hit or miss proposition.' It takes quite a lot of time to hunt these publications down and send in the orders to the various state agencies." This same library states that the depository system will "simplify our task of providing state documents to our patrons in a consistent manner." Many libraries are eager to offer the statistics and topics provided by state documents. Several libraries emphasized that usage of state publications will be heavy and fear that one copy of certain documents will not be enough. Other expressions of support include the following:

> "(The improved depository system) has the full support of our professional staff."
>
> "We have a great interest in N. C. materials and think we could give good service to our patrons with these added references."
>
> "It is an excellent idea for some libraries to be such depositories...."
>
> "We are very interested in becoming a depository library."
>
> "It would be great to be a depository because of the wealth of information."
>
> "North Carolina Documents would be a valuable addition and service for eastern North Carolina patrons."
>
> "I hope the legislature sees fit to adopt this new policy and grant depository status to our library and others across the state."

This survey reveals a great interest in the proposed system. Libraries considering depository status are distributed throughout 67% of the counties in North Carolina, 100% of the planning regions, and 100% of the U.S. congressional districts. Four of the five library categories (university, college, community college, and public) have more libraries interested in depository status than are not interested. Although some libraries declined participation because of various limitations, there is overall agreement that state publications should be more available to North Carolina citizens through the improved depository system.

APPENDIX 1
COVER LETTER

North Carolina Department of Cultural Resources

James G. Martin, Governor
Patric Dorsey, Secretary

December 9, 1985

Ms. Jean Stone
Librarian
Wesley Privette Memorial Library
Box 546
Bailey, NC 27807

Dear Ms. Stone:

The members of the 1985 N.C. Library Association Conference voted to support legislation to improve the state documents depository system. In order to increase the availability of state publications, the State Library hopes to forward documents from state agencies to depository libraries. Libraries will receive either paper copy or microfiche, depending on the number of paper copies available and whether or not a library is a complete or selective depository. A complete depository will receive 100% of the materials; a selective depository will receive a minimum of 25% of the publications of their choice. OCLC cataloging information will be available on the packing sheets. Documents may be integrated with the main collection.

Information collected through this survey will aid in planning the state documents depository system, support the need to change the law of the present system, G.S. 147-50.1, and determine those libraries that may be interested in becoming depositories. Please complete the survey and return it as soon as possible to the Documents Branch, Division of State Library, 109 East Jones Street, Raleigh, N.C. 27611.

Sincerely,

Amanda J. Chambers

Amanda J. Chambers
State Documents Project Librarian

Enclosures

P.S. If you have any questions, please contact Cheryl McLean or Amanda Chambers, Documents Branch, Division of State Library, at 733-3343.

109 East Jones Street • Raleigh, North Carolina 27611

APPENDIX 1

QUESTIONNAIRE MAILED DECEMBER 9, 1986

NORTH CAROLINA
STATE DOCUMENTS DEPOSITORY SYSTEM
SURVEY

Name of library____

Name and position of person completing this form____________________

______________________________Telephone________________

1. Type of library ___a. University ___b. Four-year college
___c. Two-year college ___d. Public ___e. Other (specify)__________

2. How would you rate your attempts to acquire North Carolina documents?
___a. Successful ___b. Mostly successful ___c. Sometimes successful
___d. Rarely successful ___e. Unsuccessful

3. Are you interested in becoming a depository library? This survey does not obligate your library. ___a. Yes ___b. No ___c. Maybe

If you answered no to the last question, please return the survey.
If you answered yes, please continue.

4. Would you prefer to be a complete or selective depository?
___a. complete ___b. Selective

5. Would you prefer microfiche or paper copies? ___a. Fiche
___b. Mostly fiche ___c. Mostly paper ___d. Paper
___e. No preference

6. If your library became a complete depository, opting for paper only, would you have enough storage space? With a five year retention schedule, the paper would take up five units of six shelves each, with each shelf being three feet long. ___a. Yes ___b. No ___c. Maybe

7. If your library became a complete depository, opting for fiche only, would you have enough storage files? At most, the number of fiche would be 280 a month or 3,300 a year. ___a. Yes ___b. No ___c. Maybe

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8. What microfiche equipment do you have? ___a. Reader ___b. Reader/printer

9. Would you be able to obtain microfiche equipment and storage files for fiche if your library does not have them now? ___a. Yes ___b. No ___ c. Maybe

10. Do you have a trained librarian who can oversee the state documents collection? This person is not limited to state documents.
____a. Yes ___b. No

11. How many hours a week is your library open?________________

12. Is your library open to the general public? ___a. Yes ___b. No

13. Is your library willing to send the North Carolina state documents out through interlibrary loan? ___a. Yes ___b. No ___c. Selected items

14. If you have any other questions or comments, please include them on another piece of paper or call either Amanda Chambers or Cheryl McLean at (919) 733-3343.

To receive the results of this study, check here: _______Results

Thank you for your cooperation. By filling out this survey, you have helped to make North Carolina state documents more accessible to the citizens of this state.

Return the survey by December 30, 1985 to the following address:

Documents Branch
Division of State Library
109 East Jones St.
Raleigh, NC 27611

APPENDIX 1

FOLLOW-UP LETTER
TO NONRESPONDENTS

North Carolina Department of Cultural Resources

James G. Martin, Governor

Patric Dorsey, Secretary

January 14, 1986

I. M. Late
Molasses Memorial Library
P.O. 1
Hibernatum, NC 27555

Dear Mr. Late:

The State Library now has received the majority of surveys for the North Carolina State Documents Depository System. However, we do not have your questionnaire at the time of this mailing. We cannot overemphasize the importance of receiving your completed survey, even if your library is not interested in becoming a depository. We need this information in order to plan competently for the program and to show the legislature the need for a centralized distribution of North Carolina documents.

If you need another survey or have any questions, please call Amanda Chambers or Cheryl McLean at (919) 733-3343. Thank you for helping us better serve the citizens of North Carolina.

Sincerely,

Amanda J. Chambers

Amanda J. Chambers
State Documents Project Librarian

109 East Jones Street • Raleigh, North Carolina 27611

APPENDIX 2

SURVEY RESULTS

Eligible questionnaires distributed:	250
Number of responses:	250
Rate of response:	100%

NOTE: The percentages for questions 1-3 are based on the 250 libraries surveyed. The percentages for the remainder of the questions are based on 145 libraries that said they were either definitely or perhaps interested in becoming complete or partial depositories. Also, for the purposes of this survey, private two-year institutions are included with community colleges.

QUESTION 1: TYPES OF LIBRARIES SURVEYED

TYPE	TOTAL	PERCENT
University	19	8
College	31	12
Community college	68	27
Public	98	39
Special	34	14

QUESTION 2: ABILITY TO ACQUIRE NORTH CAROLINA STATE PUBLICATIONS

Number and percentage of respondents who rated their attempts: 213 (85%)

Number and percentage who did not rate their attempts: 37 (15%)

RATING	TOTAL	PERCENT
Successful	28	11
Mostly successful	80	32
Sometimes successful	92	37
Rarely successful	7	3
Unsuccessful	6	2

RATING ACCORDING TO LIBRARY TYPE

RATING	UNIVERSITY	COLLEGE	COMMUNITY COLLEGE	PUBLIC	SPECIAL
Successful	0	4	12	10	2
Mostly	2	6	23	35	14
Sometimes	11	15	25	32	9
Rarely	1	2	1	2	1
Unsuccessful	1	2	0	2	1

QUESTION 3: DEPOSITORY INTEREST

Number and percentage of libraries definitely interested:	96 (38%)
Number and percentage of libraries definitely not interested:	105 (42%)
Number and percentage of libraries maybe interested:	49 (20%)

INTEREST ACCORDING TO LIBRARY TYPE

TYPE	TOTAL	INTERESTED	PERCENT	NOT INTERESTED	PERCENT
Univ.	19	18	95	1	5
College	31	23	74	8	26
Com. col.	68	42	62	26	38
Public	98	50	51	48	49
Special	34	12	35	22	65

QUESTION 4: DEPOSITORY STATUS PREFERENCE

NOTE: The institutions with an asterisk are members of OCLC. State-supported community colleges are linked with OCLC through a central processing center. Double asterisks mark a library in an institution where one or more libraries have membership in OCLC, but this particular one does not. A triple asterisk denotes that a library sometimes or usually has processing done in the State Library. Numbers in parentheses indicate for counties, planning regions, and U.S. congressional districts the number of libraries considering depository status.

LIBRARIES DEFINITELY INTERESTED IN FULL STATUS

Number and percentage of libraries that want full status: 27 (19%)

Planning regions represented: A,B,C,F,G,H,I,L,M,O,P,Q
Planning regions not represented: D,E,K,N,R
Planning regions with more than one interested library: A(2), F(5), G(4), H(2), J(2), M(4), O(2)

U.S. congressional districts represented: All
U.S. congressional districts with more than one interested library: 1(2), 3(3), 5(2), 6(3), 7(3), 8(5), 9(2), 11(3)

Counties with more than one interested library: Guilford (3), New Hanover (2), Sampson (2), and Mecklenburg (2)

A2.3

UNIVERSITY LIBRARIES
Total: 6

INSTITUTION	CITY	COUNTY	PLANNING REGION
Duke*	Durham	Durham	J
UNC-Charlotte*	Charlotte	Mecklenburg	F
UNC-Greensboro*	Greensboro	Guilford	G
UNC-Wilmington*	Wilmington	New Hanover	O
Wake Forest*	Winston-Salem	Forsyth	I
Western Carolina*	Cullowhee	Jackson	A

COLLEGE LIBRARIES
Total: 2

INSTITUTION	CITY	COUNTY	PLANNING REGION
Guilford College*	Greensboro	Guilford	G
Wingate College*	Wingate	Union	F

COMMUNITY COLLEGE LIBRARIES
Total: 7

INSTITUTION	CITY	COUNTY	PLANNING REGION
Anson*	Polkton	Anson	H
Beaufort*	Washington	Beaufort	Q
Cape Fear*	Wilmington	New Hanover	O
Halifax*	Weldon	Halifax	L
Lenoir*	Kinston	Lenoir	P
Sampson*	Clinton	Sampson	M
Tri-County*	Murphy	Cherokee	A

PUBLIC LIBRARIES
Total:10

INSTITUTION	CITY	COUNTY	PLANNING REGION
Stanly County	Albemarle	Stanly	F
Pack Memorial	Asheville	Buncombe	B
Charlotte-Mecklenburg*	Charlotte	Mecklenburg	F
Sampson-Clinton	Clinton	Sampson	M
Rockingham County	Eden	Rockingham	G
Cumberland County	Fayetteville	Cumberland	M
High Point	High Point	Guilford	G
Sandhill Regional	Rockingham	Richmond	H
Rowan County	Salisbury	Rowan	F
Cleveland County	Shelby	Cleveland	C

SPECIAL LIBRARIES
Total: 2

INSTITUTION	CITY	COUNTY	PLANNING REGION
Campbell Law*	Buies Creek	Harnett	M
UNC-Chapel Hill N. C. Collection**	Chapel Hill	Orange	J

LIBRARIES THAT MAY WANT FULL DEPOSITORY STATUS

Number and percentage of libraries that may want full status: 5 (3%)

Planning regions represented: A,L,N,Q
Planning regions not represented: B,C,D,E,F,G,H,I,J,K,M,O,R
Planning regions with more than one interested library: L(2)

U.S. congressional districts represented: 1,2,7,11
U.S. congressional district with more than one candidate: 2(2)

Counties with more than one interested library: None

UNIVERSITY LIBRARIES:	None
COLLEGE LIBRARIES:	None
SPECIAL LIBRARIES:	None

COMMUNITY COLLEGE LIBRARIES
Total: 2

INSTITUTION	CITY	COUNTY	PLANNING REGION
Roanoke-Chowan*	Ahoskie	Hertford	Q
Robeson*	Lumberton	Robeson	N

PUBLIC LIBRARIES
Total: 3

INSTITUTION	CITY	COUNTY	PLANNING REGION
Spring Hope	Spring Hope	Nash	L
Jacob S. Mauney	Kings Mountain	Jackson	A
Weldon Memorial	Weldon	Halifax	L

A2.5

LIBRARIES DEFINITELY INTERESTED IN PARTIAL STATUS

Number and percentage of libraries that want partial status: 69 (48%)

Planning regions represented: A,B,C,D,F,G,H,I,J,K,L,M,N,P,Q,R
Planning regions not represented: E,O
Planning regions with more than one interested library: A(2), B(4), C(2), D(4), F(10), G(7), H(2), I(2), J(12), K(2), L(5), M(2), N(2), P(5), Q(4), R(4)

U.S. congressional districts represented: All
U.S. congressional districts with more than one interested library: 1(10), 2(12), 3(4), 4(8), 5(5), 6(5), 7(3), 8(4), 9(6), 10(5), 11(7)

Counties with more than one interested library: Pasquotank (2), Washington (2), Pitt (3), Nash (3), Wilson (2), Onslow (2), Robeson (2), Wake (4), Durham (4), Orange (3), Guilford (2), Davidson (2), Forsyth (2), Mecklenburg (4), Wilkes (2), Henderson (2), Gaston (2), and Iredell (2).

UNIVERSITY LIBRARIES
Total: 11

INSTITUTION	CITY	COUNTY	PLANNING REGION
Appalachian*	Boone	Watauga	D
Campbell*	Buies Creek	Harnett	M
East Carolina*	Greenville	Pitt	Q
Elizabeth City*	Elizabeth City	Pasquotank	R
Fayetteville State*	Fayetteville	Cumberland	M
N. C. A & T*	Greensboro	Guilford	G
N. C. Central*	Durham	Durham	J
N. C. State*	Raleigh	Wake	J
Pembroke State*	Pembroke	Robeson	N
UNC-Asheville*	Asheville	Buncombe	B
UNC-Chapel Hill*	Chapel Hill	Orange	J

COLLEGE LIBRARIES
Total: 11

INSTITUTION	CITY	COUNTY	PLANNING REGION
Atlantic Christian	Wilson	Wilson	L
Catawba	Salisbury	Rowan	F
Elon College*	Elon College	Alamance	G
Gardner-Webb*	Boiling Springs	Cleveland	C
Johnson C. Smith*	Charlotte	Mecklenburg	F
Mars Hill*	Mars Hill	Madison	B
Meredith*	Raleigh	Wake	J
N. C. Wesleyan	Rocky Mount	Nash/Edgecombe	L
Queens College	Charlotte	Mecklenburg	F
Sacred Heart	Belmont	Gaston	F
St. Augustine's*	Raleigh	Wake	J

A2.6

COMMUNITY COLLEGES
Total: 18

INSTITUTION	CITY	COUNTY	PLANNING REGION
Lees-McRae	Banner Elk	Avery	D
Blue Ridge Technical*	Flat Rock	Henderson	B
Carteret*	Morehead City	Carteret	P
Central Carolina*	Sanford	Lee	J
Central Piedmont*	Charlotte	Mecklenburg	F
Coastal Carolina*	Jacksonville	Onslow	P
College of the Albemarle*	Elizabeth City	Pasquotank	R
Davidson*	Lexington	Davidson	G
Martin*	Williamston	Martin	Q
Mitchell*	Statesville	Iredell	F
Randolph*	Asheboro	Randolph	G
Richmond*	Hamlet	Richmond	H
Rockingham*	Wentworth	Rockingham	G
Rutledge	Charlotte	Mecklenburg	F
Sandhills*	Carthage	Moore	H
Wake*	Raleigh	Wake	J
Wilkes*	Wilkesboro	Wilkes	D
Wilson*	Wilson	Wilson	L

PUBLIC LIBRARIES
Total: 24

INSTITUTION	CITY	COUNTY	PLANNING REGION
Durham County*	Durham	Durham	J
Wesley Privette	Bailey	Nash	L
Farmville***	Farmville	Pitt	Q
Gaston County	Gastonia	Gaston	F
Wayne County	Goldsboro	Wayne	P
Greensboro*	Greensboro	Guilford	G
H. Leslie Perry	Henderson	Vance	K
Sheppard***	Greenville	Pitt	Q
Henderson County***	Hendersonville	Henderson	B
Onslow County***	Jacksonville	Onslow	P
Davidson County	Lexington	Davidson	G
Robeson County***	Lumberton	Robeson	N
McDowell County***	Marion	McDowell	C
Union County	Monroe	Union	F
Nantahala Regional***	Murphy	Cherokee	A
Harold Cooley	Nashville	Nash	L
New Bern-Craven***	New Bern	Craven	P
Appalachian Regional	North Wilkesboro	Wilkes	D
Richard Thornton***	Oxford	Granville	K
Pettigrew Regional***	Plymouth	Washington	R
Iredell County***	Statesville	Iredell	F
Roper Community	Roper	Washington	R
Haywood County***	Waynesville	Haywood	A
Forsyth County***	Winston-Salem	Forsyth	I

A2.7

SPECIAL LIBRARIES
Total: 5

INSTITUTION	CITY	COUNTY	PLANNING REGION
Duke Law*	Durham	Durham	J
UNC-Chapel Hill Health Sciences*	Chapel Hill	Orange	J
UNC-Chapel Hill Law*	Chapel Hill	Orange	J
N. C. Central Law**	Durham	Durham	J
Wake Forest Law*	Winston-Salem	Forsyth	I

LIBRARIES THAT MAY WANT PARTIAL STATUS

Number and percentage of libraries that may want partial status: 43 (30%)

Planning regions represented: B,C,D,E,F,G,I,J,K,L,M,N,O,P,Q,R
Planning regions not represented: A,H
Planning regions with more than one interested library: C(2), E(4), F(6), G(2), I(4), J(5), K(2), L(3), M(3), O(3), P(2), Q(3)

U.S. congressional districts represented: 1,2,3,4,5,6,7,8,10,11
U.S. congressional districts with more than one interested library: 1(5), 2(4), 3(4), 4(4), 5(3), 6(2), 7(4), 8(7), 10(4), 11(4)

Counties with more than one interested library: Pitt (2), Cumberland (2), Wake (2), Franklin (2), Durham (2), Forsyth (2), Rowan (2), Cabarrus (2), Catawba (3)

UNIVERSITY LIBRARIES
Total: 1

INSTITUTION	CITY	COUNTY	PLANNING REGION
Shaw	Raleigh	Wake	J

COLLEGE LIBRARIES
Total: 10

INSTITUTION	CITY	COUNTY	PLANNING REGION
Barber-Scotia*	Concord	Cabarrus	F
Bennett*	Greensboro	Guilford	G
East Coast Bible	Charlotte	Mecklenburg	F
Lenoir-Rhyne	Hickory	Catawba	E
Livingstone	Salisbury	Rowan	F
Methodist	Fayetteville	Cumberland	M
Mount Olive	Mount Olive	Wayne	P

N. C. School of the Arts*	Winston-Salem	Forsyth	I
Roanoke Bible	Elizabeth City	Pasquotank	R
St. Andrews*	Laurinburg	Scotland	N

COMMUNITY COLLEGE LIBRARIES

Total: 15

INSTITUTION	CITY	COUNTY	PLANNING REGION
Brevard*	Brevard	Transylvania	B
Louisburg	Louisburg	Franklin	K
Brunswick*	Supply	Brunswick	O
Durham*	Durham	Durham	J
Edgecombe*	Rocky Mount	Edgecombe/Nash	L
Fayetteville*	Fayetteville	Cumberland	M
McDowell*	Marion	McDowell	C
Mayland*	Spruce Pine	Mitchell	D
Pamlico*	Grantsboro	Pamlico	P
Pitt*	Greenville	Pitt	Q
Rowan*	Salisbury	Rowan	F
Stanly*	Albemarle	Stanly	F
Surry*	Dobson	Surry	I
Technical College of Alamance*	Haw River	Alamance	G
Western Piedmont*	Morganton	Burke	E

PUBLIC LIBRARIES

Total: 12

INSTITUTION	CITY	COUNTY	PLANNING REGION
Pender County	Burgaw	Pender	O
Charles A. Cannon*	Concord	Cabarrus	F
Mooneyham	Forest City	Rutherford	C
Elbert Ivey	Hickory	Catawba	E
Franklin County	Louisburg	Franklin	K
Middlesex	Middlesex	Nash	L
Davie County	Mocksville	Davie	I
Catawba County	Newton	Catawba	E
Lee County	Sanford	Lee	J
George H. & Laura E. Brown	Washington	Beaufort	Q
Columbus County	Whiteville	Columbus	O
Wilson County	Wilson	Wilson	L

A2.9

SPECIAL LIBRARIES
Total: 5

INSTITUTION	CITY	COUNTY	PLANNING REGION
Duke Business	Durham	Durham	J
ECU Health Sciences*	Greenville	Pitt	Q
N. C. Justice Academy	Salemburg	Sampson	M
Union Carbide*	Research Triangle	Wake, Orange, Durham	J
Wake Forest School of Medicine*	Winston-Salem	Forsyth	I

NOTE: One public library, Alexander County in Taylorsville, deferred their status preference decision until they have a director.

QUESTION 5: FORMAT PREFERENCE

Four libraries did not indicate a preference. The following charts show the preferences of document format by library category and by depository status. A question mark indicates libraries that are not sure they are willing to undertake full or partial depository status.

FORMAT	TYPE OF STATUS					
	Full	Full ?	Partial	Partial ?	Total	Percent
Fiche	8	4	19	21	52	36
Mostly fiche	9	0	13	8	30	21
Mostly paper	5	0	21	7	33	23
Paper	2	1	10	3	16	11
No pref.	3	0	5	2	10	7

FORMAT	TYPE OF LIBRARY				
	Univ.	College	Com. Col.	Public	Special
Fiche	2	8	17	20	5
Mostly Fiche	6	3	9	11	1
Mostly Paper	7	8	6	6	6
Paper	1	1	7	7	0
No Pref.	2	1	3	4	0

A2.10

FICHE PREFERRED

Total: 52

UNIVERSITY (2)

Elizabeth City
Shaw

COLLEGE (8)

Barber-Scotia
Bennett
East Coast Bible
Guilford
Johnson C. Smith
Lenoir-Rhyne
Methodist
N. C. School of the Arts

SPECIAL (5)

Campbell Law
N. C. Justice Academy
Union Carbide
Wake Forest Law
N. C. Central Law

COMMUNITY COLLEGES (17)

Brevard College
Beaufort County
Blue Ridge
Brunswick
College of the Albemarle
Davidson County
Edgecombe
Halifax
Louisburg
Pamlico
Richmond
Roanoke-Chowan
Robeson
Stanly
Technical College of Alamance
Wilkes
Wilson

PUBLIC LIBRARIES (20)

Stanly
Pender
Charles A. Cannon
Gaston
Wayne
Sheppard
H. Leslie Perry
High Point
Onslow
Robeson
McDowell
Davie
Nantahala
Catawba
Pettigrew
Sandhill
Lee
Cleveland
Spring Hope
Weldon

MOSTLY FICHE PREFERRED

Total: 30

UNIVERSITY (6)

Duke
N. C. Agricultural
N. C. State
Pembroke State
UNC-Wilmington
Wake Forest

COLLEGE (3)

Mount Olive
Sacred Heart
St. Andrews

SPECIAL (1)

Wake Forest School of Medicine

COMMUNITY COLLEGE (9)

Anson
Cape Fear
Cecils
Durham
Mayland
Mitchell
Randolph
Rockingham
Sampson
Surry

PUBLIC (11)

Pack Memorial
Charlotte/Mecklenburg
Farmville
Cumberland
Elbert Ivey
New Bern-Craven
Appalachian
Richard H. Thornton
Iredell
Haywood
Columbus

A2.11

MOSTLY PAPER PREFERRED

Total: 33

UNIVERSITY (7)

Appalachian
East Carolina
N. C. Central
UNC-Chapel Hill
UNC-Charlotte
UNC-Greensboro
Western Carolina

COLLEGE (8)

Atlantic Christian
Catawba
Elon
Gardner-Webb
Mars Hill
Meredith
N. C. Wesleyan
Queens

COMMUNITY COLLEGE (6)

Martin
Pitt
Rowan
Sandhills
Wake
Western Piedmont

SPECIAL (6)

Duke Business
Duke Law
ECU Health Sciences
UNC-Chapel Hill Health Sciences
UNC-Chapel Hill Law
UNC-Chapel Hill N. C. Collection

PUBLIC (6)

Durham
Rockingham
Greensboro
Henderson
Franklin
Wilson

PAPER PREFERRED

Total: 16

UNIVERSITY (1)

UNC-Asheville

COLLEGE (1)

St. Augustine's

COMMUNITY COLLEGE (7)

Carteret
Central Carolina
Coastal Carolina
Craven
Fayetteville
Lees-McRae
Tri-County

PUBLIC (7)

Wesley Privette
Mooneyham
Jacob S. Mauney
Middlesex
Roper
Rowan
Forsyth

NO PREFERENCE

Total: 10

UNIVERSITY (2)

Campbell
Fayetteville State

COLLEGE (1)

Wingate

COMMUNITY COLLEGE (3)

Central Piedmont
Lenoir
McDowell

PUBLIC (4)

Sampson/Clinton
Union
Harold D. Cooley
George H. and Laura E. Brown

QUESTION 6: STORAGE SPACE FOR PAPER IN FULL DEPOSITORIES

The following tables indicate how many libraries felt they were able to contain all state documents for five years in paper.

FORECAST	STATUS					
	Full	Full ?	Partial	Partial ?	Total	Percent
Yes	9	0	11	1	21	14
No	7	4	34	21	66	46
Maybe	4	0	9	4	17	12

FORECAST	LIBRARY TYPE				
	Univ.	College	Com. Col.	Public	Special
Yes	6	5	3	4	3
No	3	10	22	28	3
Maybe	2	1	6	7	1

QUESTION 7: STORAGE SPACE FOR MICROFICHE IN FULL DEPOSITORIES

The following tables indicate how many libraries felt they could contain all state documents for five years as microfiche.

FORECAST	STATUS					
	Full	Full ?	Partial	Partial ?	Total	Percent
Yes	21	1	23	5	50	34
No	1	3	12	8	24	17
Maybe	5	1	21	20	47	32

FORECAST	LIBRARY TYPE				
	Univ.	College	Com. Col.	Public	Special
Yes	9	6	14	17	4
No	3	3	8	9	1
Maybe	2	9	11	20	5

QUESTION 8: AVAILABLE MICROFICHE EQUIPMENT

Of 145 libraries, 107 (74%) libraries have a reader; 103 (71%) have a reader/printer. Out of the 32 libraries wanting full status or are considering it, 22 have a reader/printer. Only 10 libraries interested in full status do not have a reader/printer and 3 of these 10 are indefinite in their interest in being full depositories. The number of libraries that have both a reader and a reader/printer is 75 (52%). On the other hand, 28 (19%) libraries have a reader/printer but not a separate reader, and 32 (22%) potential depositories have a reader but not a reader/printer. A minority of 9 (6%) libraries have neither a reader nor a printer. The number of libraries not answering this question was 10 (7%).

QUESTION 9: POSSIBILITY OF OBTAINING MICROFICHE EQUIPMENT

Libraries with adequate microfiche equipment tended not to answer this question. Of the answering libraries, 63 (43%) reported they could get equipment, 3 (2%) said they could not get equipment, and 43 (30%) libraries felt they may be able to get equipment. The 6% with neither a reader nor a printer includes 2 able to get equipment, 4 that may be able to, and 3 not able to buy equipment. Ten (7%) libraries did not answer this question.

QUESTION 10: AVAILABILITY OF TRAINED STAFF

Trained staff to oversee the documents will be available in 123 (85%) of the libraries. Only 15 (10%) libraries answered that they do not have a trained professional to undertake this responsibility. The number of libraries not answering this question was 7 (5%).

QUESTION 11: HOURS

The hours for those libraries interested in the depository system range from 6 to 110. The minimum number is 45 hours per week. Of those with a definite or an indefinite interest, 10 (7%) are open less than 45 hours a week and 133 (92%) are open at least 45 hours a week. Two libraries did not record their hours.

QUESTION 12: SERVICE TO THE GENERAL PUBLIC

All of the 145 interested libraries are open to the public.

QUESTION 13: INTERLIBRARY LOAN

The libraries reporting a willingness to send all state documents on interlibrary loan numbered 107 (74%). The number of libraries not willing was 8 (6%), and 29 (20%) said they would send selected documents. One library did not comment.

APPENDIX 3

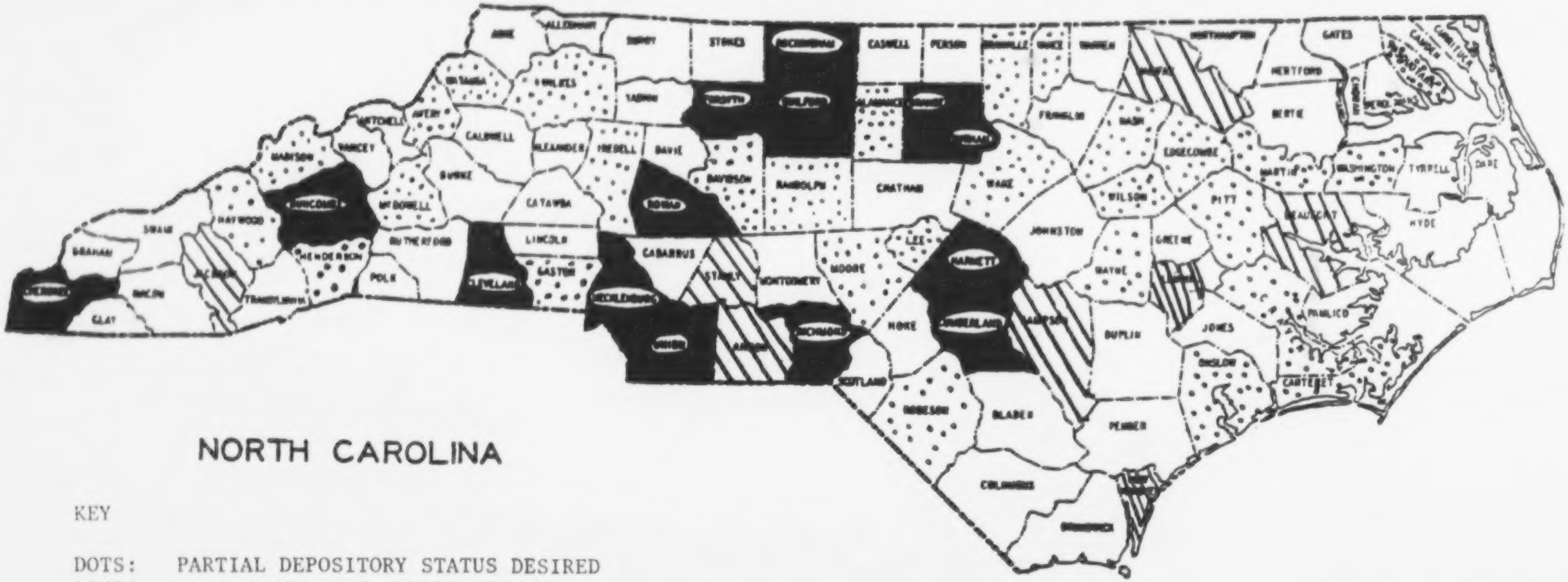
RATE OF RESPONSE

The rate of response was measured by counting the number of working days between the date of questionnaire distribution and the dates the responses were received.

Number of Working Days	Responses Received
Days 1- 5	46
Days 6-10	97
Days 11-15	16
Days 16-20	15
Days 21-25	9
Days 26-30	11
Days 31-35	20
Days 36-40	9
Days 41-45	13
Days 46-50	4
Days > 50	10

APPENDIX 4

MAP OF LIBRARIES DEFINTELY INTERESTED IN DEPOSITORY STATUS BY COUNTY


NORTH CAROLINA
ASHE
ALLEGHANY
SURRY
STOKES
ROCKINGHAM
CASWELL
PERSON
GRANVILLE
VANCE
WARREN
NORTHAMPTON
GATES
HERTFORD
BERTIE
WATAUGA
WILKES
YADKIN
FORSYTH
GUILFORD
ALAMANCE
DURHAM
ORANGE
FRANKLIN
NASH
HALIFAX
MITCHELL
AVERY
CALDWELL
ALEXANDER
IREDELL
DAVIE
MADISON
YANCEY
BURKE
DAVIDSON
RANDOLPH
CHATHAM
WAKE
EDGECOMBE
MARTIN
WASHINGTON
TYRRELL
DARE
HAYWOOD
BUNCOMBE
McDOWELL
CATAWBA
ROWAN
WILSON
PITT
SWAIN
RUTHERFORD
LINCOLN
CABARRUS
LEE
JOHNSTON
GREENE
BEAUFORT
HYDE
GRAHAM
JACKSON
HENDERSON
CLEVELAND
GASTON
STANLY
MONTGOMERY
MOORE
HARNETT
WAYNE
CHEROKEE
MACON
TRANSYLVANIA
POLK
MECKLENBURG
UNION
ANSON
RICHMOND
HOKE
CUMBERLAND
SAMPSON
DUPLIN
JONES
PAMLICO
CLAY
SCOTLAND
ROBESON
BLADEN
ONSLOW
CARTERET
PENDER
COLUMBUS
BRUNSWICK

KEY

DOTS: PARTIAL DEPOSITORY STATUS DESIRED
LINES: FULL DEPOSITORY STATUS DESIRED
SOLID: PARTIAL AND FULL DEPOSITORY STATUS DESIRED

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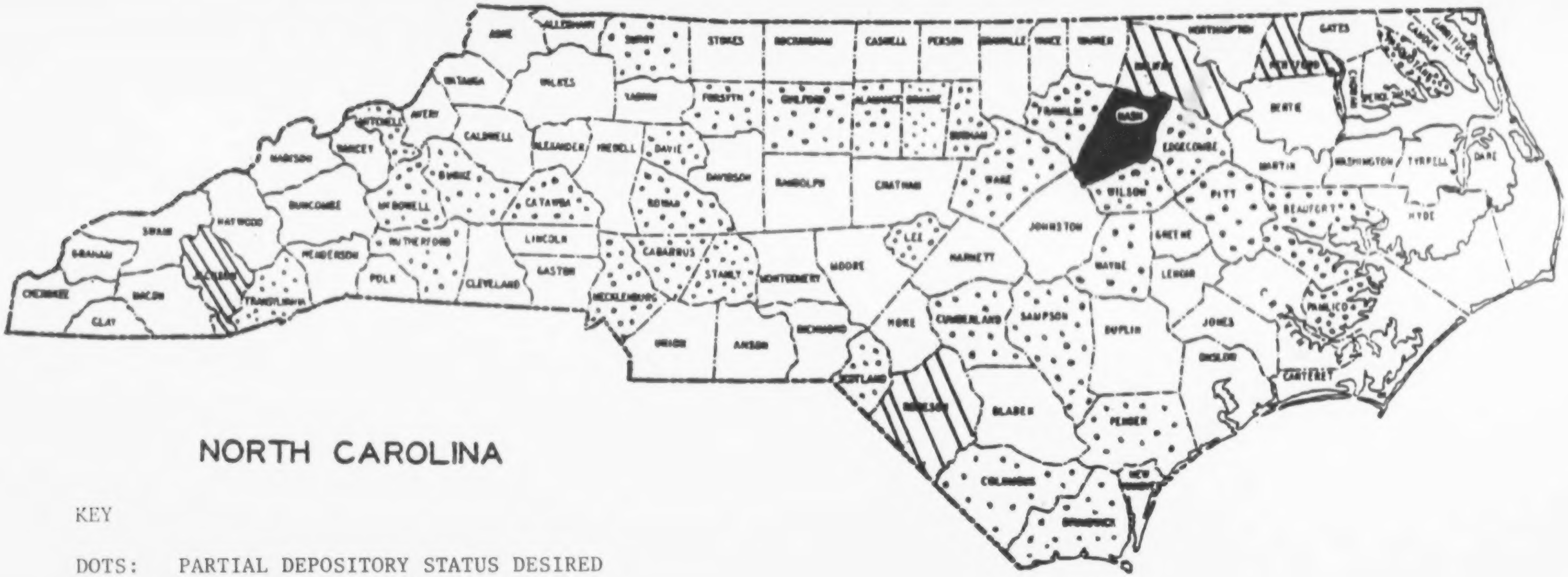
APPENDIX 5

MAP OF LIBRARIES CONSIDERING DEPOSITORY STATUS BY COUNTY


NORTH CAROLINA
ASHE
ALLEGHANY
SURRY
STOKES
ROCKINGHAM
CASWELL
PERSON
GRANVILLE
VANCE
WARREN
NORTHAMPTON
HERTFORD
GATES
CAMDEN
CURRITUCK
PASQUOTANK
PERQUIMANS
CHOWAN
WATAUGA
WILKES
YADKIN
FORSYTH
GUILFORD
ALAMANCE
ORANGE
DURHAM
FRANKLIN
NASH
HALIFAX
BERTIE
MITCHELL
AVERY
CALDWELL
ALEXANDER
IREDELL
DAVIE
DAVIDSON
RANDOLPH
CHATHAM
WAKE
EDGECOMBE
MARTIN
WASHINGTON
TYRRELL
DARE
MADISON
YANCEY
BURKE
McDOWELL
CATAWBA
ROWAN
WILSON
PITT
BEAUFORT
HYDE
BUNCOMBE
HAYWOOD
SWAIN
GRAHAM
CHEROKEE
CLAY
MACON
JACKSON
TRANSYLVANIA
HENDERSON
RUTHERFORD
POLK
CLEVELAND
LINCOLN
GASTON
CABARRUS
STANLY
MONTGOMERY
MOORE
LEE
HARNETT
JOHNSTON
WAYNE
GREENE
LENOIR
MECKLENBURG
UNION
ANSON
RICHMOND
HOKE
CUMBERLAND
SAMPSON
DUPLIN
JONES
CRAVEN
PAMLICO
ONSLOW
CARTERET
SCOTLAND
ROBESON
BLADEN
PENDER
COLUMBUS
BRUNSWICK
NEW HANOVER

KEY

DOTS: PARTIAL DEPOSITORY STATUS DESIRED
LINES: FULL DEPOSITORY STATUS DESIRED
SOLID: PARTIAL AND FULL DEPOSITORY STATUS DESIRED

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WILLIAM R. STRADER, STATE LIBRARIAN

March 12, 1993

Lauri Kram
Member, Committee of Eight
c/o The University Library
Public Affairs Service
A4510 URL
University of California
Los Angeles, CA 90024-1575

Dear Lauri Kram:

Susan Pahlmeyer, the State Documents Librarian at the North Dakota State Library, recently forwarded a letter you sent to her requesting the name of the agency responsible for cataloging North Dakota state documents. The North Dakota State Library is responsible for cataloging these documents. As the head of the Cataloging Services Department, please feel free to forward any questions or correspondence regarding the cataloging of state documents to me.

Sincerely,

Mark K. Bowman

Mark K. Bowman,
Head of Cataloging Services

Margaret,
F.Y.I.

L. Kram
UCLA

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A DIVISION OF THE NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION · DR. WAYNE G. SANSTEAD, SUPERINTENDENT

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CONTENTS

		Page
CONTENTS		i
TABLES AND ILLUSTRATIONS		ii
PREFACE		iii
SECTION 1:	Oklahoma Publications Clearinghouse	1
SECTION 2:	Agency Participation in the Program	5
SECTION 3:	Responsibilities of the Publications Officer	7
SECTION 4:	Definition of State Publications	10
SECTION 5:	Standard Format for State Publications	15
SECTION 6:	Number of Copies Required for Deposit	21
SECTION 7:	Depositing Publications with the Clearinghouse	26
SECTION 8:	Semiannual Publications List	29

APPENDICES

A-1	Release Form
A-2	Transmittal Form
A-3	Semiannual Publications List Form
B	Oklahoma State Publications Act (amended 1984)
C	OKLAHOMA GOVERNMENT PUBLICATIONS: A CHECKLIST
D	OKLAHOMA GOVERNMENT PUBLICATIONS: SUBJECT INDEX
E	Oklahoma State Depository Libraries
F	Oklahoma Publications Clearinghouse Rules and Regulations

TABLES AND ILLUSTRATIONS

Page

TABLE 1: Examples of state publications required for deposit 11

TABLE 2: Examples of state publications exempt from deposit 11

TABLE 3: Examples of materials which do not meet the statutory definition of state publications and are not required for deposit 12

TABLE 4: Standard deposit requirements 22

TABLE 5: Examples of publication formats and the number of copies required for deposit 23

ILLUSTRATION 1: Title page information and format 18

ILLUSTRATION 2: Example of complete title page information 19

ILLUSTRATION 3: Example of incomplete title page information 20

ILLUSTRATION 4: Example of Semiannual Publications List 31

PREFACE

Oklahoma state government agencies are required by law to deposit copies of their publications with the Oklahoma Publications Clearinghouse of the Oklahoma Department of Libraries. This MANUAL is provided to assist agency Publications Officers in complying with the Oklahoma State Publications Act. It is designed to describe the Oklahoma State Publications Depository Program for which the law serves as a basis, and to present guidelines for the deposit of publications with the Clearinghouse.

The MANUAL will examine in detail the following subjects: Oklahoma Publications Clearinghouse; Agency Participation in the Program; Responsibilities of the Publications Officer; Definition of State Publications; Standard Format for State Publications; Number of Copies Required for Deposit; Sending Publications to the Clearinghouse; and the Semiannual Publications List.

The Clearinghouse staff hopes that this MANUAL will generate the interest of each agency to participate more fully in the Program, which in turn will focus the attention of the public on the publishing efforts of Oklahoma state agencies. Further questions and suggestions concerning either the MANUAL FOR PUBLICATIONS OFFICERS or the Oklahoma State Depository Program should be directed to the Librarian, Oklahoma Publications Clearinghouse, Oklahoma Department of Libraries, 200 N.E. 18th Street, Oklahoma City, OK 73105, (405) 521-2502.

SECTION 1

OKLAHOMA PUBLICATIONS CLEARINGHOUSE

The Oklahoma Publications Clearinghouse was created as a result of the Oklahoma State Publications Act (HB 1714) of April 10, 1978 and as amended in 1984 (Appendix B), establishing the Clearinghouse as a unit of the Oklahoma Department of Libraries and as the collection and distribution center for state government publications. The collecting of state agency publications is achieved through the Oklahoma State Publications Depository Program.

As administrator of the Program, the Clearinghouse systematically collects, classifies, catalogs and maintains state government publications in this collection, and makes them available for loan and for use by state government employees and the general public.

The major goals of the Clearinghouse are to: allow citizens ready access to information published by their state government; provide a means for citizens to monitor activities of Oklahoma state government through the use of its publications; furnish a mechanism by which state agencies can make their publications available at a minimum of cost and effort; and preserve a record of the state's history through its government publications.

The publications themselves are the heart of the Program; therefore, when state agencies deposit copies of their publications with the Clearinghouse, they are contributing to the Program's success. Agency participation is one component of the Program. Other components are: processing and cataloging of publications; announcement of publications received; distribution of publications to designated libraries around the state and nation; and retention of publications in a permanent collection for patron use.

To increase access both to the publications themselves and to the information contained in the documents, they are accessioned into the Program in a series of steps. These steps include:

1. Identification and Classification

A record is kept of each publication deposited with the Clearinghouse. This record includes publication title, issuing agency, personal author(s), publication date, pagination, and classification number. The publication's classification number is drawn from a classification scheme based on the structure of Oklahoma state government. This classification number permits easy retrieval of the document from the Clearinghouse's permanent collection.

2. Cataloging

Publications received are cataloged and entered into the Online Computer Library Center, Inc. (OCLC), an automated, cooperative cataloging network which permits title and author searching by over 2,000 system members nationwide. Inclusion in the data base means that Oklahoma state government publications receive national exposure and that bibliographic information is available throughout the country.

3. Publicity

To announce publications, identify bibliographic information, and provide access, the Clearinghouse compiles and publishes a list of those publications received each quarter in OKLAHOMA GOVERNMENT PUBLICATIONS: A CHECKLIST. The CHECKLIST includes the name of the publishing agency, the title, classification number, date of publication or receipt, pagination and depository status (i. e., which libraries in the state have received depository copies). Issues are sent directly to the Publications Officers of each agency and are also free from the Clearinghouse upon request. A sample CHECKLIST is in Appendix C. The Clearinghouse also publishes and distributes a quarterly subject index, OKLAHOMA GOVERNMENT PUBLICATIONS: SUBJECT INDEX, which is cumulated annually, and serves to update a microfiche catalog of the Clearinghouse collection. It is also free upon request. A sample SUBJECT INDEX is in Appendix D.

4. Microduplication

Each publication deposited with the Clearinghouse is microfiched. Fiche copies of publications are distributed to each of the Oklahoma depository libraries, and copies may be purchased by other agencies and individuals at a nominal charge. The purpose of this microduplication is to provide a permanent record of all publications received and to reduce distribution cost for state agencies. A release form is requested from state agencies to cover publications holding copyright restrictions. This release exempts the Clearinghouse and the Oklahoma Department of Libraries from any possible infringement on copyright. A sample copy of this form is in Appendix A-1.

5. Distribution

Fiche and/or paper copies of a publication are deposited with the Clearinghouse and one copy is sent to each of the Oklahoma depository libraries, the Library of Congress and the Center for Research Libraries.

This depository network is identified in the Rules and Regulations as the Oklahoma State Depository Library System. A list of those system libraries appears in Appendix E. The purpose of this distribution is to provide citizens with local access to state publications.

6. Retention

Copies of agency publications are stored permanently in the Clearinghouse collection at the Oklahoma Department of Libraries. Security copies of the original microfilm are maintained in archival quality storage in the State Records Center microfilm vaults.

7. Reference and Loan Service

State publications in the Clearinghouse collection are available for public use in the library, for direct loan to state employees, and through interlibrary loan to libraries in the state and throughout the nation. The Clearinghouse staff welcomes reference questions from state agency personnel and referrals from agencies of patron requests for information and documents.

SECTION 2

AGENCY PARTICIPATION IN THE PROGRAM

As defined by 65 O.S.Supp.1984, Section 3-113.2, agency "means any office, officer, department, division, unit, bureau, board, commission, authority, institution, substate planning district, or agency in any branch of the state government and all subdivisions of each when applicable, including state institutions of higher education, defined as all state-supported colleges, universities, junior colleges, and vocational-technical schools."

While this definition may not list the name or type of government entity which specifically describes each agency, it would include all entities created by Oklahoma statute, executive order, or operated at the cost of Oklahoma state government.

All nonprofit or private associations which originate from state agencies, and which depend on their personnel, financial backing, sponsorship or a contractual agreement are also required to participate in the Program through the sponsoring agencies. The associations themselves are not agencies of Oklahoma, but the information which they produce comes under the definition of state publications. As defined by 65 O.S.Supp.1984, Section 3-113.2, ". . . 'State publication incorporates those publications that may or may not be financed by state funds but are released by private entities pursuant to a contract with or subject to the supervision of any agency."

The Publications Officer for an agency is responsible for the publications which are generated from the agency and from other affiliated organizations in matters relating to the Oklahoma State Publications Depository Program.

State institutions of higher education are defined as agencies but are exempt from depositing state publications by 65 O.S.Supp.1984, Section 3-114. However, Publications Officers for institutions of higher education are required to deposit semiannual publications lists. See Section 8 for more information about this reporting process.

SECTION 3

RESPONSIBILITIES OF THE PUBLICATIONS OFFICER

The Publications Officer of an agency has formal and informal responsibilities. The formal responsibilities are delineated by Oklahoma statute and by Oklahoma Publications Clearinghouse Rules and Regulations (see Appendix E). Specifically, they require:

1. A maximum of twenty-five copies of an agency's state publications deposited with the Clearinghouse
2. Compiled and forwarded lists (semiannual publications lists) of the state publications of an agency
3. Other related information as requested and
4. Notification of the production of audiovisual publications - one copy maintained by the agency and one copy deposited with the Clearinghouse

Additional explanation of these duties will be given in other sections of this MANUAL.

Informal duties are derived from these formal responsibilities and refer to the general nature of the position. The statutory phrasing which lists the duty to provide "other related information as may be requested" can be interpreted as communication.

Communication between the Clearinghouse and the Publications Officer concerning the deposit of publications is essential. Inquiries may include whether an agency document meets the criteria of "state publications"; how many copies of a publication should be deposited; where to send shipments or whether specific publications have already been supplied. Conversely, Clearinghouse staff may remind the Publications Officer to submit semiannual publications lists; request a publication that has not been received; request additional copies of a publication already deposited; or request information regarding the identification and description of those materials.

In order to effectively answer such inquiries, the Officer should have some control over the general publishing functions of the agency. The Publications Officer should know what is being published, advise on the quality of production, and assure compliance with laws which concern the agency's obligation to the Program, but which may or may not relate directly to the responsibilities of the Publications Officer.

For instance, the Publications Officer is required to deposit a maximum of 25 copies of a publication once it is released by an agency. The Officer knows when a document has been produced and distributed by the agency if a system of communication within the agency has been implemented. Devising an internal communications and support network within an agency is, therefore, an informal responsibility of the Publications Officer.

Another requirement is to compile and forward semiannual lists of those materials which an agency has published, including both those which are exempt from depository requirements and those sent to the Clearinghouse. The status of an agency's publishing efforts is available if records are maintained of those publications. Record keeping is an informal responsibility of the position.

The agency is also required to include certain bibliographic information on its publications. That information shall include the issuing agency, author(s), title, place, date, and cost for each unique publication distributed by an agency. The Publications Officer is the most likely person in an agency to enforce these bibliographic requirements. Monitoring the descriptive information on agency publications is another informal responsibility of the position.

The agency should notify the Clearinghouse at the time of the initial appointment of a new Publications Officer, as well as any other changes. Notification is made by submitting the Publications Officer Information Card to the Clearinghouse. Copies of this card are available on request from the Clearinghouse.

SECTION 4

STATE PUBLICATION DEFINED

As defined by 65 O.S.Supp.1984, Section 3-113.2: " 'state publications' means any informational materials, regardless of format, method of reproduction, or source, which originate in or are produced with the imprint, by the authority, or at the total or partial expense of an agency supported wholly or in part by state funds and which are distributed to persons outside of the creating agency or are required by law. 'State publication' incorporates those publications that may or may not be financed by state funds but are released by private entities pursuant to a contract with or subject to the supervision of any agency."

In preparing the statutory definition of state publications, the Legislature defined it broadly. It is believed that the most effective means to comprehensively collect state government publications is to begin with a broad definition of what is to be acquired and then to eliminate specific materials from collection efforts as necessary or desirable.

These guidelines for the deposit of publications in the Clearinghouse are intended to help answer questions concerning the kinds of publications which fall under this definition and would therefore be deposited, and to eliminate materials which may or may not fall under this definition and would not be deposited.

The following three tables provide examples of the kinds of informational materials which are (1) "state publications" required for deposit, (2) "state publications" exempt from deposit, and (3) materials which do not meet the statutory definition of "state publications" and are therefore not required for deposit.

TABLE 1

Examples of "state publications" required for deposit:

affirmative action reports
annual reports
books
bulletins
catalogs
codes (published as separates)
curriculum guides
directories
laws (published as separates)
legal reports
magazines and journals
manuals
maps
newsletters
newspapers
opinions (official)
pamphlets & brochures
planning & evaluation documents
posters
public relations materials (except news releases & memorabilia)
publications lists & bibliographies
research reports
rules and regulations (as compendia)
statistical compendia
technical bulletins
training manuals

revisions and updates of all the above

TABLE 2

Examples of "state publications" exempt from deposit:

agenda
* announcements
** audiovisual materials
budget requests
calendars
charts
*** college/university materials
contracts
drafts of plans, reports
grant proposals, bids
hearings
job announcements
memorabilia
minutes
news releases
notices of sale
press releases
proceedings (transcripts of)
programs (announcements of)
**** rules and regulations (not compendia)
reprints (reissue without substantial change either in format or content)

---

* Includes awards of contracts, sale of land or property, bid openings
** Every state agency shall preserve one copy and deposit one copy with the Clearinghouse.
*** Exempt except for semiannual publications lists.
**** Depository requirements are fulfilled by submitting such publications to the OKLAHOMA REGISTER.

TABLE 3

Examples of materials which do not meet the statutory definition of "state publications" and are not required for deposit:

artwork
bookmarks
correspondence
forms
house organs
inventories
phone lists
photographs
stationery

NOTE: Tables 2 and 3 may contain public records as defined by 67 O.S. 1981, Section 203 and may be subject to disposition authorization by the Archives and Records Commission (74 O.S.Supp.1983, Section 564, et.seq.). Contact the Records Management Division, Oklahoma Department of Libraries at 521-2502 for information on records scheduling, disposition, and transfer.

While these lists of materials are designed to cover a wide range of records and publications produced by state agencies, it is possible that an agency will produce documents which do not fall conveniently into any category listed. If in doubt as to whether items are required for deposit, review the following:

1. For whom are the materials intended?

   If the materials are sent to the Governor, the Legislature, city and county government officials, or to the general public or specific interest groups outside of your state agency, the materials are required for deposit. If the materials are distributed only to agency workers (e.g., a training or personnel manual), the materials are not required.

2. What entity or person(s) incurred the cost of the publications?

   If the agency, an individual within the agency, or a person or organization contracted with or dependent upon the agency produced the publications, they are required for deposit. If the materials are deposited with that agency through, for example, a comparable federal agency, and the cost of production is not incurred by state government except in further distribution, materials are excluded from depository requirements.

3. Are the materials reflective of the permanent policies, research and history of the agency?

   If the materials reflect temporary activities or have limited informational value beyond immediate usefulness, they are not required for deposit. News releases, drafts of documents, and announcements are exempt for this reason. Annual reports submitted to the Governor and other governing bodies are state publications.

4. Are the materials incorporated into the agency's records management schedule?

   If the materials are included in a records disposition schedule, they most likely reflect the internal organization and function of the agency, and if so, would not be deposited. If they are not listed as a part of the records management schedule, they may be depository items.

The above four questions are helpful in judging the depository status of materials distributed by an agency. There are, however, criteria which have been used by agencies to determine whether their publications should be deposited but which are not valid for this purpose.

Depositing agency publications should not be determined by:

1. Whether printing was completed within the agency building or by a commercial printing firm.

   The method or means of production is irrelevant to the status of materials.

2. Whether the information was produced for the general public interest.

   The Oklahoma Publications Clearinghouse collects agency publications for a variety of patrons and uses. The targeted audience for publications is not relevant to the status of the materials as long as such publications are distributed outside of the agency.

3. Whether partial or full funding was assumed by an outside or related source.

   The law specifies that state publications incorporate materials that may or may not be financed by state funds but are released by private entities pursuant to a contract with, or subject to the supervision of, an agency.

4. Whether the agency omitted the publishing cost statement or other bibliographic information.

   Oklahoma statutes and the Oklahoma Publications Clearinghouse Rules and Regulations require certain information on state publications, but their omission does not eliminate publications from depository status. See Section 5 for further explanation of bibliographic requirements.

If doubt still exists as to whether an item is required for deposit, consult the Clearinghouse staff for assistance in interpreting depository guidelines.

SECTION 5

STANDARD FORMAT FOR STATE PUBLICATIONS

One goal of the Oklahoma State Publications Depository Program is to standardize and achieve bibliographic control for state government publications. In this context, the term "bibliographic control" means that a publication has the essential information on the cover or title page to identify the issuing agency, author(s), subject matter and time period in which the information was compiled, reproduced and distributed. This bibliographic data distinguishes a new publication from other materials, and will tell a researcher about the historical context in which a publication was produced.

Such basic information is relatively easy to provide, but too often in the past agencies have failed to meet these bibliographic criteria. It is important that the Publications Officer ensure that this basic information is provided on the agency's state publications. To reinforce this goal, the Oklahoma Publications Clearinghouse Rules and Regulations, Section 204, requires that the following information be provided on the title page or other comparable place near the beginning of each state publication:

1. Full name of the issuing agency, including the division or subdivision responsible for publication and the parent body
2. Name of any personal author(s) to whom credit is intended to be given
3. Title of the publication
4. Date and place of publication

Along with the required information, other helpful guidelines are:

a. The title on both the cover and title page should be identical.

b. Additional information on the title page, such as the names of agency officials, should be located so that it cannot be mistaken for author or publisher information.

The above information deals specifically with reports, studies, and other one-time, unique publications. The majority of state publications are produced more than once a year in sequential issues. For periodicals and serials, the Rules and Regulations require additional information. They should also display:

5. Frequency of issue
6. Volume and number of issue
7. Date of issue

Additional guidelines specifically for periodicals and serials are also useful:

a. If the title changes, a statement of the change should be included in the first issue that has the title change, *e.g.*, "This is the first issue of . . .." This information should appear in the publication in a prominent position preceding the text.

b. The first issue of a new serial should include a statement that it is the first issue, *e.g.*, "This is the first issue of . . .." This information should appear in the publication in a prominent position preceding the text.

To understand the application of these requirements, examples of complete and incomplete title pages follow this section.

Along with essential bibliographic data, agencies as prescribed by law, 74 O.S.1981, Section 3105, are required to account for costs incurred in publishing state government information. A written statement of these costs is required to be displayed on the publication whether the publication issued by an agency is printed internally or through an outside public or private entity.

How these cost figures are derived is at the discretion of each agency; no standard accounting system exists, although the Oklahoma Department of Libraries has its own formula which it will make available upon request.

The cost statement shall consist of a separate paragraph and shall conform as nearly as practical to the following format.

> "This publication, printed by (name of printing firm) is issued by (here list the agency, department, etc. . .) as authorized by (cite the statute specifically authorizing the publication, and if not specifically authorized by statute, provide the name of the person or persons so authorized). (Number) of copies have been prepared and distributed at a cost of ($).

Illustration 1:
Title page information format

TITLE
(no information above the title which may make identifying the title difficult)

by
(or prepared by, edited by, compiled by)
persons or corporate body responsible for content

Edition
(if applicable)

Publisher
Place of Publication
Date of Publication

(see back for cost statement)

Illustration 2:

Example of complete title page information

The Life of the Bumble Bee	*Title displayed in prominent position*
By David Allen Jones *and* Betty Sue Davis	*Credit given to individual authors*
Revised 1984	*Revised status given*
Published by Beekeepers Inc. **for the**	*Outside organization given credit for production*
Oklahoma State Department of Beekeepers	*Agency identified*
Duncan, Oklahoma **October 1984**	*Location and date of publication*

Illustration 3:

Example of incomplete title page information

Financial Report For the Fiscal Year

Fiscal year not identified

To the
Governor

Compiled by the
Tax Division

Agency incompletely identified

Printed by the State Board of Public Printing

No date or location of publication

SECTION 6

NUMBER OF COPIES REQUIRED FOR DEPOSIT

The number of copies of a publication which must be deposited with the Clearinghouse is based on 65 O.S.Supp.1984, Section 3-113.3 and 3-114, requiring a maximum of (25) copies of all state publications to be deposited with the Oklahoma Publications Clearinghouse. This statute authorizes the Clearinghouse "to determine the quantity of each publication of an agency to a maximum of twenty-five copies required to meet the needs of the state publications depository library system and to notify each agency of the required quantity."

In addition, the law specifies a maximum of fifty copies of all state legal publications, including bar journals, official reports of decisions, codes, opinions, rules and regulations, and one hundred and ten copies of the statutes, statute supplements and session laws.

In all cases, each agency is expected to incorporate deposit requirements into their printing orders.

Although the Clearinghouse may require 25 copies, it recognizes that in most cases the maximum number of copies is unnecessary. With some exceptions, the quantity in which a publication shall be deposited with the Clearinghouse -- 3 copies — has been deliberately chosen to provide sufficient paper copies for preservation and depository purposes.

When 3 copies of a publication are deposited, 2 copies are retained by the Clearinghouse (1 copy for permanent retention, 1 copy for library loan), and the remaining copy is microduplicated for fiche distribution to the Library of Congress, the Center for Research Libraries in Chicago, and to designated depository libraries in Oklahoma. This distribution enables patrons to consult Oklahoma state government publications nationwide and statewide.

There are cases when the 3-copies rule does not apply:

1. Exempted status is granted for certain kinds of publications which the Clearinghouse deems unnecessary or inappropriate for deposit. Examples of exempted materials are listed in Table 2.
2. When 25 copies of a publication are required for deposit, these exceptions are based on the publication's unsuitability for microduplication, its usefulness in paper copy, and its temporary informational value. Types of publications which shall be deposited in 25 copies are included in Table 4 on the following pages.

Regardless of the number of copies deposited, publications are classified, cataloged, in most cases microfilmed, distributed to libraries, listed in the quarterly CHECKLIST and SUBJECT INDEX, and retained for patron use.

By depositing copies of a publication with the Clearinghouse, the agency is assuring that citizens will have access to state government produced information in the depository libraries of their areas. Microfiche copies will also be available directly to citizens upon request.

To assist in determining the quantities in which state publications should be supplied, the following guidelines list categories of publications alphabetically by the type of publication and indicate the depository requirement.

TABLE 4

Standard Deposit Requirements	
General publications	Deposit 3 copies
Legal publications	Deposit a maximum of 50 copies
Statutes, statute supplements, session laws	Deposit a maximum of 110 copies
Exceptions	Deposit 25 copies
Exempted publications	Deposit 0 copies

TABLE 5

Number of copies Required for Deposit

	Deposit Requirement
I. **Annual Reports/Biennial Reports** (descriptive and statistical reports of program services, activities of an agency)	3 copies
II. **Budgets**	
A. Annual operating budgets	3 copies
B. Annual executive budget	25 copies
III. **College/University Materials**	
A. Semi-annual publications list	3 copies
IV. **Conference/Training Workshop Materials**	
A. Published proceedings	3 copies
B. Training manuals (include only those which can stand alone without lecture or visual aids and which address an audience outside of the agency's own personnel)	3 copies
V. **Course Materials**	
A. Academic course schedules (produced by State Regents only)	3 copies
B. Course manuals of instruction (produced by State Regents only and which can stand alone)	3 copies
VI. **Directories and Rosters**	
A. Directories of facilities	25 copies
B. Directories of services	25 copies
C. Personnel/membership directories	25 copies
D. Rosters	25 copies
VII. **Financial Reports**	
A. Annual financial report (agency)	3 copies
B. Annual state audits (Auditor and Inspector)	3 copies
C. Monthly/quarterly financial reports	3 copies

BEST COPY AVAILABLE

VIII. General Information Publications and Reports of Research and Activities

The greatest number of publications issued by state agencies falls in this category. In general, it includes material issued to provide information to a segment of the population or specific service clientele, or to report the results of research conducted by an agency.

These publications cover a wide variety of subjects, and differ in intended audience, sophistication of treatment, and format. Listed below are a few examples of such publications.

A.	Directories	25 copies
B.	Guides	3 copies
C.	Manuals and Handbooks	3 copies
D.	Maps	25 copies
E.	Pamphlets and brochures (about an agency, its services, or a subject which is of concern to it)	25 copies
F.	Reports	3 copies
G.	Series publications	3 copies
H.	State plans	3 copies
I.	Statistical compilations (annual)	25 copies
J.	Statistical compilations (monthly, quarterly)	3 copies
K.	Studies	3 copies

IX. Legal Materials, Rules, Policies, Standards

A.	Attorney General opinions	Maximum of 50 copies
B.	Compilations of laws	3 copies
C.	Bar journals	3 copies
D.	Court decisions	Maximum of 50 copies
E.	House and Senate Journals	Maximum of 50 copies
F.	Laws published as separates	3 copies
G.	Licensing standards	3 copies
H.	Rules and regulations published as compendia	3 copies
I.	Session laws	Maximum of 110 copies
J.	Statutes and Statute supplements	Maximum of 110 copies

X. Lists of Publications

A.	Bibliographies	3 copies
B.	Catalogs	3 copies
C.	Semiannual publications lists (includes colleges and universities)	3 copies

XI.	**Periodicals**	
A.	Magazines with greater than 10% color layout	25 copies
B.	Magazines with less than 10% color layout	3 copies
C.	Newsletters (intended for out-of-house distribution)	3 copies
D.	Newspapers (intended for out-of-house distribution) 8 1/2 x 11 or 8 1/2 x 15 format	3 copies
E.	Newspapers (intended for out-of-house distribution) greater than 8 1/2 x 15 format	25 copies
F.	Scholarly journals supported solely by sale	3 copies
XII.	**Other Materials**	
A.	Audiovisual materials	1 copy
B.	Microforms ("state publications" not in paper form)	3 copies
C.	Revisions	Same as original
D.	Updates, transmittals	Same as original

SECTION 7

DEPOSITING PUBLICATIONS WITH THE CLEARINGHOUSE

Once correct bibliographic information is obtained for a publication, the number of copies for deposit is determined, and they have been reproduced, copies are ready for shipment to the Clearinghouse.

Publications should be delivered to the Clearinghouse as soon as they become available for general distribution. The manner in which they are shipped — in one shipment each month, in several shipments, in boxes or in envelopes should be based on convenience.

While there is some flexibility in how publications are sent, the Oklahoma Publications Clearinghouse Rules and Regulations are explicit about kinds of information which should be included with the copies to introduce the publication to the Clearinghouse collection. A Transmittal Form is required (see Appendix A-2) for each new publication. A new publication in this context is:

1. A unique writing on a single topic (e.g., annual report, special study, pamphlet, directory, compendium of laws)
2. A title that supersedes a publication as defined by (1.) or
3. The first issue of a continuing periodical for each year or volume

Publications which do not fit this definition do not require a Transmittal Form with a shipment.

By completing the Transmittal Form, an agency's name and address, Publications Officer's name, title of publication and other bibliographic information is confirmed. The other bibliographic information includes the publication date, frequency of issue (annually, monthly, etc.), availability to the public (at cost or free), and replacement status. Shaded areas will be filled out by Clearinghouse staff.

Completing this form reinforces the kinds of information which should be available on the publication itself. See Section 5 for more information about required bibliographic standards for state government publications.

Presumably, if the agency has complied with Oklahoma Publications Clearinghouse Rules and Regulations, Section 204, regarding bibliographic information, *the Transmittal Form will be easy to complete.*

If a publication does not have the complete information required for deposit, the Transmittal Form provides an opportunity to "fill in the gaps" with the appropriate information.

The Transmittal Form can also be used as a record of the publishing activities of the agency. By making a copy of each Transmittal Form, a partial record of agency's publishing activities is preserved and from those forms, and the records of the materials sent without a Transmittal Form, the semiannual publications list can be compiled. See Section 8 for more information on this reporting procedure.

The addresses for shipping state publications are:

Interagency Mail
Oklahoma Publications Clearinghouse
Oklahoma Department of Libraries

U. S. Mail
Oklahoma Publications Clearinghouse
Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105

When the Clearinghouse receives a shipment of publications, a staff member verifies that all copies intended for deposit have been received, and checks the title against the Transmittal Form (if applicable).

If there are discrepancies between the number of copies received and the number required, notification will be made in a letter or by phone that more copies are needed to fulfill the depository requirement. Once that requirement is filled, the publication is classified and cataloged into the OCLC national data base. Publications which are deposited in 25 copies are sent directly to the state depository libraries. All other publications are prepared for microfiching.

If a publication has a copyright restriction, the Publications Officer will receive a Release Form (see Appendix A-1). The Release Form must be signed by the copyright holder, whether it be an individual with copyright privileges or a designated representative authorized to waive copyright for an agency or other private or public entity. If a waiver cannot be obtained by the copyright holder or representative, the publication will not be microfilmed and additional copies of the publication will be required for deposit.

SECTION 8

THE SEMIANNUAL PUBLICATIONS LIST

State agencies and state-supported colleges and universities issue hundreds of publications each year. Most publications of state agencies need to be deposited with the Clearinghouse, while a few are exempt from depository requirements. In order to identify the publishing done by state agencies, including state colleges and universities, and to verify that copies intended for deposit have been received, 74 O.S.Supp.1984, Section 3106.1, requires Publications Officers to compile and forward a list of all "state publications" which the agency produces during each six month period.

If an agency does not publish, the semiannual publications list may be the only communication between it and the Oklahoma Publications Clearinghouse during the year. In such cases, typing NONE on the Semiannual Publications List Form (see Appendix A-3) provides sufficient notification and compliance with this requirement. For the vast majority of state agencies, however, the list represents a summary of all the materials produced during the six-month period which come under the definition of "state publications." That list shall not include material excluded by law (see Table 3) but it shall include state publications which are exempt from depository requirements (see Table 2). The list shall also include those publications which are required for deposit and may have already been deposited with the Oklahoma Publications Clearinghouse.

Information to be supplied on the Semiannual Publications List Form includes:

1. Dates covered by the list
2. Name of the issuing agency and applicable divisions

3. Titles of all publications produced and deposited or intended for deposit during the six-month period (If no publications were produced, write or type NONE in the space reserved for titles)
4. Name of the Publications Officer and phone number and
5. Indication of exempted status for state publications which were not required for deposit based on current guidelines

An example of a complete semiannual publications list follows this section.

These lists are due no later than the 31st day of January and the 31st day of July of each year. Once received, Clearinghouse staff will check the list against the publications already received by your agency during this same period, notify you of any discrepancies in the list and in the Clearinghouse Collection, and then store the lists in a permanent file under the agency's name.

ILLUSTRATION 4: EXAMPLE OF SEMIANNUAL PUBLICATIONS LIST

OKLAHOMA PUBLICATIONS CLEARINGHOUSE

SEMIANNUAL PUBLICATIONS LIST FORM PAGE 1 OF 1

AGENCY: BEEKEEPERS, STATE DEPARTMENT OF.

PERIOD COVERED: January - June 1984

PUBLICATIONS OFFICER: Betty Sue Davis

PHONE: 521-2533 (253)

TITLE OF PUBLICATION	NO. OF COPIES DEPOSITED	(X) FOR EXEMPTED STATUS
A Life of the Bumble Bee	3	
Directory of Beekeepers in Oklahoma	25	
Busy Bees Vol. III, nos. 1-4	3	
Proceedings of Meetings of the Board (Monthly)		xxx
Calendar of events for state annual conventions		xxx

OPC 3 9/84

OKLAHOMA PUBLICATIONS CLEARINGHOUSE

RELEASE FORM

SECTION I. POLICY STATEMENT

To disseminate as widely as possible timely and significant information to Oklahoma citizens, the Oklahoma Publications Clearinghouse collects state agency publications, distributes them to to Oklahoma depository libraries, and announces them in the Oklahoma Government Publications: A Checklist. These publications are sometimes available to library users in microfiche and paper copy but are usually accessible in microfiche format only. The Checklist clearly credits the sources of all copyrighted publications, and if microfiche reproduction is granted, the release form will be microfilmed with your publication.

SECTION 2. REPRODUCTION PERMISSION AUTHORIZATION

I, ________________________________, hereby grant nonexclusive permission to the Oklahoma Publications Clearinghouse to reproduce this copyrighted state publication as defined by 65 O.S. 1984 Supp., Section 3-113.2 in microfiche format. Reproduction from the Clearinghouse microfiche copy by persons other than the Clearinghouse and its system contractors requires my permission. Exception is made for nonprofit reproduction of microfiche by libraries made for nonprofit reproduction of microfiche by libraries and other service agencies to satisfy information needs of users in response to discrete inquiries.

______________________________ SIGNATURE

______________________________ DATE

______________________________ TITLE

COMMENTS:

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OKLAHOMA PUBLICATIONS CLEARINGHOUSE

TRANSMITTAL FORM

Include this form with all shipments of new publications. For periodicals, include this form only with the first issue each year. NOTE: Shaded areas for Clearinghouse.

1. CLASS NO:

2. AGENCY NAME:

DIVISION (if applicable):

3. TITLE:

4. AUTHOR(S):

5. PUBLICATION DATE:

6. SPECIAL CONTENTS:

_______ Bibliography
_______ Maps
_______ Tables
_______ Other _______________________

7. PAGING:

8. FREQUENCY:

_______ One time
_______ Monthly
_______ Annually
_______ Other _______________________

9. AVAILABILITY:

_______ Available free
_______ Not available
_______ Available at a cost of __________

10. REPLACEMENT:

_______ This replaces an earlier publication entitled ______________________________
____

_______ This does not replace an earlier publication

PUBLICATIONS OFFICER: PHONE:

SEND FORM WITH COPIES TO: Oklahoma Publications Clearinghouse, Oklahoma Department of Libraries, 200 N.E. 18th Street, OKC, OK 73105

OPC 2 9/84

OKLAHOMA PUBLICATIONS CLEARINGHOUSE

SEMIANNUAL PUBLICATIONS LIST FORM PAGE ____ OF ____

AGENCY:

PERIOD COVERED:

PUBLICATIONS OFFICER:

PHONE:

TITLE OF PUBLICATION	NO. OF COPIES DEPOSITED	(X) FOR EXEMPTED STATUS

SEND FORM TO Oklahoma Publications Clearinghouse, Oklahoma Department of Libraries,
200 N.E. 18th Street, OKC, OK 73105

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APPENDIX B

AN ACT

ENROLLED HOUSE
BILL NO. 1553

BY HANEY, JOHNSON (Glen),
DAVIS (Porter),
KINCHELOE, ATKINSON and
HENSHAW of the HOUSE

and

DAWSON and McDANIEL of
the SENATE

AN ACT RELATING TO PUBLIC LIBRARIES; AMENDING 65 O.S. 1981, SECTIONS 3-113.1, 3-113.2, 3-113.3, 3-114 AND 3-115, 74 O.S. 1981, SECTIONS 3104 and 3106.1, and 75 O.S. 1981, SECTION 57; MODIFYING STATUS OF THE PUBLICATIONS CLEARINGHOUSE; PROVIDING FOR A DIRECTOR OF THE PUBLICATIONS CLEARINGHOUSE; AUTHORIZING THE ADOPTION OF CERTAIN RULES AND REGULATIONS; DEFINING TERMS; MODIFYING CERTAIN TERMS; MODIFYING CERTAIN DUTIES OF THE PUBLICATIONS CLEARINGHOUSE; REQUIRING CERTAIN AGENCIES TO DEPOSIT CERTAIN PUBLICATIONS WITH THE PUBLICATIONS CLEARINGHOUSE; LIMITING THE REQUIRED NUMBER OF COPIES FOR CERTAIN PURPOSES; PROVIDING FOR CERTAIN PROCEDURES FOR FAILURE TO COMPLY WITH CERTAIN REQUIREMENTS; AUTHORIZING THE SENDING, EXCHANGE, SALE, AND DISPOSAL OF CERTAIN PUBLICATIONS UNDER CERTAIN CIRCUMSTANCES; REQUIRING THE FILING AND DISTRIBUTION OF CERTAIN REPORTS; REQUIRING CERTAIN NOTICE; PROVIDING FOR CERTAIN PUBLICATIONS OFFICERS IN EACH STATE AGENCY; PROVIDING FOR CERTAIN DUTIES OF SAID OFFICERS; REQUIRING STATE AGENCIES TO PROVIDE CERTAIN LISTS; REQUIRING THE ADMINISTRATOR OF THE COURTS TO PROVIDE CERTAIN VOLUMES TO THE PUBLICATIONS CLEARINGHOUSE; AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. AMENDATORY 65 O.S. 1981, Section 3-113.1, is amended to read as follows:

Section 3-113.1 The Publications Clearinghouse is hereby created as a unit of the Oklahoma Department of Libraries. The Publications Clearinghouse shall be directed by the Director of the Department of Libraries. The Director shall adopt rules and regulations necessary to implement the functions and duties of the Publications Clearinghouse as provided for by law.

SECTION 2. AMENDATORY 65 O.S. 1981, Section 3-113.2, is amended to read as follows:

Section 3-113.2 As used in Sections 3-113.1 through 3-115 of this title:

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1. "Agency" means any office, officer, department, division, unit, bureau, board, commission, authority, institution, substate planning district, or agency in any branch of the state government, and all subdivisions of each when applicable, including state institutions of higher education, defined as all state-supported colleges, universities, junior colleges, and vocational-technical schools;

2. "State publications" means any informational materials, regardless of format, method of reproduction, or source, which originate in or are produced with the imprint, by the authority, or at the total or partial expense of an agency supported wholly or in part by state funds and which are distributed to persons outside of the creating agency or are required by law. "State publication" incorporates those publications that may or may not be financed by state funds but are released by private entities pursuant to a contract with or subject to the supervision of any agency.

SECTION 3. AMENDATORY 65 O.S. 1981, Section 3-113.3, is amended to read as follows:

Section 3-113.3 The Publications Clearinghouse shall have the following duties:

1. To establish a state publications depository library system for the use of the citizens of this state; and

2. To collect state publications from every agency and to retain and preserve permanently a minimum of two copies of said publications; and

3. To enter into contracts with other libraries within this state whereby the Publications Clearinghouse designates the contracting library to be a depository library for the Oklahoma Department of Libraries and agrees to distribute copies of state publications deposited with the Publications Clearinghouse to said depository library, and the contracting library agrees to receive and maintain the collection of said publications and not to dispose of said publications without prior approval of the Publications Clearinghouse, to provide adequate facilities for the storage and use of the publications, and to provide free access to the publications for the use of its patrons; and

4. To determine the necessity of and to make arrangements for the conversion of state publications to microform and to establish a system to assure the availability of said microform for distribution to designated depository libraries; and

5. To prepare and publish official lists of state publications and to distribute said lists to all contracting depository libraries, other libraries within this state, and every agency; and

6. To determine the quantity of each publication of an agency to a maximum of twenty-five copies required to meet the needs of the state publications depository library system and to notify each agency of the required quantity; and

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7. To distribute copies of state publications as follows:

a. One copy to the United States Library of Congress,

b. One copy to the Center for Research Libraries,

c. Two copies for the collection of state publications within the Publications Clearinghouse, and

d. Selected copies to each depository library; and

8. To receive for use and for exchange purposes a maximum of fifty copies of all state legal publications including bar journals and official reports of decisions, codes, opinions, rules and regulations, and one hundred ten copies of Oklahoma Statutes, Oklahoma Statute Supplements, and Oklahoma Session Laws; and

9. To compile and maintain a permanent record of state publications .

SECTION 4. AMENDATORY 65 O.S. 1981, Section 3-114, is amended to read as follows:

Section 3-114. A. Every agency except institutions of higher education, but specifically including any board of regents for higher education, which issues a state publication shall immediately deposit a maximum of twenty-five copies with the Publications Clearinghouse.

B. Upon failure of an agency to comply with the provisions of this section, the Director of the Department of Libraries shall forward a written notice of the failure to the chief administrative officer of the agency. The notice shall state a reasonable time, not to exceed thirty (30) days, in which the agency shall fully comply. Further failure to comply shall be reported in writing to the Speaker of the House of Representatives, the President Pro Tempore of the Senate, and the Attorney General. The Attorney General shall immediately institute mandamus proceedings to secure compliance by said agency.

SECTION 5. AMENDATORY 65 O.S. 1981, Section 3-115, is amended to read as follows:

Section 3-115. The Publications Clearinghouse, pursuant to exchange agreements, shall send copies of state publications to the official library of each of the states, territories, and possessions of the United States and to The Library of Congress, may exchange copies for the publications of other governments or organizations, and may send copies upon request to other entities or persons. The Department of Libraries may sell at the fair market value or otherwise dispose of any surplus publications. Any receipts shall be deposited pursuant to the provisions of Section 3-107 of this title.

SECTION 6. AMENDATORY 74 O.S. 1981, Section 3104, is amended to read as follows:

Section 3104. Every agency, board, department, commission, or institution of this state shall deposit a maximum of twenty-five copies of its annual, semiannual, or biennial reports with the Publications Clearinghouse of the Department of Libraries for distribution and depository system purposes as required by the provisions of Section 3-114 of Title 65 of the Oklahoma Statutes and shall distribute said reports only to legislators and other parties specifically requesting said reports. The Publications Clearinghouse shall notify the members of the Legislature of the receipt of said reports.

SECTION 7. AMENDATORY 74 O.S. 1981, Section 3106.1, is amended to read as follows:

Section 3106.1 A. Every state agency shall designate one of its employees as the publications officer for the agency and shall notify the Publications Clearinghouse of the Department of Libraries of the name of the publications officer and of the name of any new publications officer should a change occur.

B. Each publications officer of a state agency shall have the duty to provide the Publications Clearinghouse with copies of all state publications of the agency, to compile and forward to the Publications Clearinghouse required lists of the state publications of the agency, and to provide other related information which may be requested by the Publications Clearinghouse for the collection of state publications and the depository library system.

C. Upon release of a state publication by an agency, the publications officer shall deposit a maximum of twenty-five copies of the publication with the Publications Clearinghouse for record and depository system purposes.

D. The publications officer shall notify the Publications Clearinghouse of the production of audiotapes, videotapes, films, filmstrips, slides, or other audiovisual publications. Every state agency shall preserve one copy of each audiovisual publication or the publications officer shall deposit one copy of each audiovisual publication with the Publications Clearinghouse for preservation.

E. Every state agency including all institutions of higher education shall provide to the Publications Clearinghouse a complete list of its state publications in accordance with the rules and regulations of the Publications Clearinghouse.

SECTION 8. AMENDATORY 75 O.S. 1981, Section 57, is amended to read as follows:

Section 57. The Administrative Director of the Courts shall provide to the Publications Clearinghouse of the Department of Libraries a maximum of fifty copies of each of the published volumes of the official reports of the decisions of the Supreme Court and the Court of Criminal Appeals of this state for use and for exchange purposes.

SECTION 9. This act shall become effective November 1, 1984.

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APPENDIX C

checklist

OKLAHOMA GOVERNMENT PUBLICATIONS

A CHECKLIST

OKLAHOMA
PUBLICATIONS
CLEARINGHOUSE

Vol. 8, No. 2 April – June 1984

DN

ACCREDITING AGENCY, STATE.

Directory of educational institutions in Oklahoma offering approved courses for training veterans. — Oklahoma City : The Agency, 1984- .
(OCLC #10918980) A400.5 E24 1984

AGRICULTURE, STATE DEPARTMENT OF.

Oklahoma certified greenhouse and nursery directory. Oklahoma City : The Department. Annual. (OCLC #6014005) A1140.5 C418 1984

Summary inspection report of official samples on seed, feed, fertilizer and AG-lime. Oklahoma City, Plant Industry Division. Annual.
(OCLC #5250753) A1140.3 S955ir 1982/83

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS (ACOG).

3,4 Housing programs and housing financing. — Oklahoma City, Okla. : The Association, April 1982. 59, (2) p. — (Areawide housing strategy, Report 2.)
(OCLC #10764312) A3200.7 H842 No. 2

ASSOCIATION OF SOUTH CENTRAL OKLAHOMA GOVERNMENTS (ASCOG).

3,12 Annual report. — . Duncan, Oklahoma : The Association.
(OCLC# 8466667). A3300.3 A615 1982/83

AUDITOR AND INSPECTOR, STATE.

1-7 11 Audit report . . . County Treasurer, Blaine County, Oklahoma, : for the year ended June 30, 1982- . — Oklahoma City : State Auditor and Inspector, State of Oklahoma 1983- . Annual. (OCLC#10803844) A3705 B634t 1981/82

1-7 Betty Neel, County Treasurer, Cherokee County, Oklahoma, special review, February 8, 1984. — Oklahoma City : The Office, 1984. 9 leaves.
(OCLC #10941255) A3705 C522t 2/8/84

1-7 11 Blaine County, Oklahoma, report on the examination of financial statements : for the year ended June 30, 19—. — Oklahoma City : State Auditor and Inspector, State of Oklahoma, 19— . Annual. (OCLC# 10804008) A3705 B634f 1982/83

1-7 The Board of Governors of the Licensed Architects of Oklahoma compilation report : for the years ended June 30, 1982 and 1983 - . — Oklahoma City : State Auditor and Inspector, State of Oklahoma, 1984- . (OCLC #10804085) A3706 A673r 1981/83

1-7 The Board of Governors of the Registered Dentists of Oklahoma compilation report for the year ended June 30, 1983. — Oklahoma City : The Office, 1984. 9 leaves.
(OCLC #10936821) A3706 D414r 1982/83

DN

1-7 Creek County, Oklahoma, report on the examination of financial statements. -- 1979- . -- Oklahoma City : The Office, 1979- . Annual. Report year ends June 30.
(OCLC #7226542) A3705 C913f 1982/83

1-7 Grant County, Oklahoma, report on the examination of financial statements. -- 1983- . -- Oklahoma City : The Office, 1983- . Annual. Report year ends June 30.
(OCLC #10940411) A3705 G761f 1982/83

1-7 Office of Handicapped Concerns compilation report, for the years ended June 30, 1982 and 1983. -- Oklahoma City : The Office, 1984. 9 leaves.
(OCLC #10937022) A3706 H237r 1981/83

1-7 Oklahoma Beef Commission compilation report : for the year ended June 30, 1983 - . -- Oklahoma City : State Auditor and Inspector, State of Oklahoma, 1984 -.
(OCLC #10804147) A3706 B414r 1982/83

1-7 Oklahoma Court of Criminal Appeals report on examination of the financial statements. -- Oklahoma City : The Office. Annual. Report year ends June 30.
(OCLC #10937250) A3706 C862cf
1982/83

1-7 Oklahoma Motor Vehicle Commission compilation report for the years ended June 30, 1982 and 1983. -- Oklahoma City : The Office, 1984. 9 leaves.
(OCLC #10940907) A3706 M919r 1981/83

1-7 Oklahoma State Dry Cleaners' Board compilation report for the years ended June 30, 1982 and 1983. -- Oklahoma City : The Office, 1984. 9 leaves.
(OCLC #10937165) A3706 D798r 1981/83

1-7 Pardon and Parole Board compilation report for the years ended June 30, 1982 and 1983. -- Oklahoma City : The Office, 1984. 9 leaves.
(OCLC #10940859) A3706 P226r 1981/83

1-7 Pawnee County, Oklahoma : report on examination of financial statements. -- Oklahoma City : Oklahoma State Auditor and Inspector, 1980- . Annual.
(OCLC #8649439) A3705 P339f 1982/83

1-7 Payne County, Oklahoma : report on examination of financial statements. -- Oklahoma City : The Office, 1982- . Annual. (OCLC #9073806). A3705 P346f 1982/83

1-7 Pontotoc County, Oklahoma, report on the examination of financial statements. -- 1983- . -- Oklahoma City : The Office, 1983- . Annual. Report year ends June 30.
(OCLC #10940600) A3705 P818f 1982/83

Procedures for specific and valorem tax problems regarding County Treasurers. -- (Oklahoma City) : The Office, (1984?) 13 leaves.
(OCLC #10965833) A3705.5 T235

Recommended accounting procedure for County Free Fair Boards organized under the 1937 Act / prepared by Staff of Clifton H. Scott, P.A., State Auditor and Inspector. -- Revised 1984. -- (Oklahoma City) : The Office, 1984.
(OCLC #10966154) A3705.5 F163 1984

DN

1-7 Report of examination of the major disaster claim submitted by Blaine County, Oklahoma, project application no. 011-00000, FEMA - 662-DR. — Oklahoma City: The Office, 1984. 22 leaves. (OCLC #10945224) A3700.7 D611bl

1-7 Report of examination of the major disaster claim submitted by Lincoln County, Oklahoma, project application no. 081-00000, FEMA - 662 - DR. — Oklahoma City : The Office, 1984. 20 leaves. (OCLC #10940681) A3700.7 D611li 1984

1-7 Secretary of State compilation report, for the years ended June 30, 1982 and 1983. — Oklahoma City : The Office, 1984. 9 leaves. (OCLC #10937129) A3706 S446r 1981/83

1-7 Sequoyah County, Oklahoma, report on the examination of financial statements. — 1983- . — Oklahoma City : The Office, 1983- . Annual. Report year ends June 30. (OCLC #10940495) A3705 S479f 1982/83

1-7 State Board of Cosmetology compilation report. — Oklahoma City, Okla. : State Auditor and Inspector, State of Oklahoma, 19— . (OCLC #10738290) A3706 C834r 1981/83

1-7 State Board of Landscape Architects compilation report for the years ended June 30, 1982 and 1983. — Oklahoma City : The Office, 1984. 7 leaves. (OCLC #10940790) A3706 A672r 1981/83

State of Oklahoma, State Auditor and Inspector, annual report. -- 1983- . -- Oklahoma City : The Office, 1983- . Annual. Fiscal year ended June 30. (OCLC #10941334) A3700.3 A615 1982/83

BEEF COMMISSION, OKLAHOMA.

Oklahoma: cattle country U.S.A. — Oklahoma City : The Commission, (1984) 4 p. (OCLC #10836661) B550.8 C368 1984

CENTRAL OKLAHOMA ECONOMIC DEVELOPMENT DISTRICT (COEDD).

4,5 Ageless times : a newsletter. — Shawnee, Okla: The District, July 1983- . Monthly. (OCLC#10790521) C1000.6 A265

4,5 Hidden money for towns & cities. — Shawnee, Okla. : The District, April, 1984. 8 p. : ill. ; 22 cm. (OCLC# 10836711) C1000.8 H632

CIVIL DEFENSE, DEPARTMENT OF.

4 Oklahoma CD directory / Oklahoma Department of Civil Defense. -- Oklahoma City : The Department, 19— . (COCL #7794327) C2600.5 D598 1984.

CONSERVATION COMMISSION.

Oklahoma Conservation Commission members. -- Oklahoma City : The Commission, 1982- . Annual. (OCLC #9635963) C4700.5 D614 1984

DN

CORPORATION COMMISSION.

Proposed rules and regulations governing the commercial and apartment conservation service program : Oklahoma state plan, commercial and apartment conservation service program. — (Oklahoma City) : The Commission, March 1984. ii, 27 (6) leaves.
(OCLC# 10880288) C5600.4 C734 1984

COSMETOLOGY, BOARD OF.

Annual report / Oklahoma State Board of Cosmetology. — Oklahoma City : The Board, (1975 -). (OCLC #9073030) C5800.3 A615
1982/83

ECONOMIC AND COMMUNITY AFFAIRS, DEPARTMENT OF.

Annual report - State of Oklahoma, Department of Economic and Community Affairs. 1975- . Oklahoma City, Dept. of Economic and Community Affairs. Annual.
(OCLC #2676854) E700.3 A615 1982/83

Looking to the future : 1984 state of Oklahoma juvenile justice and delinquency prevention plan. — Oklahoma City : The Dept., 4/12/84. (3) 146 (62) p. : maps.
(OCLC #10880608) E700.3 J97 1984

Place of work from the 1980 census : a summary report on commuting patterns in Oklahoma counties / compiled by Oklahoma Dept. of Economic and Community Affairs, Oklahoma State Data Center. — Oklahoma City, Okla.: The Center, 1984. 2 v. ; 21 x 35 cm.
(OCLC #11009962) E701.8 P697

EDUCATION, HIGHER, STATE REGENTS FOR.

An Analysis of current operating income and expenditures for eighteen Oklahoma State-supported colleges and universities. 1960/62-. Oklahoma City. 22 x 28 cm. Cover title: Current operating income and expenditures, Oklahoma State colleges and universities.
(OCLC #6455033) E1450.6 C976oie
1982/83

College and university salaries in ten midwestern states. — Oklahoma City : Oklahoma State Regents for Higher Education. ill. : 24 x 31 cm.
(OCLC #8567435) E1450.6 C697us
1983/84

A Comparison of students costs in public instructions of higher education in ten midwestern states. Oklahoma City. (OCLC #6648134) E1450.6 C737
1983/84

EDUCATION, STATE DEPARTMENT OF.

Information and regulations relating to adult basic education, Adult Education Act - Title III, P.L. 91-230 as amended, effective July 1, 1984. — Oklahoma City, Okla. : The Dept., 1984. 11 p. (OCLC #10976174) E1815.8 I43 1984

DN

Suggested materials for adult basic education / Oklahoma State Department of Education. Adult Basic Education Section. — Oklahoma City, Okla. : The Dept., 1984. 44 p.
(OCLC #10976119) E1815.5 M425

EDUCATION, STATE DEPARTMENT OF VOCATIONAL AND TECHNICAL.

4 Anatomy and physiology / coordinated by Mary Kellum in cooperation with Tulsa County Area Vocational-Technical School Surgical Technology Program; based on original materials written by Danene Hartman (and) Dorothy Main. -- Stillwater, Okla. : developed by the Mid-America Vocational Curriculum Consortium, Inc. for the Oklahoma State Dept. of Vocational and Technical Education, c 1984. xxv, 734 p. : ill.
(OCLC #11040785) E2200.7 S961 No. 2

Annual status report on female and male students and employees in vocational education. -- 1983/84- . — Stillwater, Okla. : The Dept., 2/3/84- .
(OCLC# 10790715) E2200.3 F329
1983/84

1-7 Applied industrial electronics : sensors and logic systems / written by Jim Harwick and Leo Siebert. -- Stillwater, Okla. : developed by the Curriculum and Industrial Materials Center for the Division of Trade and Industrial Education, Oklahoma State Dept. of Vocational and Technical Education, c1984. xv, 250 p. : ill. (OCLC #11041854) E2235.7 E39s

1-7 Automotive computer units / written by Jerry Kenney. -- Stillwater, Okla. : State Dept. of Vocational and Technical Education, c1984. iv, ill. (OCLC #11041768) E2235.7 A939c

Barriers to student completion of vocational programs : executive summary / written by Don Frazier, Shelia Stone. — Stillwater, Okla. : Research Coordinating Unit, Oklahoma State Department of Vocational and Technical Education, September 1983. 6 leaves.
(OCLC# 10767169) E2200.8 B275 1983

1-7 Bricklaying curriculum : advanced bricklaying techniques / written by Raymond Turcotte ; revised by Laborn J. "Bud" Hendrix. -- Stillwater, Okla. : Curriculum and Instructional Materials Center, State Department of Vocational and Technical Education and the Associated General Contractors of America, c1984. xiv, irregular paging : ill
(OCLC #11019255) E2200.7 B851 1984

1-7 Bricklaying curriculum : basic core / written by Raymond J. Turcotte ; revised by Laborn J. "Bud" Hendrix. -- Stillwater, Okla : Curriculum and Instructional Materials Center, Oklahoma State Dept. of Vocational and Technical Education and the Associated General Contractors of America, c 1983. xiv, irregular paging : ill
(OCLC #11019314) E2200.7 B849 1983

1-7 Bricklaying curriculum : principles of bricklaying / written by Raymond J. Turcotte ; revised by Laborn J. "Bud" Hendrix. — Stillwater, Okla. : Curriculum and Instructional Materials Center, Oklahoma State Dept. of Vocational and Technical Education and the Associated General Contractors of America, c1984. xiv, irregular paging : ill.
(OCLC #11019285) E2200.7 B85 1984

DN

1-7 Cashier-checker. — Stillwater, Okla. : The Dept., 1983. 1 v. (loose-leaf) : ill.
(OCLC# 10736115) E2200.7 C339

1-7 Child care for home and community services / coordinated by James Sharpton, curriculum specialist. — Stillwater, Okla. : developed by the Curriculum and Instructional Materials Center for the Division of Special Programs, Oklahoma State Dept. of Vocational and Technical Education, c 1984. irregular paging : ill.
(OCLC #11052033) E2230.7 C536

CIMC instructional systems catalog. — Stillwater, Okla. : CIMC, Oklahoma State Dept. of Vocational and Technical Education, Annual.
(OCLC #10313140). E2200.5 I59 1984/85

Cost per programs report, area vocational-techical schools. — Stillwater, Okla. : State Dept. of Vocational and Technical Education. 22 x 36 cm. Annual.
(OCLC #8330418) E2200.3 C837
1982/83

1-7 Developing performance-based test items : a guide for writers /written by Barbara J. Lyon, testing specialist. — Stillwater, Okla. : Oklahoma State Dept. of Vocational and Technical Education, c1983. 64 leaves : ill. E2210.5 D489

Dropout report, State of Oklahoma / produced by Planning Unit, Oklahoma State Department of Vocational and Technical Education. — (Oklahoma City) : The Department. Annual. (OCLC #10681796) E2200.3 D786
1982/83

4 Electrical components and systems / written and revised by Gary Wantiez ; edited by Jane Huston. — Stillwater, Okla. : developed by the Mid-America Vocational Curriculum Consortium, Inc. for the Oklahoma State Dept. of Vocational and Technical Education, c 1984. xxv, 649 p : ill. Cover title: Air conditioning and refrigeration electrical components and systems. (OCLC #11037826) E2200.7 A298e

4 Employment in agribusiness / written by Gene Hilgenberg and Jane Huston ; edited by Jane Huston. — Stillwater, Okla. ; developed by the Mid-America Vocational Curriculum Consortium for the Oklahoma State Dept. of Vocational and Technical Education, c1984. lxxiv, irregular paging : ill. (OCLC #11038485) E2200.7 A278e

1-7 Food production worker / written by Ellen Barker, Lou Hall, Barbara McGhee; — Stillwater, Okla. : developed by the Curriculum and Instructional Materials Center, for the Division of Business/Industrial Training Services, Oklahoma Department of Vocational and Technical Education, c1983. xiv, 112A, 81B, 596C, 28D p. : ill.
(OCLC# 10736076) E2200.7 F685

1-7 Food service supervisor / written by Ellen Barker, Lou Hall, Barbara McGhee; — Stillwater, Okla. : developed by the Curriculum and Instructional Materials Center, for the Division of Business / Industrial Training Services, Oklahoma State Department of Vocational and Technical Education, c1983. xiv, 51A, 602B, 118C, 304D, 226E p. : ill.
(OCLC #10736124) E2200.7 F688

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DN

1-7 Future Farmers of America supervised occupational experience program record book. -- Stillwater, Okla. : Curriculum and Instructional Materials Center, Oklahoma State Dept. of Vocational and Technical Education, (1984). 45 p.
(OCLC #11053072) E2215.5 S959

1-7 General industrial electronics / written by Jim Harwick, electronics specialist and Leo Siebert. — Stillwater, Okla. : developed by the Curriculum and Instructional Materials Center for the Division of Trade and Industrial Education, Oklahoma State Board of Vocational and Technical Education, c 1984. xiv, irregular paging : ill.
(OCLC #11051403) E2235.7 E39

4 GMAW and FCAW, gas metal arc welding and flux-cored arc welding / written by Clarence Fortney and Mike Gregory; edited by Dan Fulkerson. — Stillwater, Okla. : developed by the Mid-America Vocational Curriculum Consortium, Inc. for the Oklahoma State Dept. of Vocational and Technical Education, c 1984. xxv, 346 p. : ill.
(OCLC #11041537) E2200.7 W446

4 GTAW gas tungsten arc welding / written by Clarence Fortney and Mike Gregory ; edited by Dan Fulkerson. — Stillwater, Okla. : developed by the Mid-America Vocational Curriculum Consortium, Inc. for the Oklahoma State Dept. of Vocational and Technical Education, c 1984. xxiii, 257 p. : ill. (OCLC #11037395) E2200.7 W447

1-7 Highway maintenance equipment operator: miscellaneous equipment / written by Sandra Dutreau Perky, Joe C. Phipps, Greg Pierce. — Stillwater, Okla. : Oklahoma State Department of Vocational and Technical Education, Curriculum and Instructional Materials Center, c1983. xiv, 266 p. ill. ; 24 cm. (OCLC #10736085) E2200.7 H639

1-7 Industrial electricity : in-plant distribution / written by Cash Teaque and Garner Pewewardy, curriculum writers ; John Humler, technical consultant. — Stillwater, Okla. : Curriculum and Instructional Materials Center for the Division of Trade and Industrial Education, Oklahoma State Dept. of Vocational and Technical Education, c1984. xv, irregular paging : ill. (OCLC #11051756) E2235.7 E38i

1-7 Industrial electricity motors / written by Cash Teaque and Garner Pewewardy. -- Stillwater, Okla. : developed by the Curriculum and Instructional Materials Center, for the Division of Trade and Industrial Education, Oklahoma Dept. of Vocational and Technical Education, c1984. xiv, 169A, 362B, 28C p. : ill.
(OCLC #10731033) E2235.7 E38m

1-7 Industrial pneumatic technology / written by Sandra Dutreau Perky. -- (Stillwater, Okla.) : developed by the Curriculum and Instructional Materials Center, Oklahoma State Department of Vocational and Technical Education, c 1983. 394 p. in various pagings : ill. --(Learning activity packets (LAPS). (OCLC #10767295) E2200.7 P738 1983

4 Introduction to microcomputer applications / coordinated by Jane Huston; Gene Hilgenberg, technical writer ; software developed by Rick Foster, et. al. — Stillwater, Okla. : developed by the Mid-America Vocational Curriculum Consortium for the Oklahoma State Dept. of Vocational and Technical Education, c 1984. xliii, 135 p. : ill.
(OCLC #11051874) E2200.7 M626

DN

4 Introduction to surgical technology, microbiology, and pharmacology / coordinated by Mary Kellum in cooperation with Tulsa County Area Vocational-Technical School Surgical Technology Program ; written by Danene Hartman (and) Mary Kellum. -- Stillwater, Okla. : Mid-America Vocational Curriculum Consortium, Inc. for the Oklahoma State Dept. of Vocational and Technical Education, c 1984. Irregular paging : ill.
(OCLC #11039921) E2200.7 S961 No. 1

4 Introduction to welding / written by Clarence Fortney and Mike Gregory ; edited by Dan Fulkerson. — Stillwater, Okla. : developed by the Mid-America Vocational Curriculum Consortium, Inc. for the Oklahoma State Dept. of Vocational and Technical Education, c 1984. xxxii, 492 p. : ill. ; 28 cm. (OCLC #11040879) E2200.7 W445

1-7 Machine shop grinding machines / written by James Dunn, under the supervision of Joyce Sawatzky. — Stillwater, Okla. : developed by the Curriculum and Instructional Materials Center, for the Division of Trade and Industrial Education, State Department of Vocational and Technical Education, c1983. xiv, 326 p. : ill.
(OCLC #10731340) E2235.7 G866

Microcomputer application in agriculture. 1984. leaflet. E2200.1 M626

Oklahoma Vo-tech fact sheet. June 1984. 1 broadside. E2200.1 V971fs 1984

4 Oxyacetylene welding and cutting / written by Clarence Fortney and Mike Gregory ; edited by Dan Fulkerson. — Stillwater, Okla. : developed by the Mid-America Vocational Curriculum Consortium, Inc. for the Oklahoma State Dept. of Vocational and Technical Education, c 1984. xxv, 248 p. : ill. (OCLC #11037533) E2200.7 W448

1-7 Personal development for home and community services / coordinated by James L. Sharpton, curriculum specialist. — Stillwater, Okla. : developed by the Curriculum and Instructional Materials Center for the Division of Special Programs, Oklahoma State Dept. of Vocational and Technical Education, c 1984. xv, irregular paging : ill.
(OCLC #11038429) E2230.7 P467

School of Practical Nursing, Southwest Oklahoma Skills Center. 1984. leaflet.
E2290.1 A469n 1984

4 SMAW, shielded metal arc welding / written by Clarence Fortney and Mike Gregory ; edited by Dan Fulkerson. — Stillwater, Okla. : developed by the Mid-America Vocational Curriculum Consortium, Inc. for the Oklahoma State Dept. of Vocational and Technical Education, c 1984. xxv, 333 p. : ill. (OCLC #11037749) E2200.7 W449

Status report for vocational-technical education in Oklahoma, fiscal 1983. 1983. (7) p.
E2200.1 S797 1982/83

A Study of the office assistant program in Oklahoma : executive summary. — Stillwater, Okla: Research Coordinating Unit, Oklahoma State Department of Vocational and Technical Education, December 1983. iii, 16 leaves. (OCLC #10764820) E2200.8 032 1983

Trade and industrial education : instructor's leadership development activities guide. — 1981/82- . — Stillwater, Okla. : The Dept., 1981 - . Annual. (OCLC#10792648)
E2235.5 I59
1983/84

DN

Vo-Ag teachers & staff directory & pictorial. -- 1983/84- . -- Stillwater, Okla. : The Dept., 9/28/83- . (OCLC #10804283)
E2200.5 V872ts
1983-84

ELECTION BOARD.

The Manual for precinct election officials, 1984 / prepared by the Oklahoma State Election Board. — Oklahoma City, Okla. : The Board, 1984. 33 p. ; ill.
(OCLC #11011195)
E2750.5 P923 1984

Precinct problem solver, 1984 / prepared by the staff of the State Election Board. — Oklahoma City, Okla. : The Board, 1984. (14) leaves; 20 x 28 cm.
(OCLC #11011094)
E2750.5 P924 1984

Registrar's bluebook, Tulsa County / Tulsa County Election Board. — Tulsa, Okla. : The Board ; (Oklahoma City : State Election Board), 1984. 18 p. : ill.
(OCLC #11015513)
E2750.5 T924r 1984

EMPLOYMENT SECURITY COMMISSION.

Annual report to the Governor. — Oklahoma City : Oklahoma Employment Security Commission. 22 cm. Annual. (OCLC #3268812)
E3900.3 A615 1983

County employment and wage data, Oklahoma. 1949/51- . — Oklahoma City: Oklahoma Employment Security Commission. Annual.
(OCLC #3208382)
E3900.6 C855
1980-82

FINANCE, OFFICE OF STATE.

State of Oklahoma consolidated statewide cost allocation plan. -- Oklahoma City: Director of State Finance. Annual. (OCLC #6609808)
F750.6 C755s
1984/85

GRAND RIVER DAM AUTHORITY.

Annual report. — Vinita, Okla. : The Authority. Report year ends December 31.
(OCLC #6687523)
G2100.3 A615 1983

HEALTH PLANNING COMMISSION.

The cost of health care, United States and Oklahoma / published by Oklahoma Health Planning Commission. — Oklahoma City, Okla. : The Commission, 1980- . Annual.
(OCLC# 9120778)
H600.6 C837hc 1982

Criteria and standards for nuclear magnetic resonance scanners. — (Oklahoma City) : The Commission, 1984. (3) p. (OCLC #10832424)
H600.4 R935
R-84-09

DN

Oklahoma population estimates. -- (Oklahoma City) : The Commission, 1984. 17 p.
(OCLC #10836587) H600.8 P831 1984

Procedures for project review under the state certificate of need laws / which includes amendments adopted by the Commission January 25, 1984. -- Oklahoma City : The Commission, April 1, 1984. (3) 40 p. (OCLC #10845744) H600.4 R935
R-81-03 1984

Rules for licensure to organize, operate and maintain health maintenance organizations in the State of Oklahoma: Chapter 52, 63, OS 78 Supp. 2501-2510; Amendments #1 . . . effective 1/15/84. - - (Oklahoma City) : The Commission, 1984. 17 p.
(OCLC #10832903) H600.4 R935
R-79-07

HEALTH, STATE DEPARTMENT OF.

Caring for pregnant women and their infants in Oklahoma : a needs assessment. --(Oklahoma City) : Task Force on Perinatal Care in Oklahoma, 1983. iv, 56, (2) leaves : ill.
(OCLC #11010960) H1015.8 C277 1983

Caring for pregnant women and their infants in Oklahoma : a State plan. -- (Oklahoma City) : Task Force on Perinatal Care in Oklahoma, 1984.
(OCLC #11011015) H1015.8 C278 1984

Employee handbook. -- Oklahoma City : The Dept., September 1983. 16 p. : ill ; 23 x 10 cm.

(OCLC #10836965) H800.5 E55 1983

Genetics counseling network. Recd April 1984. 12 p. H1095.1 G328

HISTORICAL SOCIETY.

The Oklahoma Historical Society's Fort Washita, Durant, Oklahoma. Recd May 1984. leaflet. H2525 F736w (1984)

HUMAN SERVICES, DEPARTMENT OF.

Are you thinking of opening a day care center? This leaflet may answer some of your questions. Recd April 1984. 7 p. H3000.1 D272

DHS employee's handbook. -- (Oklahoma City) : Oklahoma Department of Human Services, March 1983. 23 p. : chart, maps ; 22 cm. (OCLC #10841327) H3000.5 E55 1983

DHS home maintenance services : aides for persons with special needs. April 1984. leaflet.
H3000.1 A288

Home care of your tracheostomy. Recd June 1984. 7 p. H3000.1 T759

Meal planning for insulin-dependent Diabetes Mellitus. -- Oklahoma City, OK. : Oklahoma Teaching Hospitals, c1984. 21 p. : ill. ; 22 cm. Bibliography.
(OCLC#10975991) H3000.5 D536m

DN

Meal planning for type II Diabetes Mellitus. -- Oklahoma City, OK. : Oklahoma Teaching Hospitals, c1984. 21 p. : ill. ; 22 cm. Bibliography : p. 19.
(OCLC #10975965) H3000.5 D537m

Oklahoma's supplemental assistance program for aged, blind and disabled. Recd April 1984. leaflet. H3000.1 A848s

Opening a new world for Oklahoma's blind and visually impaired children: Parkview School, the Oklahoma School for the Blind. Recd April 1984. (4) p. H3000.1 P252

Volunteer handbook, Oklahoma Library for the Blind and Physically Handicapped. Recd April 1984. 7 p. H3000.1 V943

INDUSTRIAL FINANCE AUTHORITY.

The Oklahoma Industrial Finance Authority annual report. — Oklahoma City : Oklahoma Industrial Finance Authority, 1981 - . Annual.
(OCLC #9636045) I1300.3 A615 1983

INVESTIGATION, STATE BUREAU OF.

State of Oklahoma uniform crime report. 1st - 1974- . -- (Oklahoma City) : Oklahoma State Bureau of Investigation. ill. Annual. (OCLC #3208086) I2100.3 U58 1983

LEGISLATIVE FISCAL OFFICE.

Special report : feasibility study and projected savings from consolidation of administrative services of Oklahoma's 31 occupational licensing boards and commissions / released by the Joint Committee on Fiscal Operations, study conducted by the Legislative Fiscal Office. -- (Oklahoma City) : The Office, 1984. xi, 14 p. (OCLC #10965771) L1301.8 L698 1984

LEGISLATURE, STATE.

Journal of the Senate of the legislature of the State of Oklahoma. — 1st- 1907/08- . — (Oklahoma City, s.n.). 24 cm. Annual. Includes extraordinary sessions.
(OCLC #9189943) L1310.2 J86 1983

LIBRARIES, DEPARTMENT OF.

Adult programming kits. -- Oklahoma City : The Dept., (1984). 19 sheets ; 32 cm.
(OCLC #10832713) L1400.5 A244

Annual report and directory of Oklahoma libraries. 19 / - . Oklahoma City : Oklahoma Department of Libraries. maps; 22 x 29 cm. (OCLC #5671423) L1400.3 A615rd 1982/83

Checklist of reference sources for Oklahoma Libraries / Oklahoma Department of Libraries. — 2nd ed. — Oklahoma City, Okla. : The Department, 1984. iv, 101 p. Includes index.
(OCLC #10781625) L1400.5 C514 1984

DN

John Langstaff presented by the Juvenile Evaluation Center on April 27, 1984, 1:30 p.m. at the Oklahoma Department of Libraries...April 1984. leaflet. L1400.1 J97 4/84

ODL archives : a newsletter. — No. 1 (April 1984)- . — Oklahoma City : The Dept., April 1984- Quarterly. (OCLC #10858543) L1400.6 A673

Oklahoma directory of depositories for federal publications and state publications : a listing of libraries with general policies regarding these publications / Virginia S. Collier, compiler and editor. — Oklahoma City : Oklahoma Department of Libraries, 1984. ii, 55 p. : 22 cm. (OCLC #10920357) L1400.5 D598d 1984

Oklahoma government publications, subject index / Oklahoma Department of Libraries, Oklahoma Publications Clearinghouse. — Jan./Mar. 1984- . -- (Oklahoma City) : The Clearinghouse, 1984- . (OCLC #10966435) L1400.6 O41gs

MENTAL HEALTH, DEPARTMENT OF.

Perspectives on mental health care. — Oklahoma City : The Department. ill. (OCLC #7624629) M1400.5 P467 1984/85

NORTHERN OKLAHOMA DEVELOPMENT ASSOCIATION (NODA).

4, 11 NODA annual report / Northern Oklahoma Development Association. -- Enid, Ok. : The Association, 19—. (OCLC #7854337) N1000.3 A615 1984

OCCUPATIONAL INFORMATION COORDINATING COMMITTEE, STATE.

A Guide to career and occupational information sources. — Stillwater, Okla. : The Committee : printed by Oklahoma State Department of Vocational and Technical Education, December 1983. iv, 26 p. : maps ; 14 x 22 cm. (OCLC #10806024) O200.5 G955c 1983

Oklahoma occupational supply/demand / State Occupational Information Corrinating Committee (SOICC) of Oklahoma ; in cooperation with Bureau of Apprenticeship and Training . . . (et. al.). — Stillwater, Okla. (1515 West 6th St., Stillwater 74074) : SOICC, 1984. v, 126 p. : ill. Includes index. (OCLC #11010263) O200.8 O15sd 1984

OIL COMPACT COMMISSION, INTERSTATE.

Directory (of the) Interstate Oil Compact Commission and state oil and gas agencies. Oklahoma City, Oklahoma. 23 cm. (OCLC #1753809) O300.5 D598 1984

PARDON AND PAROLE BOARD.

A Synopsis of the Oklahoma parole guidelines. -- Oklahoma City : The Board, April 13, 1984. 5 p. (OCLC #10836793) P300.8 P257 1984

DN

PEANUT COMMISSION.

Annual report - Oklahoma Peanut Commission. 1st- 1966- Madill: Oklahoma Peanut Commission. Report year ends June 30. (OCLC #3161484) P700.3 A615 1983/84

PERSONNEL MANAGEMENT, OFFICE OF.

Corrective discipline : progressive disciplinary methods for effective supervision. — Rev. 2nd ed. — Oklahoma City : The Office, March 1984. iv, 29 p. : ill. (OCLC #10845580) P1000.5 C824 1984

Directory, Oklahoma State Agency affirmative/equal employment opportunity officers. — May, 1984- . —(Oklahoma City) : Office of Personnel Management, 1984- . Irregular. (OCLC #10975908) P1000.5 A256 1984

PSYCHOLOGISTS, BOARD OF EXAMINERS OF.

Annual directory of licensed psychologists. 1st- 1966- (Oklahoma City). Annual. (OCLC #3157963) P3300.5 D598 1984

REAL ESTATE COMMISSION, OKLAHOMA.

Basic real estate : student learning guide / compiled and edited by Robert N. Gray. -- Rev. ed. — Oklahoma City : Oklahoma Real Estate Commission, 1983. Irregular paging: ill. (OCLC #10786486) R500.5 B311 1983

TAX COMMISSION.

Annual report - Oklahoma Tax Commission. 1st- 1932- . Oklahoma City: Oklahoma Tax Commission. 23 cm. Biennial, 1934/36-1966/67; Annual. Report year ends June 30. (OCLC# 3161655) T500.3 A615 1982/83

Annual report, state & municipal sales & use taxes / prepared by the Public Information Office. — Oklahoma City : Oklahoma Tax Commission. Annual. Fiscal year ends June 30. Responsible division's name varies. (OCLC #10063767) T500.3 M966s 1982/83

TOURISM AND RECREATION DEPARTMENT.

Discount programs for totally disabled and senior citizens. Recd June 1984. leaflet. T800.1 D611

Famous Oklahomans. Recd June 1984. leaflet. T800.1 O42

Water are you waiting for? Recd June 1984. leaflet. T800.1 041w 1984

TURNPIKE AUTHORITY.

Annual report to the Governor - Oklahoma Turnpike Authority. Oklahoma City. Report year ends Dec. 30. (OCLC #3232342) T1700.3 A615 1983

1540

DN

Oklahoma Turnpike Authority, Will Rogers Turnpike financial statements. -- Oklahoma City : Peat, Marwick, Mitchell & Co. Report year ends December 31. Title varies slightly. (OCLC #9708329). T1700.3 F491w 1983

WATER RESOURCES BOARD.

Report of 1983 activities. — Oklahoma City, : The Board. W1700.3 A615 1983

WILDLIFE CONSERVATION, DEPARTMENT OF.

Attracting birds. — (Oklahoma City) : The Dept., (1984). 20 p. : ill.; 22 cm. "References for additional information": p. 20. (OCLC #10810581) W2800.8 A885

Birds of the Oklahoma Ozarks. Recd May 1984. leaflet. W2800.1 B619o

Instructions and applications for controlled hunts 1984. Recd May 1984. leaflet. W2800.1 H956 1984

WORKER'S COMPENSATION COURT.

Annual report of the Workers' Compensation Court of Oklahoma. 1978- . (Oklahoma City, Workers' Compensation Court of Oklahoma). 23 cm. Annual. (OCLC #6785707) C6500.3 A615 1982-83

DN	OPC NO.	TITLE	STATE AGENCY
4,5	C1000.6 A265	Ageless times. monthly. (OCLC #10790521)	COEDD
	L1400.6 A939	Automation in Oklahoma. monthly. (OCLC #8048331).	Libraries
	H3000.6 B576	The Bi-way news. quarterly. (OCLC #3209200)	Human Services.
	S1200.6 B658	Blue sky bulletin. quarterly. (OCLC #10503514)	Securities Commission
	S300.6 B751	The Bottom line. quarterly. (OCLC #8917997)	Public Safety
	C2600.6 C386	The CD newsletter. quarterly. (OCLC # 7794327)	Civil Defense
	H2500.6 C557	The Chronicles of Oklahoma. quarterly. (OCLC #1554537).	Historical Society.
2-7	T1700.7 N971c	Cimarron Turnpike: number of vehicle miles travelled. monthly. (OCLC #7818952).	Turnpike Authority
	N1400.6 C614	Classified nursing homes in Oklahoma. quarterly. (OCLC #7822547).	Nursing Homes
	H845.6 C734	Communicable disease bulletin. biweekly. (OCLC #3164299)	Health
2-7	T1700.7 N971ea	Eastern Indian Nation Turnpike, section a: number of vehicle miles travelled. monthly. (OCLC #7822460).	Turnpike Authority
2-7	T1700.7 N971eb	Eastern Indian Nation Turnpike, section b: number of vehicle miles travelled. monthly. (OCLC #7822470).	Turnpike Authority
	E2290.6 T128ea	Evening adult continuing education; the W.P. Willis Skills Center. quarterly.	Education (VOTECH)
	E2200.6 E96	Expressions of vocational and technical education in Oklahoma. monthly, September through May. (OCLC #7559114).	Education (VOTECH)

DN			
	A1130.6 F718	Forestry news. irregular.	Agriculture
3,4	A3200.6 G212	Garber-Wellington gazette. monthly.	OCOG
	H3000.6 I59	Inside DHS. monthly. (OCLC #10311995)	Human Services
4	I800.6 I59	Insight. monthly. (OCLC #8413886).	INCOG
4	0300.6 C734b	The Interstate Oil Compact Commission Committee bulletin. semiannually.	Oil Compact Commission
	E3900.6 L123fd	Labor force data. monthly. (OCLC #7560716).	Employment Security
	E3900.6 L123mroc	Labor market review: Oklahoma City metropolitan area. monthly. (OCLC #3170669).	Employment Security
	E3900.6 L123mrt	Labor market review: Tulsa metropolitan area. monthly. (OCLC #3170645).	Employment Security
4	C5600.6 L767	Liquids and gas runs by counties. monthly. (OCLC #7560672).	Corporation Commission
	H2500.6 M678	Mistletoe leaves. monthly. (OCLC #2905664).	Historical Society
	H3000.6 M789	Monthly bulletin. monthly. (OCLC #10503434)	Human Services.
	H875.6 M789	Monthly vital statistics report. monthly. (OCLC #3200817).	Health
2-7	T1700.7 N971m	Muskogee Turnpike: number of vehicle miles travelled. Monthly. (OCLC #7822498).	Turnpike Authority
	T500.1 N558	News release. semimonthly.	Tax Commission.
	E2200.6 N558	Newsletter. quarterly. (OCLC #7803268).	Education (VOTECH)
	N1200.6 N558	Newsletter. quarterly. (OCLC #7830465).	Nurse Registration & Nursing Education

DN			
	S300.6 S779	The Newsletter. semimonthly.	Public Safety
2-7	T1700.7 N971n	Northeastern Will Rogers Turnpike: number of vehicle miles travelled. monthly. (OCLC #7822488).	Turnpike Authority
	L1400.6 A673	ODL archives. quarterly. (OCLC #10858543)	Libraries
	L1400.6 R311	ODL record quarterly. (OCLC #9090938)	Libraries
	L1400.6 024s	ODL source. monthly. (OCLC #4270237)	Libraries
	E2700.6 O27	Odyssey. monthly. (OCLC #8166376).	OETA
4	O300.6 O39	The Oil and gas compact bulletin. semiannually. (OCLC #6415288).	Oil Compact Commission
	A1140.6 A642n	Oklahoma apiary newsletter. bimonthly. (OCLC #7580656).	Agriculture
	E2750.6 041b	The Oklahoma ballot box. monthly. (OCLC #7560812).	Election
	B400.6 B223	The Oklahoma bar journal. weekly. (OCLC #4554461, 1761196).	Bar Association
	A800.6 B992	Oklahoma buy-lines. irregular. (OCLC #7603052).	Public Affairs
	C4700.6 C755c	Oklahoma conservation conversation. monthly. (OCLC #755215).	Conservation Commission
	A1120.6 C948ws	Oklahoma crop-weather summary. weekly. (OCLC #4686817).	Agriculture
	E850.6 041e	Oklahoma economic development news. bimonthly. (OCLC #9379853)	Economic Development
	E1800.6 O41e	Oklahoma educator. eight times a year. (OCLC #3208207).	Education
	E3900.6 E55sr	Oklahoma employment security review. irregular. (OCLC #3164484).	Employment Security.

DN

	A1120.6 F233s	Oklahoma farm statistics. semimonthly. (OCLC #7252151).	Agriculture
	A1140.6 F411t	Oklahoma fertilizer tonnage; detailed breakdown. monthly. (OCLC #7068978)	Agriculture
	G500.6 G345n	Oklahoma geology notes. bimonthly. (OCLC #1761197)	Geological Survey
	L1400.6 O41gp	Oklahoma government publications: a checklist. quarterly. (OCLC #7208376).	Libraries
	L1400.6 041gs	Oklahoma government publications: subject index. quarterly. (OCLC #10966435)	Libraries
	H945.6 H434b	Oklahoma health bulletin. quarterly.	Health
	E1450.6 H638er	Oklahoma higher education report. monthly. (OCLC #3208443).	Regents for Higher Education
	E1450.6 H638etb	Oklahoma higher education televised instruction system, class schedule bulletin. by semester. (OCLC #3300512).	Regents for Higher Education
	E3900.6 L123fs	Oklahoma labor force summary table. monthly. (OCLC #7560615).	Employment Security
	E3900.6 L123m	Oklahoma labor market. monthly. (OCLC #3161248).	Employment Security
	A1135.6 M345	Oklahoma market report. weekly. (OCLC #3197864).	Agriculture
	L1400.6 R337	The Oklahoma register. monthly. (OCLC #10187453).	Libraries
	T800.6 O41t	Oklahoma today. bimonthly. (OCLC #3172584).	Tourism and Recreation
2-7	T1700.7 R425	Oklahoma Turnpike Authority report to bondholders. monthly. (OCLC #10503680)	Turnpike Authority
	W1700.6 W342n	Oklahoma water news. monthly. (OCLC #7830529).	Water Resources
	A1130.6 093	Ouachita Mountains RC & D Area news. quarterly. (OCLC #9958395)	Agriculture
	W2800.6 094	Outdoor Oklahoma. bimonthly. (OCLC #1640769).	Wildlife Conservation

DN			
3,4	A3200.6 P467	Perspective. monthly.	ACOG
	A3100.6 P849	Portfolio. bimonthly. (OCLC #9708664)	Arts Council
	L1400.7 R754s	Rolling stones. irregular. (OCLC #8486649)	Libraries
	S300.6 S128	The Safety signal. monthly. (OCLC #7622778).	Public Safety
2-7	T1700.7 N971s	Southwestern H.E. Bailey Turnpike: number of vehicle miles travelled. monthly. (OCLC #7822513).	Turnpike Authority
4	P300.3 C625	Summary of clemency action. irregular.	Pardon and Parole
	S300.6 S955m	Summary of motor vehicle traffic collisions. monthly. (OCLC #7384890)	Public Safety
	E1800.6 S959n	Superintendent's newsletter. semimonthly. (OCLC #3443308)	Education
	A800.6 S961	Surplus. monthly. (OCLC #7558927)	Public Affairs
2-7	T1700.7 N971t	Turner Turnpike: number of vehicle miles travelled. monthly. (OCLC #7830502)	Turnpike Authority
	E1450.6 U58ct	University Center at Tulsa class schedule. by semester.	Regents for Higher Education

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APPENDIX D

OKLAHOMA GOVERNMENT PUBLICATIONS: SUBJECT INDEX
January-March, 1984

INTRODUCTION — This subject index has been compiled from materials submitted to the Oklahoma Publications Clearinghouse for the period January through March, 1984. It is arranged alphabetically by subject term(s) with document titles listed under the term(s) which reflect the publications' contents. All annual reports and other administrative publications are listed under the key word in the issuing agency's name. Users should refer back to the Checklist for further information about a particular publication.

ACCOUNTANCY, STATE BOARD OF PUBLIC

Report of the Oklahoma State Board of Public Accountancy. — The Board.

ACID POLLUTION OF RIVERS, LAKES, ETC.

Tar Creek feasibility investigation. — Water Resources Board.

Tar Creek remedial alternatives analysis: information package. — Water Resources Board.

AFFIRMATIVE ACTION PROGRAMS

Affirmative action plan. — Oklahoma Department of Economic and Community Affairs.

Oklahoma State Department of Health affirmative action plan. — State Department of Health.

AGED — CENTRAL OKLAHOMA

1984 Annual report, COEDD Area Agency on Aging. — The District.

AIR — POLLUTION — STATISTICS

Oklahoma annual ambient air quality report. — Air Quality Services, Environmental Health Services, State Department of Health.

AIR QUALITY — STANDARDS

Oklahoma annual ambient air quality report. — Air Quality Services, Environmental Health Services, State Department of Health.

ALCOHOL, DRUG ABUSE AND MENTAL HEALTH

State plan for comprehensive alcohol, drug abuse and mental health services. — Department of Mental Health.

ALCOHOLISM — TREATMENT

Chemical dependency beds in Oklahoma, inpatient and residential /prepared by Pam Kegg and Bill Chown. — Department of Mental Health.

State plan for comprehensive alcohol, drug abuse and mental health services. — Department of Mental Health.

ARCHIVES

Biennial report of the state records administrator. — Department of Libraries.

Preserving today's records for tomorrow's use. — Historical Records Advisory Board.

ARTS — FINANCE

1984-85 Project assistance handbook. — Arts Council of Oklahoma.

ATTORNEY GENERAL'S OPINIONS

Opinions of the Attorney General. —The Office.

AUDIOLOGISTS — LICENSES

Directory and licensing act & rules of the Board of Examiners for Speech Pathology and Audiology. — The Board.

AUTOMOBILES — REGISTRATION

Annual vehicle registration report. — Tax Commission.

BAR ASSOCIATION — HANDBOOKS, MANUALS, ETC.

1984 Oklahoma Bar Association 80th year special handbook issue. —Oklahoma Bar Association.

BECKHAM COUNTY — LEGISLATIVE AUDITING

Audit report Dewaide Bell, County Treasurer, Beckham County, Oklahoma, for the year ended June 30, 1982. — Office of the Auditor and Inspector.

BETTYE FIELDS TAG AGENCY — LEGISLATIVE AUDITING

Bettye Fields Tag Agency, report on review of the financial statements for the Oklahoma Tax Commission for the two-month period ended June 30, 1983. — Office of the Auditor and Inspector.

BLAINE COUNTY — LEGISLATIVE AUDITING

Audit report Carolyn Parvin, County Treasurer, Blaine County, Oklahoma for the year ended June 30, 1982. — Office of the Auditor and Inspector.

BOOKS AND READING FOR CHILDREN

Library marathon: go for the gold: librarian's manual, 1984. —Department of Libraries.

BREASTFEEDING

Breastfeeding — State Department of Health.

Get ready for breastfeeding now = Preparese desde ahora para dar pecho. — State Department of Health.

Think about breastfeeding now = Piense sobre dar pecho ahora. — State Department of Health.

BRYAN COUNTY — LEGISLATIVE AUDITING

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1543

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1561

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OKLAHOMA GOVERNMENT PUBLICATIONS: A CHECKLIST

COVERAGE

The quarterly checklist includes monographs, monographic series, semi-annual and annual serials and new periodicals published by state government and received at the Oklahoma Department of Libraries during each period. Publications excluded from this list are: job announcements, news releases, bills, slip laws, opinions, daily journals, other ephemeral materials and all documents with an imprint before 1979. All current periodicals, including magazines, newsletters, bulletins, statistical summaries and legal notices are listed by title in a separate section.

FORMAT

The arrangement of the checklist is by issuing agency, alphabetically by the key word in the agency's name. Issuing agencies include state agencies, departments, state-federal cooperating agencies, sub-state planning districts, and state institutions of higher education. Publication lists issued by state colleges and universities are grouped together following the agency listings. Each entry in this checklist consists of the following elements when available or applicable: 1) OPC classification number; 2) depository number(s) (DN) identifying distribution to depository libraries; 3) title; 4)statement of corporate authorship or responsibility; 5)date of publication or receipt; 6) pagination; 7) format; 8) OCLC control number. Information for current periodicals includes: 1) title; 2) issuing agency; 3) OPC classification number; 4) frequency; 5) OCLC control number.

Corrections and notes of previous issues follow the last entry of each quarter.

AVAILABILITY

The Oklahoma Department of Libraries has available for loan single copies of the publications listed. Requests for permanent copies must be directed to the issuing agency. Inclusion of a title on this list does not guarantee that an agency has copies available for general distribution.

DISTRIBUTION

The Clearinghouse sends copies of the publications it receives to each of its 16 depository libraries, whenever possible, thereby enabling citizens to have ready access to Oklahoma state publications in their local areas. A list of Oklahoma depository libraries is on page (2). To determine how a publication has been distributed, note the DN given with each document entry. A number has been assigned to each depository library and its appearance with an entry denotes its availability at a particular library. DN 4,8 for example, would make a publication available at the Clearinghouse and the Bartlesville Public Library. However, if no numbers are listed next to an entry, the publication has been distributed to all 16 depository libraries.

DEPOSITORY LIBRARIES BY DEPOSITORY NUMBER

1 - East Central State University
2 - Northwestern Oklahoma State University
3 - University of Oklahoma
4 - Oklahoma Publications Clearinghouse
5 - Oklahoma State University
6 - Northeastern Oklahoma State University
7 - University of Tulsa
8 - Bartlesville Public Library
9 - Western Plains Library System
10 - Central State University
11 - Public Library of Enid and Garfield Co.
12 - Lawton Public Library
13 - Choctaw Nation Multi-County Library Sys.
14 - Legislative Reference Service
15 - Metropolitan Library System
16 - Tulsa City/County Library System

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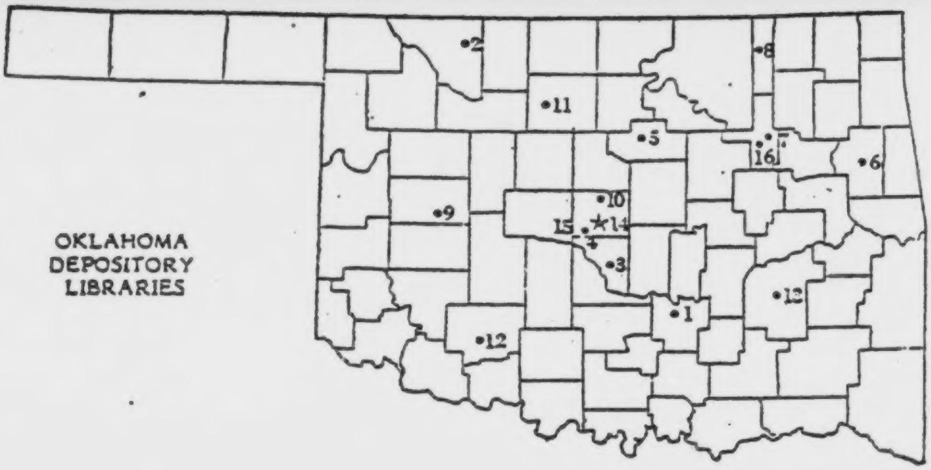

OKLAHOMA
DEPOSITORY
LIBRARIES

ADA
(1) Betsy Aldridge, Librarian
Linscheid Library
East Central State University
Ada, OK 74820 (405) 332-8000

ALVA
(2) Diane Calvin, Librarian
J. W. Martin Library
Northwestern Oklahoma State University
Alva, OK 73717 (405) 327-1700

BARTLESVILLE
(3) Cindy Gaither, Librarian
Bartlesville Public Library
6th and Johnstone
Bartlesville, OK 74003
(918) 336-2133

CLINTON
(9) Dee Ann Ray, Librarian
Western Plains Library System
P. O. Box 1027
Clinton, OK 73601 (405) 323-0974

EDMOND
(10) Mildred Hauser, Librarian
Max Chambers Library
Central State University
100 N. University Drive
Edmond, OK 73034
(405) 341-2980

ENID
(11) Betty Smith
Public Library of Enid & Garfield County
120 W. Main
Enid, OK 73701 (405) 234-6313

LAWTON
(12) John Rogers, Librarian
Lawton Public Library
110 S. W. Fourth
Lawton, OK 73501
(405) 248-6287

MCALESTER
(13) Lester McKiernan, Director
Choctaw Nation Multi-County Library System
401 N. Second
McAlester, OK 74501
(918) 426-0456

NORMAN
(3) Bizzell Memorial Library
University of Oklahoma
401 West Brooks
Norman, OK 73019 (405) 325-3141

OKLAHOMA CITY
(14) Oliver Delaney, Librarian
Legislative Reference Service
Room 109, Capitol Building
Oklahoma City, OK 73105
(405) 521-2502

(15) Ursula Ward, Librarian
Metropolitan Library System
334 S. W. 26th
Oklahoma City, OK 73109
(405) 631-1149

(4) Chris Fowler, Librarian
Oklahoma Publications Clearinghouse
Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105
(405) 521-2502

STILLWATER
(5) Vicki Phillips, Librarian
Library, Oklahoma State University
Stillwater, OK 74074
(405) 624-6546

TAHLEQUAH
(6) Mary Lou Thomas
John Vaughn Library
Northeastern Oklahoma State University
Tahlequah, OK 74464
(918) 456-5511

TULSA
(16) Doris Westfield, Librarian
Tulsa City/County Library System
400 Civic Center
Tulsa, OK 74103 (918) 592-7946

(7) Madonna Snelson
McFarlin Library
University of Tulsa
600 S. College
Tulsa, OK 74104 (918) 592-6000

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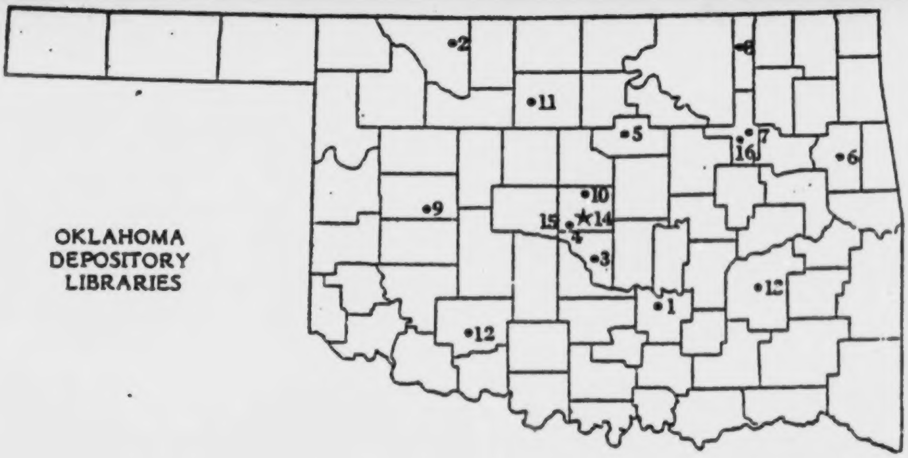
APPENDIX E



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Tulsa, OK 74104 (918) 592-6000

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OKLAHOMA PUBLICATIONS CLEARINGHOUSE RULES AND REGULATIONS

100 GENERAL RULES

101 Authority (65 O.S. 1981, Sections 3-113 - 3-115)

These rules and regulations are promulgated by the Director of the Oklahoma Department of Libraries as authorized by 65 O.S. 1981, Section 3-113.1, and as required by the Administrative Procedures Act, 75 O.S. 1981, Sections 301-307, as amended.

102 Organization

The Oklahoma Publications Clearinghouse was created as a unit of the Oklahoma Department of Libraries under the direction of the Director of the Department, who appoints a professionally trained librarian to head the program. The Clearinghouse is a component of the Oklahoma Resources Branch which brings together all Oklahoma materials and resources of the Department including the Archives Division, Records Management Division, and the Publications Division of which the Oklahoma Publications Clearinghouse, the Oklahoma Collection, and the Publications Section are a part.

103 Purpose

The Publications Clearinghouse has been designed to systematically collect, preserve and distribute state government publications and to promote their use by the citizens of Oklahoma and the United States. The collection of state-generated publications is accomplished through the Oklahoma State Publications Depository Program. Distribution is achieved through the Oklahoma State Depository Library System and the Legal Exchange Program.

104 Advisory Council

In pursuing its mission to provide citizens of the state access to Oklahoma state government publications, the Clearinghouse seeks the advice of an Advisory Council. Members are appointed by the Director of the Department and include representatives of state agencies, depository libraries, and other interested persons. The functions of the Council are to advise on the selection, organization, distribution and bibliographic control of publications, to recommend policies and procedures for the effective and efficient operation of the Clearinghouse, and to provide a forum for the exchange of information and ideas.

105 Location and Hours of Operation

State agencies or others seeking information about these rules and regulations or wishing to make submissions or requests should contact the Clearinghouse at the following address:

Oklahoma Publications Clearinghouse
Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105
405/521-2502 ext. 257

Copies of publications deposited with the Clearinghouse may be examined at the above address from 8:00 a.m. to 5:00 p.m., Monday through Friday. Publications are loaned directly to state employees and to citizens through interlibrary loan when sufficient copies are available. Reference assistance is provided to all patrons working with the collection on the premises.

106 Requests for Promulgation, Amendment, or Repeal of a Rule

Requests for promulgation, amendment, or repeal of a rule shall be made in writing to the Director of the Oklahoma Department of Libraries. Requests shall give the text of a proposed new rule or amendment, and cite such rules as are requested to be repealed or amended, and shall explain the reasons or justification for each request.

Such requests shall be placed on the agenda for an Advisory Council meeting for an early date, and the interested party shall be given reasonable notice of the date, time, and place of such meeting, and shall be informed promptly in writing of the Council's advice and Director's decision in the matter.

Any resulting action to adopt a new rule or amendment or to repeal an existing rule shall be taken at an early date at an open hearing conducted in accordance with the notice and other requirements of the Administrative Procedures Act.

107 Petition of Declaratory Ruling

Persons requesting the Director to make a declaratory ruling as to the applicability or interpretation of any rule or order pursuant to these rules shall address their written request to the Director.

The Director shall act on the petition within ten working days, and shall inform the petitioner in writing of his ruling in the matter.

200 OKLAHOMA STATE PUBLICATIONS DEPOSITORY PROGRAM

201 Participating Agencies

All state agencies as defined by 65 O.S. 1981, Section 3-113.2, para. 1, are required to deposit copies of their state publications with the Clearinghouse immediately upon publication. In general, state publications mean materials produced under the authority of a state agency which are distributed to an audience outside of the creating agency or which are required by law. See 206 for further clarification.

202 Nonparticipating Agencies

Institutions of higher education are not required to deposit their publications (exception, See rule 203.2) but any state board of regents for higher education is so required to deposit publications as defined by 65 O.S. 1981, Section 3-114 (A).

203 Communications

203.1 Publications Officer

Each state agency shall designate one of its staff members or employees as the Publications Officer for the agency, shall notify the Publications Clearinghouse of the identity of such Publications Officer, and shall immediately notify the Publications Clearinghouse of any new

Publications Officer should a change occur. The Publications Officer of each state agency shall have the duties to provide copies of all state publications of the agency, to compile and forward required semiannual lists of the state publications of the agency, and to provide other related information as may be requested by the Publications Clearinghouse.

203.2 Semiannual Publications List

Each state agency, including all institutions of higher education shall provide at least semiannually to the Publications Clearinghouse a complete list of its state publications, including exempted publications. Twenty-five copies of the list of state publications and any updates or supplements shall be delivered to the Clearinghouse no later than the 31st day of January and the 31st day of July of each year. Agencies must report even when no agency publications have been issued during that six month period.

203.3 Transmittal Form

Agencies shall send publications to the Clearinghouse as they become available for general distribution. Each new publication should include a transmittal form, identifying agency's name and address, publications officer's name, title of publication, and other bibliographic information.

204 Standard Format for State Publications

To achieve bibliograhic control of state government publications and to assure that the identity of a publication can be ascertained in terms of the issuing authority, author, and subject matter sufficient to distinguish it from other publications, the following information shall be included on the title page or other suitable place near the beginning of each state publication required to be deposited with the Publications Clearinghouse:

(1) full name of the issuing agency, including the division or subdivision responsible for publication, and the parent body;
(2) name of any personal author to whom credit is intended to be given;
(3) title of the publication; and
(4) date and place of publication.

For Periodicals and Serials also include:

(5) frequency of issue;
(6) volume and number of issue; and
(7) date of issue.

205 Publication Cost Statement

Pursuant to 74 O.S. 1981, Section 3105, agencies are required to give cost information about their publications whether the printing is accomplished by the agency internally or through an outside public or private entity. This information shall be set forth in a separate paragraph and shall conform as nearly as practical to the following format:

"This publication, printed by (name of printing firm) is issued by (here list the agency, department, board, commission, or institution) as authorized by (cite the statute specifically authorizing the publication, and if not specifically authorized by statute, provide the name of the person or persons so authorizing). (Number) copies have been prepared and distributed at a cost of $_______."

206 Publications Required to Be Deposited

State publications as defined by 65 O.S. 1981, Section 3.113-2, para 4, are any materials produced under the authority of a state agency which are distributed to an audience outside of the creating agency or which are required by law. State publications required to be deposited are those materials which are not compiled or reproduced solely to meet the internal operating needs of an agency, division or unit. Materials required by federal or state law fall under this definition of state publications and must be deposited. Example of materials which are not state publications as defined, and materials which meet this definition but which are exempt from depository requirements are listed in the latest edition of the Clearinghouse Manual for State Agencies.

207 Number of Copies to Be Deposited

The Clearinghouse shall require state agencies to deposit (25) copies of their publications. Exemptions to the (25) copies rule and waivers for depositing materials may be negotiated by the Clearinghouse Librarian.

207.1 Legal Publications

Title 65 O.S. 1981, Section 3-113.8 requires the Clearinghouse to receive, maintain, and exchange with the official libraries of each of the states, territories, and possessions of the United States, (50) copies of Attorney General opinions, court decisions, codes of Oklahoma rules and regulations and bar journals, and (110) copies of statute supplements and session laws.

208 Application of Depository Requirements

If a state agency is in doubt whether a specific publication is required to be deposited as set forth in the statutory definition or in the above rules, or if the number of copies to be deposited is in question, the Publications Officer shall consult with the Clearinghouse Librarian for assistance in interpreting the regulations. If the state agency is not satisfied with the determination of the Clearinghouse Librarian, a written request should be submitted to the Director of the Department of Libraries who will make the final ruling.

209 Noncompliance by Agency

Title 65 O.S. 1981, Section 3-114 provides the following procedural steps to be taken in the event of noncompliance by an agency. Written notice of noncompliance shall be sent from the Director of the Department of Libraries to the chief administrator of the agency. Such notice shall state:

a. the alleged noncompliance;
b. a specific date on which such noncompliance must be remedied;
c. that further noncompliance will result in a report to the Speaker of the House of Representatives, the President Pro Tempore of the Senate, and the State Attorney General; and

d. that the statute requires immediate initiation of mandamus proceedings by the Attorney General upon receipt of such notice to the Attorney General to seek agency compliance

Further failure to comply shall be reported as required.

210 Surplus Copies

The Department is authorized to dispose of any surplus publications which it receives as defined by 65 O.S. 1981, Sec. 3-115. Upon request, the Clearinghouse will consult with agencies in advance of publication and insofar as is possible will designate the number of copies expected to be needed for the Depository Library System. If a surplus occurs after publications are deposited, the Clearinghouse will have final disposition unless prior arrangements have been made with the agency to return them.

300 OKLAHOMA STATE DEPOSITORY LIBRARY SYSTEM

301 Statutory Depositories

Title 65 O.S. 1981, Section 3-113.3 expressly provides that the following libraries shall receive all copies of state publications deposited with the Clearinghouse:

a. United States Library of Congress (Washington, D.C.), 2 copies
b. Center for Research Libraries (Chicago), 1 copy
c. Oklahoma Department of Libraries, 5 copies

In addition, the Legislative Reference Division of the Oklahoma Department of Libraries shall receive one (1) copy of agency reports (annual, biennial, or semiannual) deposited with the Clearinghouse.

302 Other Depositories

The Clearinghouse contracts with other libraries which wish to participate in the State Depository Library System. Libraries may request status as "Total Depositories," or "Core Depositories". Libraries approved as "Total Depositories" will receive copies of all state publications deposited with the Clearinghouse, when there are a sufficent number of copies. Libraries approved as "Core Depositories" will receive copies only of those publications designated by the Clearinghouse as core publications, including copies of state publications deposited by the substate planning district in which the participating library is located.

303 Designation of Depositories

The director of a library in Oklahoma wishing to receive state government publications through the Depository Library System shall submit a written request to the Director of the Department of Libraries requesting status as a total or a core depository. The Director of the Department shall review the application submitted, and shall decide as to depository status of the applicant, taking into consideration user needs, geographic coverage, the level of service to be provided, and the number of copies of documents available for distribution by the Clearinghouse. The Director shall execute a contract with a library participating in the Depository Library System setting forth the responsibilities of the

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Clearinghouse to distribute publications and provide other services; and the responsibilities of the participating library to receive and maintain publications deposited, not to dispose of publications without prior notice to the Clearinghouse, to provide adequate facilities for the storage and use of such publications, to provide free services to patrons in the use of such publications, and to fulfill other requirements as set forth by the Department in its standards for the Depository Library System. The contract shall contain provisions for termination by either party upon proper notice.

304 Method of Distribution

The Clearinghouse shall mail publications to libraries partcipating in the Depository Library System in a uniform and consistent manner with postage prepaid.

305 Record of Publications

Title 65 O.S. 1981, Section 3-113.3 states that the Publications Clearinghouse will prepare and publish official lists of all state publications and will distribute them to all contracting depository libraries. These lists shall serve as the minimum requirement for maintaining records of depository holdings for total and core libraries.

306 Depository Guidelines

The Clearinghouse shall issue guidelines for the proper maintenance, housing, and servicing of Oklahoma state publications by libraries contracting as participants in the Depository Library System. These guidelines shall delineate the respective functions and responsibilities of the Clearinghouse and participating libraries, and shall be used to evaluate fulfillment of contractual obligations. The guidelines shall be developed with advice and assistance of the Advisory Council.

400 LEGAL EXCHANGE PROGRAM

401 Participating Libraries

Legal publications as described in 207.1 are deposited with the Clearinghouse for purposes of exchange and use therein, but are not otherwise distributed by the Clearinghouse except to libraries participating in the State Depository Library System, national research centers, and designated law libraries in other states, territories and possessions of the United States.

402 Distribution

In exchange for Oklahoma government legal publications, an official library shall send legal publications in kind for that state (or other jurisdiction) to the Department of Libraries. Until changed by written notice, the address to which copies of such legal publications of other states and jurisdictions are to be sent is:

Acquisitions Section
Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105.

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403 Written Agreement

Written agreements will be made with a library, or libraries in each of the other states or jurisdictions as required for exchange of Oklahoma government legal publications. All changes in those agreements should be sent to the address above.

Adopted May 11, 1983.

1572

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RECORDER OF DOCUMENTS
DEC 13 1985
LOUISIANA STATE LIBRARY

OKLAHOMA

STATE PUBLICATIONS DEPOSITORY PROGRAM

1573

OKLAHOMA

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1575

STATE PUBLICATIONS

1576

“Guarantee your right to know”

FIND THEM AT YOUR NEAREST DEPOSITORY LIBRARY, OR ASK YOUR LIBRARIAN

OK85:J03

OKLAHOMA PUBLICATIONS CLEARINGHOUSE
OKLAHOMA DEPARTMENT OF LIBRARIES
200 N.E. 18th ST.
OKLAHOMA CITY, OK 73105
(405) 521-2502; TOLL FREE 1-800-522-8116

"Your right to know is guaranteed in OKLAHOMA"

1579

ADVISORY COUNCIL TO THE OKLAHOMA PUBLICATIONS CLEARINGHOUSE

Anna Walls, Chairperson
Department of Public Safety

Betsy Aldridge
East Central State University

Vicki Buettner
Southwestern Oklahoma State University

Mary Gail Foster
Department of Human Services

Dick Gunn
Department of Health

Gary Heerwald
Department of Economic and Community Affairs

Dr. John Lolley
Central State University

Anne Million
University of Oklahoma

Jon Powell
Department of Transportation

Doris Westfield
Tulsa City/County Library

OKLAHOMA PUBLICATIONS CLEARINGHOUSE

Robert L. Clark Jr.,
Director
Oklahoma Department of Libraries

This publication is issued by the Oklahoma Department of Libraries as authorized by 65 O.S. 1981, Section 3-110. 250 copies have been prepared and distributed at a cost of $150.00.

1580

Guarantee Your Right to Know . . .

PARTICIPATE IN THE OKLAHOMA STATE PUBLICATIONS DEPOSITORY PROGRAM

GUARANTOR

The Oklahoma Publications Clearinghouse was created by law in 1978 as a unit of the Oklahoma Department of Libraries. It is designed to collect, preserve, and distribute state government publications and to promote their use by the citizens of Oklahoma and the United States. The collection of state-generated publications is accomplished through the Oklahoma State Publications Depository Program. The publications themselves are the heart of the program and therefore the contributions of your agency are crucial to the program's success.

YOU, THE DEPOSITOR

The Oklahoma Publications Law (amended and effective November 1984) defines a state agency as "any office, officer, department, division, unit, bureau, board, commission, authority, institution, sub-state planning district or agency in any branch of the state government, and all subdivisions of each when applicable . . ." As the Publications Officer of your agency, your duties include depositing copies of all agency publications, compiling and forwarding semiannual publications lists and providing related information as requested.

THE INVESTMENT

Your agency's publications are your investment in the State Publications Depository Program. What kinds of materials should be deposited? The law (amended and effective November 1984) defines state publications as "any informational materials, regardless of format, method of reproduction, or source, which originate in or are produced with the imprint, by the authority, or at the total or partial expense of an agency supported wholly or in part by state funds and which are distributed to persons outside of the creating agency or are required by law."

INVEST QUALITY—Your publications should include information identifying your agency as the publisher; give credit to any division or person responsible for their production; provide title, date and place of reproduction; and must give a cost statement as required by law.

INVEST QUANTITY—Your agency shall be prepared to provide a maximum of 25 copies as prescribed by law, although fewer copies may be needed.

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* * *

YOUR 400% RETURN

By depositing state publications with the Clearinghouse, you insure the best use of staff time and agency funds allocated to produce those publications. Your information remains accessible not only to your staff and clientele but to the citizens of Oklahoma today and the research community of the future. How can the Clearinghouse make this guarantee? It will:

1) keep copies of your publications in the State Library's collection for consultation or for photocopy;

2) microfilm your publications to insure permanent preservation and availability;

3) send copies to public and university libraries in Oklahoma which have been designated as depositories of Oklahoma state publications, thereby enabling Oklahomans the opportunity to consult state publications in a nearby library or borrow them through interlibrary loan; and

4) index your agency's materials, include them in the quarterly *Oklahoma Government Publications: A Checklist* and catalog them into OCLC, an automated cooperative network with over 2,000 members nationwide.

1984 PROGRAM CALENDAR

October—Copies of the amended Oklahoma Publications Law, effective November 1984, will be distributed along with the premiere issue of a newsletter directed specifically to Publications Officers and promoting and clarifying state agency publishing efforts. Publications Officers will also receive fliers announcing a program workshop.

November—A workshop explaining the State Publications Depository Program will be held. Publications Officers will receive work manuals at the meeting.

December—Clearinghouse staff will be available for consultations regarding further application of the manual. Semiannual publications lists will be due.

QUESTIONS?

Call or write:

Oklahoma Publications Clearinghouse, Oklahoma Department of Libraries, 200 N.E. 18th Street, Oklahoma City, OK 73105 (405) 521-2502, Chris Fowler, Librarian.

* * *

In 1978, the Oklahoma State Legislature passed a law requiring state government agencies to make their published information available to the public through a systematic collection and distribution program, administered by the Oklahoma Department of Libraries. By depositing their materials with the State Library, agencies are guaranteeing that their information will reach you. The deposited publications are distributed to public and university libraries which have agreed to participate in the Oklahoma State Depository System.

Robert L. Clark, Jr., Director

Oklahoma Publications Clearinghouse
Oklahoma Department of Libraries
200 N.E. 18th Street
Oklahoma City, OK 73105

YOUR RIGHT TO KNOW IS

IN OKLAHOMA

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1583

OKLAHOMA STATE PUBLICATIONS

THE INVESTORS

Public and university libraries which participate in the Oklahoma State Depository System receive and maintain collections of state publications. As depository libraries, they are required by law to provide free access to the publications for the use of their patrons. KNOW THE DEPOSITORY LIBRARY NEAREST YOU:

ADA—East Central State University Library
ALVA—Northwestern Oklahoma State University Library
BARTLESVILLE—Bartlesville Public Library
CLINTON—Western Plains Library System
EDMOND—Central State University Library
ENID—Public Library of Enid and Garfield County
LAWTON—Lawton Public Library
McALESTER—Choctaw Nation Multi-County Library System
NORMAN—University of Oklahoma Library
OKLAHOMA CITY—Metropolitan Library System
OKLAHOMA CITY—Oklahoma Department of Libraries
STILLWATER—Oklahoma State University Library
TAHLEQUAH—Northeastern Oklahoma State University Library
TULSA—Tulsa City/County Library System
TULSA—University of Tulsa Library

THE INFORMATION INVESTMENT

The success of the Oklahoma State Depository System guarantees you local access to information about you, your town, your county, your state; information brought to you by state government. That information comes as a pamphlet, report, directory, guide or magazine. The information itself is as diverse as . . . the functions of state government. To know state government publications is to know about:

- **current law and legislation**
- **social science programs**
- **population projections**
- **elected officials**
- **oil and gas runs**
- **livestock markets**
- **state history**
- **transportation projects**
- **recreational sites**
- **local economic development**
- **hunting laws**
- **financial aid**
- **city housing plans**
- **crime statistics**
- **birth and death rates**

. . . and more

THE GUARANTOR

The Oklahoma Publications Clearinghouse is your guarantee that the Oklahoma State Depository System works. As a unit of the Oklahoma Department of Libraries, it collects state government publications from the issuing agencies, distributes them to Depository System libraries, and promotes their use by the citizens of Oklahoma. One means by which state publications are promoted is through the *Oklahoma Government Publications: A Checklist*. This publication lists all material received and distributed by the Clearinghouse during a quarterly period; it is available at your nearest public library headquarters or academic library.

FOR MORE INFORMATION ABOUT STATE GOVERNMENT PUBLICATIONS AND THE OKLAHOMA STATE DEPOSITORY SYSTEM:

WRITE: Oklahoma Publications Clearinghouse, Oklahoma Department of Libraries, 200 N.E. 18th Street, Oklahoma City, OK 73105, OR
CALL: 521-2502; Toll free 1-800-522-8116, Chris Fowler, Librarian.

OR

Date: 5 Mar 1993 17:52:37 U
From: SMITH Craig <smith craig@oslmac.osl.or.gov>
To: "Andrew F. Johnson" <AFJ@u.washington.edu>,
kasner_merrialyce@oslmac.osl.or.gov, perez_ernest@oslmac.osl.or.gov
Subject: Local Electronic Databases

Your correspondence with the Oregon State Library, Salem regarding local electronic databases was just routed to me. You may already know the situation here in Oregon with Measure 5. With an overall 50% reduction in staff here at the State Library over the past few years, questionnaires and surveys (and we do receive quite a number each month) tend to find their way to the back burner while we fight the major fires out front. I am not certain what it is you are asking of us. Yes, we have loaded a number of locally produced databases which include: Oregon Revised Statutes, Oregon Administrative Rules (both full-text files), Oregon Index (Oregon newspaper citation index). We have also loaded a score of files produced by various state agencies. We can send you a list of these files if you so desire. We are undergoing a major software and interface change for our system. Gateways to state agency datafiles are being explored as well as special reference files oriented to state government. Much is in flux at the moment. I will forward to you, by mail, our most recent draft of our Collection Development Policy. Feel free to contact me if you have any further questions. Good luck with your research!

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Revised Classification Scheme for Pennsylvania State Publications

STATE LIBRARY OF PENNSYLVANIA
1745

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Pennsylvania Department of Education 1987

Revised Classification Scheme for Pennsylvania State Publications

17 45

by
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for
The State Library of Pennsylvania
Harrisburg

1987

PE 136.2:C614r

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1590

CONTENTS

Preface v

Introduction vii

List of Cabinet Level Agencies xv

Ohio/Bordner Cutter Tables xvii

Classification List

Cabinet Level Agencies 1

Independent Agencies 99

Interstate Agencies 147

Index of Agencies 149

1591

PREFACE

This is a comprehensive revision of the *Classification Scheme for Pennsylvania State Publications* published by George W. Bordner in 1978. It includes all the agencies and titles listed in the 1978 edition, with additions for all those agencies and titles established since 1978.

At the outset of this project in May 1985, the intention was merely to update the 1978 edition and put it into electronic form for easier revision in the future. However, once the original *Classification Scheme* was input to an electronic data file, adding, changing, and revising information could be done as often as desired without extensive typing. Hence, the opportunity was at hand for more extensive revision than was at first considered feasible.

In the hope of enhancing its utility as a guide to libraries which are expanding their collections of Pennsylvania publications, the *Revised Classification Scheme* includes historical agencies which were not included in earlier editions, the dates for all cabinet level agencies, and a new, separate classification for the interstate/intergovernmental agencies of which Pennsylvania is a participant. In addition, classes of publications such as annual and biennial reports which were not listed in the earlier edition are included in this revision.

It is important to acknowledge those individuals who had a hand in this project and who are, in no small measure, responsible for its completion. First and foremost is Helen Sheehy, Documents Operations Assistant at The Pennsylvania State University Libraries. Without Helen's ability and hard work, this effort could not have begun as efectively and efficiently as it did. Indeed, she provided much of the momentum which enabled me to carry on long after she had to withdraw from the project. Helen was to be co-author of this revision, but the unfortunate illness of her father, and her key responsibilities in automating the Documents Collection of Pattee Library, required her to step away from this work.

Thanks are due to Dee Neff who did the original input typing and subsequently assisted with making annotations to the file from the State Library's shelf list. Deep gratitude is also to be extended to William Verity of the Pennsyvania State University Computation Center for his freely given advice throughout this project and willing assistance in helping to solve some sticky data manipulation problems, and to Patricia Morton, Head of the Cataloging Section of the State Library, for her enthusiastic and insightful editing of this document. Hearty thanks also go to Ruth Coble, and Susan Bryson of the State Library Technical Services Department for their cooperation and support, to Judy Weinrauch of the Government Documents Section and Linda Cline of the Serials Section for double-checking the entries in this list, and to David Hoffman, Director of State Library Services, for his interest in getting this project under way, and for backing its publication. Last, but certainly not least, it is necessary to give the man his due and formally acknowledge what has come to be popularly known as the "Bordner Scheme" -- which is how it is referred to in the subsequent introduction more often than it is by its cover title.

John H. Sulzer
October 1986

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INTRODUCTION

USING THIS CLASSIFICATION SCHEME

Principles of the Classification Scheme

The Classification Scheme for Pennsylvania State Publications was developed by George W. Bordner for the state publications held in the collection of the State Library of Pennsylvania. This revision is based on the 1978 version published by Bordner, and was compiled from the state publications shelflist of the State Library, *The Checklist of Official Pennsylvania Publications* (1978 through November 1985), the state documents shelflist of the Pennsylvania State University Libraries, the COM Catalog of the State Library, and the *Pennsylvania Manual* through volume 107 (1984-85).

The *Bordner Scheme* is designed to do three things. It groups together the publications of agencies which share a given provenance in the state government hierarchy. It provides an alpha-numeric notation which maintains an alphabetical shelf sequence of government authors and their individual series, serial and periodical titles. And, of course, it provides logical points of access to state documents on the shelf for library users.

The system is similar to the Superintendent of Documents Classification Scheme in appearance, structure, and organization. Publications are arranged by the government agency that issued them, rather than by subject. Subordinate agencies are arranged in sub-classifications similar to those used in the SuDoc scheme, and similar punctuation is used to segregate the various parts of the numbers.

However, the word *similar* is emphasized here because the two schemes are not the same. The *Bordner Scheme* is less rigid in its use of punctuation and the format it follows, and relies on alpha-numeric notation tables for the development of its class numbers -- no longer a practice with the SuDoc Scheme. In addition, the *Bordner Scheme* is designed to allow for the incorporation of publications from all states into one numbering system.

Agency Symbols

The first part of a Bordner class number is a letter or letters designating the state in which the document was published. For example, NJ might stand for New Jersey, D for Delaware, or P for Pennsylvania. The second part is a letter or letters drawn from the name of the issuing cabinet level agency (to be found in the List of Cabinet Level Agencies on page xv).

ER -- Department of Environmental Resources
HE -- Department of Health
GA -- General Assembly

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Thus, the agency designations are PER, for the Pennsylvania Department of Environmental Resources; PHE, for the Pennsylvania Department of Health; and PGA, for the Pennsylvania General Assembly. All publications by departmental or cabinet level agencies are designated by the numeral "1". Therefore, the documents issued directly from these agencies would be given the main classes of PER 1, PHE 1, and PGA 1 respectively.

Subordinate Agencies

Subordinate agencies, or bureaus and divisions of cabinet agencies, are indicated by the use of a number derived from the alpha-numeric notations provided in Table I and Table II (page xvii). To illustrate; PER 26 is the main class number for the Pennsylvania Department of Environmental Resources, Bureau of Air Quality Control. Using Table I for the first letter in the keyword "air", we see that "a" is "2". To form the rest of the number, we move to Table II, use the second letter of the keyword "i", and derive the number "6". Our class number for the Bureau of Air Quality Control is, therefore, "26", or PER 26. Using the Tables, we could also derive, for example, PGA 98 for the Pennsylvania House of Representatives, or PGA 204 for the Senate. Both tables are used to limit the length of the notation and to allow for expansion while maintaining an alphabetical sequence.

The shilling mark or slash (/) is used to display a division in the classification number. For example:

PE 136.1 -- State Library. *Annual Report*
PE 136/4.3 -- State Library/Law Library. *Law Library Bulletin*

When used before the period in a Bordner call number, the slash indicates a subordinate agency.

In addition, a slash may be used to indicate changes in agency names and to maintain alphabetical order among unrelated agencies -- e.g.:

PE 177 -- Bureau of Planning and Evaluation
PE 177/8 -- Bureau of Planning and Education Statistics
PE 177/8/4 -- Bureau of Press and Communications

In this case, the agency name change is indicated by adding a "/8" (derived from Table II for the "P" in planning) to PE 177. Alphabetical order is retained with a second agency by going back to Table I and finding the number "4" to match the "C" in communications. This example also displays the liberal use that can be made of the Cutter tables.

Publication Series

The next part of the classification number designates a published monographic series, or the title of an individual serial or periodical publication. Table III (page xvii) lists reserved series designations for the types of publications that are most commonly issued.

The most frequently used series number is ".2", which covers general unrelated publications or miscellaneous monographs. These individual monographs, or those documents designated by a ".2", are not included in this list. The next most commonly used series number is ".1", for annual reports. However, in the Pennsylvania class system, this number customarily has been used as well to cover biennial reports and the single reports of special *ad hoc* committees, commissions, and task forces of limited existence. Mnemonics are generally added to differentiate between annual and biennial reports from the same agency -- e.g. PHE 1.1 or PHE 1.1b. Designations ".3" and ".4" are reserved for bulletins and circulars respectively. It should be remembered that these numbers are merely assigned special significance so that they can be used, if needed, to designate a specific type of regularly issued publication like a bulletin or circular which may have a continuously changing title or no legitimate title at all.

Titles

Tables I and II are again used to provide notations to designate individual serial and periodical titles. For example, PE 136.4/5 is the call number for the *Checklist of Official Pennsylvania Publications.*

PE -- Pennsylvania, Department of Education
136 -- State Library of Pennsylvania
.4 -- for the "C" in the keyword Checklist from Table I
/5 -- for the "h" in Checklist from Table II

The choice of a keyword to use in deriving a cutter number from the tables is rather subjective and judgemental. However, the rule of thumb followed at the State Library is to select a keyword from a title, or from an agency name, which is less likely to change if the title is changed or the agency is renamed.

Alphabetical order is maintained among separate titles again by using both Tables I and II. A slash (/) is used to differentiate the numbers that are derived from each table as can be seen in the following example:

PE 136.13/2 -- *Law Library Bulletin*
PE 136.13/4 -- *Legislator's Library Reference List*

The number ".13" is the numeral given in Table I for the keywords "law" and "legislator's". However, the titles are set in alphabetical order by adding a slash (/) and a second number from Table II to designate the second letter in each keyword, i.e.: "/2" for the "a" in "law", and "/4" for the "e" in "legislator's". In a long list of titles with similar keywords, the Bordner numbers can be easily expanded by the addition of as many slashes and numerals as are necessary to maintain alphabetical order -- much in the same manner as the agency cutters were expanded above. For example:

PE 134.13/4 -- *Legislative Reporter: Master Numerical Listing*
PE 134.13/4/1 -- *Legislative News: Weekly Status Report*
PE 134.13/4/7/3 -- *Legislative News: Daily Releases*
PE 134.13/4/7/9 -- *Legislative News: Weekly Releases*

Using the Ohio/Bordner Tables to "cutter" individual titles often will require the use of a ".2", ".3", or ".4", because the keyword in the title begins with the letter A, B, or C. Since these classes are reserved for certain publication series, a slash and a second digit are added to set them apart as follows:

PE 63/6.2/3 -- *Act 511 Taxes*
PHE 26.4/7 -- *Clean Air*

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Cutter Numbers

Often it is necessary to further identify individual titles with a separate Cutter number -- especially monographs designated by ".2" or legislative committee publications noted by ".27". The State Library uses the 1903 edition of *C. A. Cutter's Alfabetic-order [sic] Table -- Consonants except S Altered and Fitted with Three Figures by Miss Kate E. Sanborn* to derive its cutter numbers. Although, this list is out of print and is no longer available, other libraries can use the *Cutter-Sanborn Three Figure Author Table Swanson-Swift Revision, 1969*, (Libraries Unlimited, Inc. Littleton, Colorado, 1976). The instructions to the 1969 edition claim that it "...may be employed in conjunction with earlier editions, because individual letter and figure combinations have not been changed, save for the correction of a few typographical errors." Call numbers might be expressed as follows:

Pennsylvania. Department of Community Affairs. Municipal Information Center. *Citizen Referenda in Local Government.*

PCA 138.2:C581r

or

PCA 138.2
C581r

Pennsylvania. General Assembly. Legislative Budget and Finance Committee. *A Sunset Performance Audit of the Citizens Advisory Council....*

PGA 1.27:B927 S958cac

or

PGA 1.27
B927
S958cac

All serial title Bordner numbers may be "cuttered" in this way or can be further individualized by including volume and issue numbers, dates, or publication and series numbers in order to create discrete call numbers.

[Note: in this example "B927" is the cutter number for the name of the committee, in this case the Legislative Budget and Finance Committee, and "S958cac" is the cutter for the title].

Before creating a class number for an agency not included in this list, follow these steps:

1. Check the appropriate volumes of the *Pennsylvania Manual* for its provenance -- i.e. under which department or branch does the agency exist, and what relationship does it have, if any, to former agencies?

2. Date the agency as nearly as possible.

1596

3. Beware of using sources such as the *Commonwealth Telephone Directory* since it often does not agree in detail with the *Pennsylvania Manual*, which should be considered the official source.

Independent Agencies

Independent agencies are those created by special legislation or executive order for a specific purpose. They are not usually part of the executive cabinet, but often are administered by the Governor or a cabinet level secretary. They may also be found under the aegis of the General Assembly or a special board or authority. The independent agencies listed in this edition are almost equal in number to the cabinet level departments and their subordinate agencies, but most often are unrelated to one another and do not share any provenance. Therefore, they represent a special case within the *Bordner Scheme*.

An independent agency may be related to one or more executive agencies and/or legislative divisions and be of relatively permanent status. For example, there is the Pennsylvania Crime Commission, the Commission on Crime and Delinquency, or the Board of Governors of the State System of Higher Education. They may also be entirely independent and of a definite life span, such as the Governor's DUI Task Force or the Bicentennial Commission.

Whatever the case, developing class numbers from the Ohio/Bordner Tables for these agencies can be very complex and result in some rather lengthy notations if alphabetical order is to be maintained. Consequently, the State Library uses the three figure Cutter/Sanborn table to create a numeric notation to match with the prescribed alphabetical symbol for the agency.

All independent agencies are designated by the letters "PY". The agency class then, is "PY" plus the first letter from a keyword in the agency name. For example, "PY A" might represent the Pennsylvania State Agricultural Society. By using the Cutter-Sanborn table, the number 278 is found for the letters "Ag" and added to create the basic class "PY A278".

A space appears between the "Y" and the "A" in the State Library's shelflist and COM catalog, and in the *Official Checklist of Pennsylvania Publications*. This is to differentiate between independent agencies and regular agencies and to avoid confusion in future cases where, for example, an agency might be named something like Department of Youth and designated "PYO 1.2."

Another aberration to the system is the means used to extend the independent agency numbers to maintain alphabetical order. Occasionally, in the past, a slash has been used to extend the Cutter for agencies with the same keyword in their names -- e.g.:

PY A278 -- State Agricultural Society.
PY A278/3 -- Governor's Committee on Agriculture.

This maintains alphabetical order, but it also may imply a relationship which does not exist. Unlike the following:

PY H673 -- Historical and Museum Commission.
PY H673/2 -- Historical and Museum Commission. Bureau of Archives and History.

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Therefore, the practice of adding a digit to the agency cutter has been adopted by the State Library in recent years.

PY C582 -- Commissioners Appointed to Revise the
Civil Code
PY C5822 -- U.S. Commission on Civil Rights. Pennsylvania
State Advisory Committee
PY C5823 -- State Civil Service Commission

This can be done -- and has been done -- in one of two ways. First, and most simply, any extra digit can be added that will maintain alphabetical order. This is what the State Library usually does. However, a second option is to go back to the Ohio/Bordner Table II, and to use the first letter in a second keyword of the agency name to select a number for the last digit in the agency class number.

The advantage of adding a digit is that only one character is added to the basic call number, rather than two as when the slash is used. This keeps the notation shorter and simpler. Also, no relationship is implied between agencies which share no provenance. However, the disadvantage is that to maintain alphabetical sequence, numbers over three digits must be filed in decimal order rather than in straight numerical order -- e.g.:

PY C582 -- etc.
PY C5822 -- etc.
PY C5823 -- State Civil Service Commission
PY C652 -- Anthracite Coal Industry Commission

Interstate Agencies

Interstate compacts have existed for many years. The U.S. Constitution allows states to enter into statutory agreements with one another to resolve common problems and cooperate in areas where Federal administration is inappropriate or where the resources of one state are ineffective or duplicate those of another. As a result of these compacts, many special interstate/intergovernmental agencies have been created which, in recent years, have begun publishing a significant number of documents. Because these documents are finding their way into many government documents collections, this revision of the *Bordner Scheme* introduces a new set of classes to cover these publications.

A standard Bordner call number can be devised for these interstate agencies in most cases because states often assign administrative responsibility for a given interstate compact to a particular agency, agent, or commission. However, Pennsylvania does not have a corresponding administrative niche for each of the interstate agencies to which it belongs. In addition, it may be desirable for larger collections containing the documents of more than one state to classify these publications separately. The practice of the State Library will be to class interstate agencies under the Pennsylvania state agencies which are connected with them when there is a relationship with a state agency. When a relationship is not present, the publications of the interstate agency will be classed under a Dewey call number in the State Library collection.

A "Y" is used to designate the interstate group of classes instead a "P" for Pennsylvania or any letter codes for the states which are members of these agencies. Beyond that, the system is the same as it is for a state's independent agencies. A letter is added to indicate the keyword in the agency name along with a number derived from the three figure Cutter/Sanborn table -- e.g.:

YA 881 -- Atlantic States Marine Fisheries Compact

Because there are currently only 66 interstate agencies, it is possible to use the Ohio/Bordner Tables I and II to devise agency numbers. Nevertheless, these agencies are similar to the state independent agencies in that they share no provenance, so using Tables I and II would result in some fairly bizarre notations if the intention is to develop an alphabetical sequence. Therefore, the rules which apply to deriving classes for the independent agencies are followed here also.

The interstate agencies assigned class numbers in this list are only those in which Pennsylvania is a participant. Those libraries interested in other interstate agencies and obtaining their publications should consult the following two publications:

Council of State Governments. *Interstate Compacts and Agencies.* Lexington, Kentucky: the Council, 1983.

Sulzer, Jack and Palen, Roberta. *Guide to the Publications of Interstate Agencies and Authorities.* Chicago: American Library Association, 1986.

Some Special Notes on this Revision

The *Bordner Scheme* has evolved over many years through the efforts of many individuals. It was meant to be flexible and has been adapted to meet particular needs during given periods of state publication. Therefore, users of this scheme will find some inconsistencies and idiosyncracies. Corrections have been made in this edition when it was considered necessary to revise past errors or to alter something that was inconsistent with accepted standards.

As the provenance of various agencies has changed over the years, certain classes have become outdated or obsolete. An attempt has been made to link obsolete classes with their succeeding numbers or current counterparts. Notes have been included in the class list to indicate these cross references, and dates have been added to the notes whenever research could reveal them. In addition, entries in the index will indicate the various different classes that may have been assigned to a given agency.

When a class is indicated as being obsolete or incorrect, it means that it should not be used. The official classes to be used are indicated. Incorrect classes are those which were originally invented by mistake (e.g., when two completely different classes were created for the same agency or publication), or were created for incorrectly named agencies. They have not been deleted, but are left in this revision as indications that changes have been made.

When no dates and/or indication of frequency are listed after a title, it means that the information is unknown and not given in the State Library's shelflist. No attempt was made to research dates for those publications listed in the 1978 edition of the *Bordner Scheme* which were undated in that edition. If dates and publication frequency were readily available in the State Library's shelflist for these older publications, that information was included in this edition.

Index entries are generally in straight alphabetical order, but an effort has been made to include varying entries for agencies which may be known by differing forms of their name. This is not a permuted index, however, and all keywords in an agency name are not listed separately. If two or more agencies have the same name, but are subordinate divisions of different departments, they are listed separately with their individual class numbers.

When more than one class number is given at the end of an index entry, this indicates that the agency has changed its position in the government hierarchy. The class number listed first is the current classification. Numbers listed after that are in historical order from the most recent to the earliest.

Finally, it is important to note that the policy of the State Library Cataloging Section will be to add new classes very sparingly. Subagency publications will be more commonly classed under larger parent agencies than be given new class numbers. This will be done in an attempt to prevent rapid expansion of the class list and to prevent clutter and confusion as agency names change from one administration to the next. However, it is hoped that users of this list will actively aid in correcting mistakes and suggesting additions by filling out the form included at the back of this document and mailing it in.

Symbols Used

( )	Contain publication information: e.g. (frequency, date).
[ ]	Contain any special notes.
?-1978	Beginning date of publication unknown, discontinued.
1950-?	Probably discontinued, date unknown.
1978-	Open entry, publication continues.
1978-1982	Publication discontinued.
[illegible]	Indicates an incorrect class or one that has been changed; notes will refer to appropriate class numbers.
#	Indicates a new class added to this edition which has not yet been added to the State Library shelflist.

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LIST OF CABINET LEVEL AGENCIES

P -- General Publications

PA -- Agriculture

PAG -- Aging

PAT -- Attorney General

PAU -- Auditor General

PB -- Banking

PC -- Constitution

PCA -- Community Affairs

PCO -- Commerce

PCR -- Corrections

PE -- Education

PER -- Environmental Resources

PF -- Factory Inspector

PFW -- Forests & Waters

PGA -- General Assembly

PGS -- General Services

PGV -- Governor

PHE -- Health

PHI -- Highways

PI -- Insurance

PIA -- Internal Affairs

PJ -- Justice

PJU -- Judiciary

PL -- Labor & Industry

PMA -- Military Affairs

PMI -- Mines & Mineral Industries

PP -- Property & Supplies

PPI -- Public Instruction

PPW -- Public Welfare

PR -- Revenue

PS -- State

PSG -- Surveyor General

PT -- Treasurer

PTR -- Transportation

PY -- Independent Agencies

Y -- Interstate Agencies

1601

OHIO/BORDNER CUTTER TABLES

TABLE I

A - 2
B - 3
C - 4
D - 5
E - 6
F - 7
G - 8
H - 9
I - 10
J - 11
K - 12
L - 13
M - 14
N - 15
O - 16
P - 17
Q - 18
R - 19
S - 20
T - 21
U - 22
V - 23
W - 24
X - 25
Y - 26
Z - 27

TABLE II

a, b - 2
c, d - 3
e, f - 4
g, h - 5
i, j, k - 6
l, m, n - 7
o - t - 8
u - z - 9

These notation tables were originally borrowed from the *Classification Scheme for Ohio State Documents* by Judith Ann Houk, printed by the Ohio State Library in 1962.

TABLE III

Series Designations

.1 - Annual reports (including biennial reports and reports of ad hoc committees, commissions and task forces)
.2 - Miscellaneous publications
.3 - Bulletins
.4 - Circulars

GENERAL PUBLICATIONS

General publications not issued by a particular agency and
unofficial state publications.

P 1.5/8/4	[reports of the heads of departments]
P 1.5/8/7	[legislative documents]
P 1.5/8/8	[official documents]
P 1.17/4	The Pennsylvania Register
P 1.26/8	Your Senator Reports

AGRICULTURE

(1895-)

PA 1.1	Annual Report (1877-1975/76)
PA 1.1a	Biennial Report
PA 1.3	Bulletin (no. 1-, 1895-?)
PA 1.4	Circular (no. 1-, 1925-)
PA 1.4/5	Consumer's Guide to Direct Marketing (1980-)
PA 1.4/8	Pennsylvania Crops and Livestock Annual Summary (annual, 1923-)
PA 1.7/4/3	Pennsylvania's. . .Feeder Calf Sales (1900?-)
PA 1.14/6	Miscellaneous Bulletins
PA 1.15/4	News Releases (quarterly, 1962?-1977)
PA 1.16/4	Officers of the Pennsylvania Agricultural Organization (annual)
PA 1.17/4	Pennsylvania Farm Vacation Directory (1969-)
PA 1.17/8	Program of the Annual Meeting, State Board of Agriculture (1904-)
PA 1.17/8/8	Program, Spring Meeting of the Farmer's Annual Normal Institute (1900-)
PA 1.18/9	Quarterly Report, State Board of Agriculture (1878-?)
PA 1.19/4	Registered Brands of Fertilizers and Lime...(1907-)
PA 1.24/4	Agricultural News Bulletin (bi-weekly, 1928-) [continues Weekly News Bulletin]

Agriculture. Bureau of Administrative Services. (PA 23)

PA 23.1	Biennial Report

Agriculture. Bureau of Agricultural Development. (PA 25)

Agriculture. Bureau of Amusement Rides. (PA 26)

Agriculture. Bureau of Animal Industry. (PA 27)

PA 27.1	Biennial Report
PA 27.1a	Annual Report (1979-)
PA 27.1m	Report (monthly, 1973-)
PA 27.4	Circular
PA 27.15/4	Newsletter (monthly, 1969-1981)
PA 27.19/4	Regulations
PA 27.20/4	Service Letter (1939)

Agriculture. Crop Reporting Service. (PA 48)

PA 48.2/5	Agricultural Labor Report (discontinued, April 1981)
PA 48.2/8	Apples: Commercial Production by Varieties (annual)
PA 48.2/8/1	Apple Cold Storage Report (irregular)
PA 48.3	C.R.S. Bulletin (irregular, 1958-)
PA 48.3/8	Broiler Pullets (Monthly, discontinued)
PA 48.3/8/8	Broiler Report (Weekly)
PA 48.4/2	Cattle on Feed (discontinued, 1972)
PA 48.4/5	Chickens Raised (annual)
PA 48.4/5/8	Christmas tree Report
PA 48.4/8	Pennsylvania Crop Summary (annual)
PA 48.4/8/2	Monthly Crop Report (1973-1982)
PA 48.4/9	Pennsylvania Cut Flower Report (annual)
PA 48.5/2	Dairy Report (Monthly, discontinued) [included in Livestock and Poultry PA 48.13/6]
PA 48.7/2	Farm Report (Monthly, discontinued included in Pennsylvania Crops PA 48.4/8/2)
PA 48.7/2/8	Farm Real Estate Report
PA 48.7/8/9	Fruit Report (Monthly, discontinued 1981, included in Pennsylvania Crops PA 48.4/8/2)
PA 48.8/8	Grain Stocks (Quarterly, discontinued included in Pennsylvania Crops PA 48.4/8/2)
PA 48.9/2	Monthly Hatchery Report (discontinued, 1969)
PA 48.9/8	Honey Production (July, September, December, discontinued, 1982)
PA 48.12/4	Keystone Ag Digest (semi-monthly, 1982-)
PA 48.13/2	Lamb and Wool Crop (annual)
PA 48.13/6	Livestock and Poultry Report (monthly, 1973-1982) [former Livestock Report; later Keystone Ag Digest PA 48.12/4]
PA 48.14/2	Manufactured Dairy Products (annual)
PA 48.14/2/3	Machinery Custom Rates (1976-)
PA 48.14/2/8	Maple Products (annual)
PA 48.14/6	Milk Cows (annual)
PA 48.14/7	Mink Report (discontinued, Aug. 1981)
PA 48.14/8	Monthly Price Report (discontinued)
PA 48.14/9	Mushroom Production (annual, 1967-)
PA 48.16/8	Pennsylvania Orchard and Vineyard Survey
PA 48.17/6	Pig Crop Report (irregular, discontinued)
PA 48.17/7	Planting Intentions (annual)
PA 48.17/8/8	Potato Report (monthly, July-March)

PA 48.17/8/8/3	Potato Disposition and Stocks (annual, discontinued?)
PA 48.17/8/8/8	Potato Stocks Report (discontinued)
PA 48.17/8/8/9	Potato Utilization (annual, discontinued?)
PA 48.17/8/9	Poultry Report (monthly) [later Livestock and Poultry Report PA 48.13/6]
PA 48.19/2	Ranking of Pennsylvania Counties in Agriculture (annual)
PA 48.19/4	Red Clover Seed (annual, discontinued?)
PA 48.20/7	Slaughter
PA 48.20/8/4	Special Dairy Report (quarterly)
PA 48.21/6	Timothy Seed (annual, discontinued?)
PA 48.21/8	Monthly Tobacco Report (irregular, discontinued)
PA 48.21/8/8	Turfgrass Survey (annual)
PA 48.21/9/6	Turkey Breeder Hens (annual, discontinued?)
PA 48.21/9/7	Turkey Intentions (annual, discontinued?)
PA 48.21/9/8	Turkeys Raised (annual, discontinued?)
PA 48.22/8	U.S. Crop Production Summary (semiannual, discontinued)
PA 48.23/4	Vegetable Report (irregular, discontinued?)
PA 48.24/4	Pennsylvania Weekly Crop and Weather Round Up
PA 48.24/5	Winter Wheat and Rye Report (annual, discontinued)
PA 48.24/8	Weekly Crop and Wheat Round-Up

Agriculture. Dairy and Food Division (PA 52)

PA 52.14/8	Monthly Bulletin

Agriculture. Bureau of Dog Law Enforcement. (PA 58)

PA 58.1	Biennial Report

Agriculture. Bureau of the Farm Show. (PA 72*)

[class changed from PA 298/4)

PA 72.5/28	Annual Pennsylvania Dairy Show

Agriculture. Bureau of Foods and Chemistry. (PA 77)

PA 77.1	Biennial Report
PA 77.3/8	Pennsylvania Breeding Flocks and Hatcheries
PA 77.4/8	Commercial Feed, Fertilizer and Liming Materials (reports, annual)

Agriculture. Division of Forestry. (PA 78)

PA 78.17/8	Preliminary Report (1896)

Agriculture. Bureau of Government Donated Food. (PA 88)

Agriculture. State Harness Racing Commission. (PA 92*)

[class corrected from PY H289]

PA 92.1	Annual Report (1963?-1966?)
PA 92.1b	Biennial Report (1968-)
PA 92.15/4	News Release (irregular, 1969?-)

Agriculture. State Horse Racing Commission. [1981-] (PA 98*)

[earlier PY H817]

PA 98.1	Annual Report (1968-)
PA 98.6	Rules of Racing
PA 98.17/8	Press Release (irregular)

Agriculture. Bureau of Marketing. (PA 142)

PA 142.1	Biennial Report
PA 142.4/2	Pennsylvania Commodity Calendar (annual, 1981-)
PA 142.9/2	Official Grades for Fruits and Vegetables (title varies, 1934-?)
PA 142.17/8/2	Pennsylvania Produce Buyer's Guide

Agriculture. Food Marketing Advisory Council. (PA 142/7)

PA 142/7.17/8	Promotional Bulletin (irregular, 1957-1959?)

Agriculture. Office of Planning and Research. (PA 176)

PA 176.1	Biennial Report

Agriculture. Bureau of Plant Industry. (PA 177)

PA 177.1	Biennial Report
PA 177.4	Circular
PA 177.4/7	Circular (mimeographed)
PA 177.4/8	Commercial Feed, Fertilizer, and Liming Report
PA 177.13/6	List of Certified Nurseries and Nursery Dealers (1971-)

PA 177.19/4	Regulatory Horticulture (semi-annual, April 1975-)
PA 177.20/4	Seed Report (1970-)

Agriculture. Division of Public Information. (PA 179)

PA 179.16/4	Officiers of Pensylvania Agricultural Organizations... (irregular)

Agriculture. Bureau of Rural Affairs and Marketing Services. (PA 199)

PA 199.1	Final Report to the Governor: Rural Services Contract (June 1973)
PA 199.7/2	Farms Markets; Farmer to Consumer Directory (annual 1979-)
PA 199.17/4	Pensylvania Fairs (annual, 1972-)

Agriculture. State Farm Products Show Commission. (PA 208/4)

PA 208/4.1	Biennial Report
PA 208/4.5/2	Premium List. Pensylvania All-American Dairy Show (annual)
PA 208/4.5/24a	Ayrshire Entries...(annual, 1964-)
PA 208/4.5/24b	Brown Swiss Entries...(annual, 1964-)
PA 208/4.5/25g	Guernsey Entries...(1964-)
PA 208/4.5/24h	Holstein Entries...(1964-)
PA 208/4.5/24j	Jersey Entries...(1964-)
PA 208/4.5/24m	Milking Short Horn Entries...(1964-)
PA 208/4.5/28	Program. Pennsylvania All-American Dairy Show (1964?-)
PA 208/4.7/2	Premium List. Pennsylvania State Farm Show (annual, 1920?-)
PA 208/4.7/4/3	Announcing the...The Pennsylvania 4H and FFA Dairy Judging Froum: Pennsylvania All-American Dairy Show (1974-)
PA 208/4.7/24	Program. Rural Talent Festival (title varies, 1946-1957)
PA 208/4.7/277	Official Catalog. Livestock Entry List. Pennsylvania Farm Show (annual)
PA 208/4.7/278	Official Catalog. Poultry Entry List. Pennsylvania Farm Show (annual)
PA 208/4.7/28	Program. Pennsylvania Farm Show (annual)
PA 208/4.10/7/9	Pennsylvania All-American Invitational Youth Dairy Cattle Judging Contest: Pennsylvania All-American Dairy Show (1968?-)
PA 208/4.12/4/6	Keystone Junior Livestock and Meats Judging Contest: Keystone International Livestock Exposition (1977?-)
PA 208/4.13/6	Premium List. Keystone International Livestock Exposition [former Pennsylvania Livestock Exposition. Cattle, Sheep, Swine]. (annual)

PA 208/4.13/6h	Premium List. Pennsylvania Livestock Exposition. Horse Division (annual)
PA 208/4.13/63	Catalog. Pennsylvania Livestock Exposition
PA 208/4.13/63/v.1	Cattle Annual
PA 208/4.13/63/v.2	Sheep Division
PA 208/4.13/63/v.3	Swine Division
PA 208/4.13/63h	Horse Division (annual)
PA 208/4.13/64f	Second Annual Farm Equipment Exposition; Pennsylvania Farm Show, (1980)
PA 208/4.13/66	Keystone International Fat Stock and Carcass Sale (annual)
PA 208/4.13/68	Program of Events. Pennsylvania Livestock Exposition (annual)
PA 208/4.13/69	Souvenir Program World's Championship Rodeo. Pennsylvania Livestock Exposition (annual)
PA 208/4.19/4	Pennsylvania Farm Show Commission (irregular)

Agriculture. Weather Modification Board. (PA 243)

Agriculture. Bureau of Standard Weights and Measures. (PA 244)

PA 244.15/4	Newsletter (irregular, 1977-1978)

Agriculture. Bureau of Economic Zoology. (PA 278)

PA 278.3	The Zoological Bulletin...(1903-1910, superseded by Bi-Monthly Zoological Bulletin)
PA 278.3/6	The Bi-Monthly Zoological Bulletin... (1911-1915)
PA 278.27/8	The Zoological Quarterly Bulletin (1903-1905)

Agriculture. Farm Show Commission. (PA 298/4*)

[class changed to PA 72]

AGING

(1978-)

PAG 1.1	Fiscal Year Report (annual, 1979/80-)
PAG 1.3/9/8	Budget Presentation (1979?-)

1608

Aging. Bureau of Advocacy. (PAG 23)

Aging. Affirmative Action Office. (PAG 24)

PAG 24.14/6	Minority Business Directory (1980-)

Aging. Pennsylvania Council on Aging. (PAG 25)

Aging. Pennsylvania Council on Pharmaceutical Assistance. (PAG 175)

Aging. Bureau of Policy, Planning and Monitoring. (PAG 178)

PAG 178.5/6	White House Conference on Aging Discussion Papers (1980-)

ATTORNEY GENERAL

(1980-)

PAT 1.1	Opinions of the Attorney General (biennial, 1981-)
PAT 1.17/8/9	Prosecutor's Update (bi-weekly, 1983-)

Attorney General. Bureau of Consumer Protection. (PAT 48)

[earlier PJ 47]

Attorney General. Office of Consumer Advocate. (PAT 487/2)

[earlier PY C7589]

PAT 487/2.1	OCA Annual Report (1980-)

AUDITOR GENERAL

(1811-)

[Auditor General's Office]

PAU 1.1	Report of the Auditor General on the Finances of the Commonwealth...(1809-)

PAU 1.1a	Annual Report (1971-1972?)
PAU 1.2/7	Annual Report...and of Tabulations and Deductions from Reports of Railroad, Canal and Telegraph Companies (1860-1875)
PAU 1.4/2/8	Capital and Operating Budget Estimates (1900?-)
PAU 1.6/7	Encumbrance Audit (1973-)
PAU 1.17/8	Press Information
PAU 1.19	Report of Examination (1980-) [audit reports and reviews of state agencies cuttered by name of agency audited]
PAU 1.19/4	Reports of the Several Banks and Savings Institutions (18??-1892) [continued by: Annual Report of the Pa. Department of Banking PB1.1]

Auditor General's Office. Bureau of Police and Fire Audits. (PAU 77)

Auditor General's Office. Bureau of Investigation. (PAU 107)

Auditor General's Office. Taxpayer Information Program [TIP]. (PAU 212)

BANKING

(1891-)

PB 1.1	Annual Report (1893-) [continues: Reports of the Several Banks and Savings Institutions; pt. II: Buildings and Loan Assocs. issued separately, 1927-]
PB 1.1a	Biennial Report
PB 1.4/8	Comparative Statement of the Condition of Pennsylvania State Banks, Bank and Trust Companies, Etc. (annual, discontinued 1978) [now in News Releases]
PB 1.17/4	Pennsylvania Building and Loan Associations (1927-)
PB 1.17/8	News Releases [press releases] (irregular, 1971-)
PB 1.19/4	Reports of the Several Banks and Savings Institutions [continued by Annual Report]
PB 1.20/9	Summary of Activities (weekly, 1965?-78) [continued in Pennsylvania Bulletin]

CONSTITUTION

PC	(plus date of Constitution)

Constitutional Conventions. (PC 48)

PC 48.1	(plus date of Convention)

COMMUNITY AFFAIRS

(1966-)

PCA 1.1	Biennial Report (1968-)
PCA 1.15/4	News Releases
PCA 1.19/4	DCA Reports (monthly, 1971-)
PCA 1.23	Acts of the General Assembly Affecting Local Government (biennial, 1955/56-1979)
PCA 1.25	Agency Directory, Planning, Housing, Redevelopment, Parks & Recreation (annual)
PCA 1.48	Community Affairs (bimonthly, 1968?-1969?)
PCA 1.98	Home Rule Newsletter (irregular, 1976-1977)
PCA 1.138	Directory of Pennsylvania Local Government Officials (annual, 1966-) [earlier see PIA 149.5/6]
PCA 1.138/4	Pennsylvania Local Government Financial Statistics (annual, 1955-)
PCA 1.149	Directory of Municipal Authorities in Pennsylvania (irregular, 1972-)
PCA 1.149/2	Statistics for Municipal Authorities in Pennsylvania (1975-)
PCA 1.149/3	Incorporation Dates for Pennsylvania Municipalities
PCA 1.174	Pennsylvania Local Government Directory (annual, 1966-)
PCA 1.194	Register for Earned Income Taxes (annual, 1967-)

Community Affairs. Bureau of Administrative Services. (PCA 23)

Community Affairs. Bureau of Community Programs. (PCA 48)

[name varies]

PCA 48.17/7	Planning series (numbered, 1976?-)

Community Affairs. Bureau of Economic Opportunity. (PCA 63)

Community Affairs. Office of Community Energy. (PCA 67)

Community Affairs. Bureau of Housing and Development. (PCA 98)

Community Affairs. Bureau of Human Resources. (PCA 99)

PCA 99.1	Manpower Employment Assistance and Training Program Annual Report/ Department of Community Affairs

Community Affairs. Information Services Center. (PCA 107)

Community Affairs. Bureau of Land Records. (PCA 132)

Community Affairs. Library. (PCA 136)

Community Affairs. Bureau of Local Government Services. (PCA 138)

PCA 138.21/8	Fall Training Calendar (1980?-?)

Community Affairs. Bureau of Management Services. (PCA 142)

PCA 142.4/8	Courier (bi-weekly, 1970-1974?) [superseded: Legislative Bulletin PCA 194.13/4]
PCA 142.21/4/3	Telephone Directory

Community Affairs. Office of Model and Partner Cities. (PCA 148)

PCA 148.1	Annual Report, Pennsylvania Model City System (1969/70-)

Community Affairs. Municipal Information Center. (PCA 149)

Community Affairs. Bureau of Community Planning. (PCA 177)

[former Bureau of Planning]

PCA 177.3	Bulletin (1968-)

Community Affairs. Bureau of Policy Planning and Information. (PCA 178)

Community Affairs. Office of Policy Development. (PCA 178/3)

Community Affairs. Bureau of Recreation and Conservation. (PCA 193)

PCA 193.13/4	DCA Leisure Tap (April 1975-)
PCA 193.19/4	Pennsylvania Directory of Recreation, Park and Conservation Agencies (annual, 1976-)

Community Affairs. Bureau of Research. (PCA 194)

PCA 194.3	Bulletin (1968-)
PCA 194.13/4	Legislative Bulletin (1967-1970) [superseded: Dept. of Internal Affairs, Bureau of Municipal Affairs, Legislative Bulletin. PIA 149.13/4. Superseded by: Courier PCA 142.4/8]
PCA 194.13/6	DCA Library Notes [no. 7-70, Mar. 1970-1973?, former Library Notice] (1968-1973?)
PCA 194.17/4	DCA Periodical List (1970-1972?)

Community Affairs. Special Urban and Rural Programs. (PCA 228)

PCA 228.17/2	PA Innovator (bi-monthly, 1972-1973?)

COMMERCE

(1939-)

PCO 1.1	Biennial Report (1956?-1968?)
PCO 1.1a	Report (annual, 1940-)
PCO 1.1b	Annual Report
PCO 1.2/2	A.R.A. Bulletin (1961-1962)
PCO 1.3/9/8	Budget Presentation to the Senate Appropriation Committee (1900?-)
PCO 1.4/8	Commerce Comments (bi-monthly, 1964-1971)
PCO 1.4/8/8	Commerce Reporter (1974-?)
PCO 1.7/6	Fishing Accomodations in Pennsylvania (annual, 1974?-?)
PCO 1.9/9	Hunting Accomodations in Pennsylvania (annual, 1940?-?)
PCO 1.15/4	Newsletter (irregular, 1957-1960)
PCO 1.15/4/1	News Release
PCO 1.17/4	Pennsylvania Commerce News (1941-1942)
PCO 1.17/4/6	Pennsylvania Industrial Scoreboard [more-

	(irregular, title varies, 1965-1968)
PCO 1.17/4/7	Pennsylvania Journal of Urban Economic Development (quarterly, 1977-1979)
PCO 1.17/4/8	Pennsylvania Small Business Newsletter (monthly, 1982-)
PCO 1.17/4/8/2	[see new class PCO 174.1]
PCO 1.17/8	Production Control Plan for the Anthracite Industry (weekly, 1944-1962)
PCO 1.19/4	Report of the Anthracite Committee (1947-1961)
PCO 1.20/8	SPECS [Statistics for Pennsylvania Economic Climate Series] (irregular, 1977-1979)
PCO 1.20/9	Summer Camps in Pennsylvania

Commerce. Bureau of Appalachian Development. (PCO 28)

Commerce. Bureau of Business Services. (PCO 39)

Commerce. Bureau of Community Development. (PCO 48)

PCO 48.4/8	County Planning in Pennsylvania (annual, 1959/60-)
PCO 48.17/7	Planning Powers and Procedures for Pennsylvania Communities (irregular, 1955-?)

Commerce. Bureau of Economic Assistance. (PCO 62)

[former Bureau of Economic Development]

PCO 62.4	Circulars
PCO 62.17/8	Programs in Pennsylvania Under the Economic Opportunity Act of 1964: Summary of Activity (1964?-?)

Commerce. Pennsylvania Emergency Development Agency. (PCO 67#)

Commerce. Pennsylvania Film Bureau. (PCO 75#)

Commerce. Bureau of Fiscal Management. (PCO 76)

PCO 76.19/8	Round Table Series (1974-)

Commerce. Financial Management Office. (PCO 76/7)

Commerce. Bureau of Industrial Development. (PCO 107)

PCO 107.10/7	Major Industrial Development Projects Announced in Pennsylvania (annual, 1956-1980)
PCO 107.14/6	Miscellaneous Reports (1957-)
PCO 107.17/4	Pennsylvania Market Regions (1969-1970)
PCO 107.17/4/3	Pennsylvania County, Local and School Property Tax Rates... (annual, 1959-)
PCO 107.17/4/8	Pennsylvania Plant Location Factors, Report (1958)
PCO 107.19/4	Report of Proceedings, Pennsylvania Industrial Development Clinic (1957)
PCO 107.19/4/2	Registration and Annual Taxes (1968-1969)
PCO 107.20/9	Summary of Loan Activities (irregular, 1956-)
PCO 107.20/9/2	Summary of Industrial Revenue Bonds and Mortgage Loans (annual?, 1969-)

Commerce. Pennsylvania Industrial Development Authority. (PCO 107/2)

PCO 107/2.15/4	News Release (irregular)

Commerce. Bureau of Domestic and International Commerce. (PCO 107/8)

[former Bureau of International Commerce]

PCO 107/8.17/4	Pennsylvania International Trademarks (monthly?, 1973-)
PCO 107/8.17/4/4	Pennsylvania Prospectus (irregular, 1980?-)

Commerce. Bureau of Management and Administration. (PCO 142)

[former Bureau of Management Services]

Commerce. Office of Minority Business Development. (PCO 146/3)

Commerce. Pennsylvania Minority Development Business Authority. (PCO 146/3/2)

PCO 146/3/2.1	Annual Report (fiscal year, 1974/75?-)

Commerce. Office of Minority Business Enterprise. (PCO 146/4)

PCO 146/4.14/2	The Pennsylvania Minority Business Directory (annual, 1981-)
PCO 146/4.16/5	The Pennsylvania State OMBE Guide to Commonwealth Procurement (annual, 1982-)

Commerce. Nursing Home Loan Agency. (PCO 159#)

Commerce. Pennsylvania Technical Assistance Program. (PCO 174#)

PCO 174.1	Pennsylvania Technical Assistance Program/PENNTAP Update (annual, 1978-) [Continues: PENNTAP Annual Report] [class changed from PCO 1.17/4/8/2]

Commerce. Office of Program Planning and Development. (PCO 178#)

Commerce. Office of Science and Technology. (PCO 203)

[later see Bureau of Technological Development PCO 214]

Commerce. Small Business Actions Center. (PCO 206/9)

Commerce. Bureau of State and Federal Economic Aid. (PCO 207)

Commerce. Bureau of Statistics Research and Planning. (PCO 208)

[former Bureau of Statistics]

PCO 208.4/8/3	Pennsylvania County Data Book (1981-) [earlier see PCO 208.10/6/8, M-5. County Industry Reports]
PCO 208.6/3	Pennsylvania Economic Chartbook (quarterly, 1979-1980)
PCO 208.10/6/8	Industrial Census of Pennsylvania (1956-1981?) [issues for 1956-1966 published by Bureau of Statistics, Dept. of Internal Affairs]

[M-1. Statistics for Manufacturing Industries in Pennsylvania, last issue 1976]

[M-2. Statistics by Major Industry Group for Counties and Urban Places, ?]

[M-3. Statistics for Urban Fringe Areas, ?]

[M-4. Statistics by Industry and Size of Establishment, last issue 1976]

[M-5. County Industry Reports, continued by Pennsylvania County Data Book, PCO 208.4/8/3]

[M-6. Exports by Pennsylvania Manufacturing Establishments, last issue 1976]

	[M-7. Directory of Pennsylvania Manufacturing Exporters, last issue 1980]
	[M-8. Statistics for Selected Pennsylvania SMSA's, last issue 1977]
	NOTE: All M- series have been discontinued.
PCO 208.10/7	Industrial Directory of the Commonwealth of Pennsylvania (1913-1980)
PCO 208.14/8/9	Pennsylvania Municipal Authorities Directory (irregular, 1953-)
PCO 208.14/9	Statistics for Municipal Authorities (1957-)
PCO 208.17/8	Pennsylvania Pocket Data Book (1975-)
PCO 208.17/9	Census of Public Utilities in Pennsylvania
	[U-1. Statistics for Electric Utilities, 1956-1983?]
	[U-2. Statistics for Gas Utilities, 1956-1980?]
	[U-3. Statistics for Telephone Companies, 1956-1982?]
	[U-4. Statistics for Water Utilities, 1956-1982?]
	[U-5. Statistics for Sewer Authorities, 1956-1982?]
	[U-6. Statistics for Motor Bus and Electric Transportation Companies in Pennsylvania, ?]
	[U-7. Statistics for Railroads and Railroad Repair Establishments, ?]
PCO 208.19/4	Review and Outlook, the Pennsylvania Economy (annual, 1973-)
PCO 208.19/8:R-5	Industrial and Commercial Development Authority Law, Act 102, August 23, 1967, as amended
PCO 208.19/8:R-8	Tax Guide for Manufacturers; A Directory of Major Taxes Affecting Industry in 17 States
PCO 208.20/7/8	Special Releases (numbered, 1959-) [1959-1968, published by the Dept. of Internal Affairs, Bureau of Statistics PIA 208]
PCO 208.20/8	Pennsylvania Statistical Abstract (1958-) [1959-1968, published by the Dept. of Internal Affairs, Bureau of Statistics PIA 208]

BEST COPY AVAILABLE

Commerce. Bureau of Technological Development. (PCO 214)

[administers Ben Franklin Partnership Challenge]

Commerce. Travel Development Bureau. (PCO 218)

PCO 218.3/4/4	Between Friends: a Monthly Review of the Pennsylvania Travel Industry (1981-)
PCO 218.4/2	Calendar of Events (quarterly, 1962-1981, resumed as annual, 1983-)
PCO 218.15/4	News Releases (1962?-1976?)
PCO 218.17/4	Penn Rambles (1962-1964?)
PCO 218.17/4/7	PA Naturally (1978-May 1979)
PCO 218.17/4/7	Journal of Urban Economic Development Quarterly
PCO 218.17/4/8	Penn Points: Monthly Newletter of the Travel Industry in Pennsylvania (1974-1981)
PCO 218.17/8	Posters (1969)
PCO 218.21/8	Travel Industry Bulletin (1963-1971, title varies)
PCO 218.21/8/8	Pennsylvania Travel Review (1980-)

CORRECTIONS

(1984-)

[Former Bureau of Corrections PGV 84/4/8]

PCR 1.1s	Annual Statistical Report (1984-)
PCR 1.4/2	Official Department of Corrections Calendar (1984-)
PCR 1.4/8	Correctional Newsfront (1984?-)

Corrections. Community Service Division. (PCR 48)

Corrections. Community Service Centers. (PCR 48/3)

Corrections. CSC Regional Office, Harrisburg. (PCR 48/3/5)

Corrections. CSC Regional Office, Philadelphia. (PCR 48/3/8)

Corrections. CSC Regional Office, Pittsburgh. (PCR 48/3/9)

1618

Corrections. Finance, Planning and Research Division. (PCR 76)

Corrections. Industries Division. (PCR 107)

Corrections. Operations Division. (PCR 168)

Corrections. Personnel Management and Staff Division. (PCR 174)

Corrections. Program Division. (PCR 178)

Corrections. Special Services Division. (PCR 207)

Corrections. State Correctional Institutions [SCI]. (PCR 208)

Corrections. SCI Camp Hill. (PCR 208/3)

Corrections. SCI Dallas. (PCR 208/4)

Corrections. SCI Grateford. (PCR 208/5)

Corrections. SCI Huntingdon. (PCR 208/6)

Corrections. SCI Muncy. (PCR 208/7)

Corrections. SCI Pittsburgh. (PCR 208/8)

Corrections. SCI Rockview. (PCR 208/8/8)

Corrections. SCI Waynesburg. (PCR 208/9)

Corrections. State Regional Correctional Facilities [SRCF]. (PCR 209)

Corrections. SCRF Greensburg. (PCR 209/5)

Corrections. SCRF Mercer. (PCR 209/7)

EDUCATION

(1969-)

[Formerly Public Instruction]

PE 1.1m	Monthly Report
PE 1.2/3	Administrative Staff Meetings (loose-leaf, 1966-)
PE 1.3	Bulletin (numbered, 1925-)
PE 1.5/6	Digest of School Laws (1938?-)
PE 1.5/6/8	PDE Directory (1967?-)
PE 1.6/3	Education Directory (annual, 1922?-)
PE 1.8/4	General Staff Meetings (1969-)
PE 1.8/8	Goals and Planning Staff Meetings (1967-)
PE 1.9/4	HEP: Higher Education Planning (bimonthly, 1974-1982)
PE 1.10/7/4	Pennsylvania Department of Education: Information (1980?-)
PE 1.15/4	News Releases (irregular)
PE 1.16/8	Operating Institutions of Higher Education in Pennsylvania Legally Authorized to Grant Degrees (annual 1972?-)
PE 1.17	PDE Bulletin (formerly DPI Bulletin)
PE 1.17/1	The PDE Times (weekly, 1975-)
PE 1.17/4	Pennsylvania Education (10/year, 1969-)
PE 1.17/4/7	Pennsylvania School District and Intermediate Unit Directory (annual, 1970-)
PE 1.17/8	Project 81 (bimonthly, 1977-)
PE 1.17/8/3	Progress Report on Implementation of Governor's Review of Government Management (1972?-)
PE 1.17/9/2	Proceedings of the Meetings of the Board of Presidents, State Colleges (1893-?)
PE 1.17/9/3	Proceedings, Board of State College and University Directors (196?-?)
PE 1.17/9/3/1	Meeting(s) of the Act 188 Commission of Presidents (irregular, 1983-)
PE 1.17/9/4	Proceedings, Annual Education Congress (1919-, title varies)
PE 1.17/9/5	Program of the Education Congress (1919-, title varies)
PE 1.19	RCU Reporter (1967-1972)
PE 1.20/3	School Administrators' Handbook
PE 1.20/3/7	School Administrators' Memoranda
PE 1.20/3/8	School Laws of Pennsylvania (biennial, 1851?-)
PE 1.20/8	Statistical Report (annual, 1921-1980/81) [replaced by PE 1.20/8/9]
PE 1.20/8/2	Student Advisory Board (annual, 1972-)

PE 1.20/8/9	Status Report on Education in Pennsylvania: a Statistical Summary (1983-) [succeeded PE 1.20/8]
PE 1.20/9	Summary of the Governor's Recommended Budget for Fiscal Year...
PE 1.21/4	Tenure Case Opinions of the Secretary of Education (1963-)
PE 1.23/6	Vacancy Information Program [VIP] (monthly, 1976-)

Education. Bureau of Academic Programs. (PE 22)

PE 22.5/6	Directory Listing Curriculums Offered in the Community Colleges (annual, 1970-1971)
PE 22.17/4	Pennsylvania Community and Junior College Administration Directory (annual, 1971-1976)
PE 22.17/4/2	The Pennsylvania Branch Campus and Proprietary School Administration Directory (annual, 1975-1976)
PE 22.17/8	Programs Approved for Teacher Education in Pennsylvania Colleges and Universities (1971?-) [class revised from PE 22.2]

Education. Bureau of Administrative Leadership Services. (PE 23)

PE 23.17/4/8	Pennsylvania Public School Finance Program (1978/79-)

Education. Office for Aid to Non-Public Education. (PE 26)

Education. Office of Basic Education. (PE 32)

PE 32.4	Basic Education Circular
PE 32.4/7	Pennsylvania Basic Education; Laws, Regulations, Standards and Circulars (loose-leaf, 1978)
PE 32.9/2	Basic Education Handbook
PE 32.14/4	Basic Education Memoranda

Education. Bureau of Basic Education Fiscal Administration. (PE 32/4)

PE 32/4.6/9/8	Expenditures per Average Daily Membership for Selected Functions (1983-?) [replaces in part Our Schools Today PE 63/8.16/9]
PE 32/4.20/4/4	Selected Expenditures Data for Pennsylvania Public Schools (annual, 1982/83?-)
PE 32/4.20/4/8	Selected Revenue Data and Equalized Mills for Pennsylvania Public Schools (annual, 198?-)

Education. Bureau of Basic Education Support Services. (PE 32/8#)

Education. Bureau of Budget and Management. (PE 39)

Education. Office of Career Development. (PE 42)

Education. Bureau of Community Colleges. (PE 48)

Education. Division of Compensatory Programs. (PE 48/5)

Education. Comptroller's Office. (PE 48/8)

Education. Bureau of Coordination and Field Liaison. (PE 48/9)

Education. Bureau of Curriculum and Instruction. (PE 49)

[former: Bureau of Curriculum Development and Evaluation
Bureau of Curriculum Services]

PE 49.4/8	Contemporary Curriculum Commentary (bimonthly, 1969-1970)
PE 49.4/9/3	Curriculum Development Series (1961-)
PE 49.4/9/8	Curriculum Services Series (1958-)
PE 49.5/6	Directory of Middle Schools (1972-)
PE 49.5/6/3	Directory, Driver Education, Public Secondary Schools Offering Approved Driver Education Course (annual 1976-)
PE 49.13/6	Literacy Line (irregular, 1976-)
PE 49.17/3	PCRP in Pennsylvania Schools: a Directory of Districts (annual, 1979-)

Education. Bureau of Curriculum Planning. (PE 49/8°)

[incorrect class, use PPI 49 prior to 1969]

Education. Division of Research. (PE 63)

[former Bureau of Educational Research]

PE 63.4/8	Completed Projects of the Bureau of Educational Research (1971?-) [title varies]
PE 63.17/8	Post-graduation Activities: All Degree Levels in Pennsylvania (annual, 1975-)
PE 63.19/4	Research Studies and Reports Series (irregular, 1957-)

PE 63.21/2	A Tabular Summation of 19____ Higher Education Equal Opportunity Program Survey Findings (1978-)

Education. Advisory Council on Educational Computing Activities. (PE 63/3)

Education. Bureau of Educational Planning and Testing. (PE 63/6#)

Education. Bureau of Educational Quality Assessment. (PE 63/7)

Education. Bureau of Educational Statistics. (PE 63/8)

PE 63/8.2:ct	[see new class PE 63/8.16]
PE 63/8.2/3	Act 511 Taxes (irregular, 1970?-1981/82-?)
PE 63/8.3/2	Basic Student Charges at Institutions of Higher Education (annual, discontinued. 1984/85-)
PE 63/8.4/2	Calculator (monthly, 1959-1980?)
PE 63/8.5/4	Degrees and Other Formal Awards Conferred (annual, 1982-)
PE 63/8.5/8	Dropout Rate By School District (1978-1979)
PE 63/8.6/3/8	Education Today (1981-)
PE 63/8.7/2	Fall College Enrollments By Racial/Ethnic Categories (1975-)
PE 63/8.9/3	Higher Education Annual Data Plan
PE 63/8.9/4	Higher Education Financial Statistics (1982?-)
PE 63/8.9/4/2	Higher Education Faculty and Staff (1982?-)
PE 63/8.9/4/7	Higher Education Library Statistics (1982?-)
PE 63/8.9/6	Higher Education Summer and Fall Enrollments (1982?-)
PE 63/8.12/4	The Keystone Capsule (annual, discontinued, 1971?-?)
PE 63/8.13/6/4	A Listing of Pennsylvania Public Schools Having Elementary Enrollments (1973-)
PE 63/8.13/6/4/7	A Listing of Pennsylvania Nonpublic Schools Having Elementary Enrollments (1976-)
PE 63/8.13/6/7/8	A Listing of Pennsylvania Nonpublic Schools Having Secondary Enrollments (annual, 1979?-)
PE 63/8.13/6/8	A Listing of Pennsylvania Public Schools Having Secondary Enrollments (1973-)
PE 63/8.14/4	A Measure of Local Effort (discontinued, 1968/69-?)
PE 63/8.16	Operating Institutions of Higher Education in Pennsylvania Legally Authorized to Grant Degrees [class revised from PE 63/8.2:ct]
PE 63/8.16/8	Our Colleges and Universities Today (irregular, 1963-1982?) [earlier see PPI 194.16/9]
PE 63/8.16/9	Our Schools Today (irregular, 1962-1982?) [later PE 32/4.6/9/8; earlier PE 106.20/9, [more-

PPI 194.16/9]

PE 63/8.17/8	Projections; Selected Educational Statistics for Pennsylvania (1976?-)
PE 63/8.17/8/8	The Preparation and Occupational Pursuits of Teachers (1982?-)
PE 63/8.17/9	Pennsylvania Public School Finance Program (annual, discontinued, 1977-?)
PE 63/8.17/9/5	Public and Nonpublic High School graduates (1982?-)
PE 63/8.17/9/7	Public and Nonpublic School Enrollments (1982?-)
PE 63/8.17/9/8	Public School Professional Personnel (1982?-)
PE 63/8.19/4	Revenue from State Sources By Administrative Unit (1975-1977)
PE 63/8.20/9	A Summary of Enrollments in Public Schools of Pennsylvania (1971?-)
PE 63/8.21/9	Tuition and Required Fees and Room and Board Charges at Institutions of Higher Education in Pennsylvania (1980-)
PE 63/8.23/4	Vocational Education Statistics (1981?-)

Education. Bureau of Equal Educational Opportunity. (PE 68)

PE 68.19/4	Resource Bulletin (irregular, 1975?-1979?)

Education. Executive Academy. (PE 69)

PE 69.2/3	Activity Series (numbered monographic series)
PE 69.2/7	Announcements of Seminars
PE 69.14/8	Monograph Series (numbered, 1976-)
PE 69.17/8	Program Schedule (annual, 1976/77-)
PE 69.19/4	Reflections (1977, discontinued 1977)

Education. Division of Federal Programs. (PE 74)

PE 74.7/4	Federal Program Monitor (monthly, 1966-1972)
PE 74.7/4/7	Federal Program Notes
PE 74.20/9	Summary of Federal Programs [administered By the Department of Education] (1967-1980)
PE 74.24/2	Wash Line (newsletter, discontinued, 1976-?)

Education. Office of State and Federal Relations. (PE 74/8)

PE 74/8.7/4/9	Federal Education Update (biweekly, 1984-July 1985)
PE 74/8.20/4/9	State Education Update (biweekly, 1984-June 1985)

Education. Division of Child Nutrition. (PE 78)

PE 78.20/9	Summer Food Program News (July-Aug 1979?)

Education. Bureau of General and Academic Education. (PE 84)

PE 84.10	ICRE [Intergroup and Civil Rights Education] (1972-)
PE 84.12/6	Kindergarten Confidential (monthly, 1969-1971)
PE 84.20/3	Scope: Social Studies (1967-1972)

Education. Bureau of General and Academic Education. Division of School Libraries. [?-1984?] (PE 84/7)

[later Division of School Library Media Services PE 136/6]

Education. Office of Higher Education. (PE 96)

PE 96.2/7	Annual Report, State Commission on Academic Facilities (1967-1977)
PE 96.2/7/1	Biennial Report, State Commission on Academic Facilities
PE 96.4	Higher Education Circular (numbered 1 - 100, discontinued, 1975-?)
PE 96.5/6/2	Directory of Pennsylvania Community Colleges (1971-)
PE 96.5/6/6	Directory of Pennsylvania Junior Colleges (1971-)
PE 96.17/5	Pennsylvania Higher Education Trends and Events (irregular?, Oct. 1983-?)

Education. Office of Higher Education Financing. (PE 96/4#)

Edcuation. Bureau of Higher Education Planning and Research. (PE 96/8#)

Education. Bureau of Information and Publications. (PE 105)

PE 105.17/8/9	PDE Publications (issues undated and unnumbered, discontinued)

Education. Bureau of Information Systems. (PE 106)

PE 106.5/2	Pennsylvania Department of Education Annual Data Plan (1976/77-)
PE 106.10/3	IC Notes: PDE Information Center (monthly, 1982-)

PE 106.20/9	A Summary of Enrollment in Public Schools of Pennsylvania (discontinued, 1972-1977) [information in Our Schools Today PE 63/8.16/9]

Education. Bureau of Instructional Media Services. (PE 107)

[name varies]

PE 107.2/3	Adult Basic Education Directory (fy 1978/79-)
PE 107.10/7	Instructional Media Intercom (1968-) [title varies]

Education. Office of Legislative Services. (PE 134)

PE 134.7/4	Federal Legislative Review (Aug-Sept 1967)
PE 134.13/4	Legislative Reporter; Master Numerical Listing (sessions of 1973/74-1981/82)
PE 134.13/4/1	Legislative Reporter; Weekly Status Report (sessions of 1973/74-1981/82)
PE 134.13/4/7/3	Legislative News, Daily Releases (sessions 1969/70-)
PE 134.13/4/7/9	Legislative News, Weekly Releases (sessions 1969/70-)
PE 134.20/8	State Legislative Review (July-Oct 1967)
PE 134.20/9	Summary of New Legislation Affecting Education (1970-)

Education. State Library. (PE 136)

PE 136.1	Annual Report (1855-)
PE 136.2/3	Acquisitions (monthly, 1959-1961)
PE 136.2/3/7	State Library Administrative Memoranda (1960?-)
PE 136.2/8	Colonial Records of Pennsylvania
PE 136.2/8/2	Pennsylvania Archives [suppl: Colonial Records of Pennsylvania]
PE 136.3/6	Bicentennial Information Newsletter (Sept 1974-May/June 1976)
PE 136.3/9	Business-Commerce-Industry (April 1966-April 1967)
PE 136.4/5	Checklist of Official Pennsylvania Publications (monthly, 1963-)
PE 136.4/5a:pts.	Checklist of Official Pennsylvania Publications: Annual Cumulative Issue with Index [pt.I: Monographs; pt.II: Periodicals] (1976-)
PE 136.5/4	Pennsylvania Commonwealth and Federal Depository Directory (irregular, 1986-)
PE 136.5/6	Directory of Pennsylvania Library Resources (1973-) [formerly: Directory of Pennsylvania Academic and Research Libraries, 1970/71-1973]
PE 136.7/8	From this Corner (1960-1966) [superseded:

	Pennsylvania State Library Notes PE 136.17/4/8]
PE 136.7/8/8	The Forum [Newsletter of the State Library] (monthly, Sept-June, 1981-1983)
PE 136.13/2	Law Library Bulletin (discontinued, 1963-) [see PE 136/4.3]
PE 136.13/4	Legislator's Library Reference List (Feb-June 1961)
PE 136.14/8	Monograph Series (1958-)
PE 136.15/8	The Pennsylvania Newspaper Project Reporter (irregular, 1983-)
PE 136.16/4	Of Current Interest [nos. 1-38] (monthly, January 1966-December 1967)
PE 136.16/8/8	Options: Continuing Education, Improved Service (bimonthly, 1980-82)
PE 136.17/4	Pennsylvania Library and Museum Notes (irregular, 1908-1941)
PE 136.17/4/2	A Pennsylvania Almanack (monthly, January 1966-June 1967)
PE 136.17/4/8	Pennsylvania State Library Notes (irregular, August 1957-June 1958) [superseded by From this Corner PE 136.7/8]
PE 136.17/9	Public Affairs (irregular, 1964?-1967)
PE 136.19/4/2	Recent Additions to the State Library's Collections (monthly, 1981-)
PE 136.20/9	Summary of State Aid Payments to Public Libraries (annual, 1965-1982?)

Education. State Library. Advisory Council on Library Development. (PE 136/2)

PE 136/2.1	Biennial Report (1968/70-?)

Education. State Library. Law Section. (PE 136/4)

[formerly Law Library Bureau]

PE 136/4.3	Law Library Bulletin (numbered, formerly PE 136.13/2)

Education. State Library. Division of Library Development. (PE 136/5)

PE 136/5.2:F4871/yr	[see new class PE 136/5.7:yr]
PE 136/5.5/5	Directory of Pennsylvania Libraries (annual, 1984-)
PE 136/5.5/6	District Library Center Newsletter (August 1967-July 1969)
PE 136/5.7:yr	Films: The Pennsylvania Public Films Center Catalog (1968-) [class revised from PE 136/5.2:F4871/yr]
PE 136/5.7/4/3	Public Library Directory (annual)
PE 136/5.10/7	Information Memorandum (numbered, 1970-?)
PE 136/5.17/4	Pennsylvania Public Library Statistics [more-

	(annual, 1958-1970?)
PE 136/5.17/4/3	Pennsylvania Public Libraries Directory [titles varies] (annual, 1954-1979?)
PE 136/5.19/4	Recent Additions to the Library Science Collection (annual)

Education. State Library. Division of School Library Media Services (PE 136/6)

[formerly PDE Resource Center]

PE 136/6.10/6	Index of Software Reviews (bimonthly, January/April 1984-)

Education. State Library. Newspaper Section. (PE 136/7)

PE 136/7.2/8	Articles Published in a Series (monthly, Jan., 1981-)

Education. State Library. Division of Library Services. (PE 136/8)

[formerly General Library Bureau]

PE 136/8.1	Annual Report (1973/74-1974/75)
PE 136/8.5/6/7	Directory of Libraries Serving the Government of the Commonwealth of the Pennsylvania and the Capital Area (irregular, 1969-)
PE 136/8.8/4	General Library Newsletter (Oct. 1973-June 1980)
PE 136/8.26/4	Year's Work in Pennsylvania Studies (annual, 1965-1983)

Education. State Library. Visual Aids Section. (PE 136/9)

PE 136/9.3/6	Bible Filmstrips and Slides (1969?)
PE 136/9.8/4	Geography Filmstrips and Slides (1973?)
PE 136/9.9/4	Health Filmstrips and Slides (1974?)
PE 136/9.14/2	Mathematics Filmstrips and Slides (1973?)
PE 136/9.14/9	Music Filmstrips and Slides (1979?)
PE 136/9.20/3	Science Filmstrips and Slides (1973?)
PE 136/9.20/8	Special Days and Weeks Filmstrips and Slides (1969?-1976?)

Education. Bureau of Management Services. (PE 142)

PE 142.18/8	Questions and Answers; Information Series (folder, 1979-)

Education. Bureau of Personnel. (PE 174)

Education. Division of Physical Plant and Construction. (PE 175)

Education. Bureau of Planning and Evaluation. (PE 177)

Education. Bureau of Planning and Education Statistics. (PE 177/8)

Education. Office of Press and Communications. (PE 177/8/4)

Education. Veteran Education Division. (PE 178)

[formerly Bureau of Private Schools and Veterans Education]

PE 178.5/6/2	Directory of Licensed Private Academic Schools (1953-1972?)
PE 178.13/6	List of Boarding Schools Accredited By PAPAS [Pennsylvania Association of Private Academic Schools] (1971?)
PE 178.13/6/2	Licensed Private Business Schools (1953-1981?)
PE 178.13/6/3	Licensed Private Correspondence Schools (1968/69-1979?)
PE 178.13/6/3/3	Directory of Private Driver Training Schools (annual, 1979-)
PE 178.13/6/8	Licensed Private Trade Schools (1953-1979?)
PE 178.19/9/2	Rules and Regulations Governing Private Academic Schools...(1953-1976?)
PE 178.19/9/3	Rules and Regulations Governing Private Business Schools...(1958-1975?)
PE 178.19/9/4	Rules and Regulations, State Board of Private Correspondence Schools (1958-1968?),
PE 178.19/9/8	Rules, Regulations and Standards of Instruction Governing Trade Schools (1958-1969?)

Education. State Board of Private Schools. (PE 178/2)

PE 178/2.1	Biennial Report (1968/70-?)

Education. State Board of Private Correspondence Schools. (PE 178/3)

PE 178/3.1	Biennial Report (1968/70-?)

Education. State Board of Private Trade Schools. (PE 178/8)

PE 178/8.1	Biennial Report (1968/70-?)

Education. Division of Programs to Advance Veterans Education/PAVE. (PE 178/9)

Education. Bureau of Pupil Personnel Services. (PE 179)

PE 179.5/6	Directory of Counselors and Counselor Educators in Pennsylvania (annual, 1963/64-1970/71?)
PE 179.8/9	A Guide to Licensed and Accepted Private Business Correspondence and Trade Schools in Pennsylvania (annual, 1966/67-68/69?)
PE 179.12/4	Keynotes [formerly Guidance Keynotes] (monthly, October 1966-June 1972)

Education. Public Service Institute. (PE 179/6)

PE 179/6.1	Biennial Report (1968/70-?)

Education. Bureau of School Administrative Services. (PE 203/2)

Education. Bureau of School Construction. (PE203/3)

Education. Bureau of School Improvement. (PE 203/6)

PE 203/6.8/9	A Guide to School Improvement (1980?-)

Education. Bureau of Special Education. (PE 208)

PE 208.15	NAPPEC [News About Pennsylvania Programs for Exceptional Children] (monthly?, April 1968-April 1971)
PE 208.20/8	Special Education Programs/Services (annual?, 1969/70-1974/75?)

Education. Bureau of Staff Services. (PE 209)

Education. Board of State College and University Directors. [1921?-1982] (PE 210)

[later see Board of Governors of the State System of Higher Education PY H637]

PE 210.14/4	Meetings [minutes?] (1971?-1982)

1630

Education. State College, Bloomsburg. (PE 210/2)

PE 210/2.1 Biennial Report (1968/70-1982)

Education. State College, California. (PE 210/3)

PE 210/3.1 Biennial Report (1968/70-1982)

Education. State College, Cheyney. (PE 210/3/5)

PE 210/3/5.1 Biennial Report (1968/70-1982)

Education. State College, Clarion. (PE 210/3/7)

PE 210/3/7.1 Biennial Report (1968/70-1982)

Education. State College, East Stroudsburg. (PE 210/4)

PE 210/4.1 Biennial Report (1968/70-1982)

Education. State College, Edinboro. (PE 210/4/3)

PE 210/4/3.1 Biennial Report (1968/70-1982)

Education. Indiana University of Pennsylvania. (PE 210/6)

PE 210/6.1 Biennial Report (1968/70-1982)

Education. State College, Kutztown. (PE 210/6/9)

PE 210/6/9.1 Biennial Report (1968/70-1982)

Education. State College, Lock Haven. (PE 210/7)

PE 210/7.1 Biennial Report (1968/70-1982)

Education. State College, Mansfield. (PE 210/7/2)

PE 210/7/2.1 Biennial Report (1968/70-1982)

Education. State College, Millersville. (PE 210/7/6)

PE210/7/6.1 Biennial Report (1968/70-1982)

Education. State College, Shippensburg. (PE 210/8)

PE 210/8.1	Biennial Report (1968/70-1982)
PE 210/8.4/4	Centre Report [Shippensburg Pa., Center for Local and State Government] (April 1975-1982?)

Education. State College, Slippery Rock. (PE 210/8/7)

PE 210/8/7.1	Biennial Report (1968/70-1982)

Education. State College, West Chester. (PE 210/9)

PE 210/9.1	Biennial Report (1968/70-1982)

Education. State-Owned Schools. (PE 211)

Education. Western Pennsylvania School for the Deaf. (PE 211/3)

PE 211/3.1	Report of the Board of Trustees (biennial, 1877-1968/69?)

Education. Pennsylvania Institute for the Deaf and Dumb, Philadelphia. (PE 211/32)

PE 211/32.1	Report of the Board of Directors (annual, 1821-1923/24?)

Education. State School for the Deaf, Scranton. (PE 211/33)

PE211/33.1	Biennial Report (1968/70-?)

Education. School for Veterans' Children, Scotland. (PE 211/8)

PE 211/8.1	Biennial Report (1968/70-?)
PE 211/8.19/8	Roster of Students by Counties (1930/31?-1941?)

Education. Thaddeus Stevens School of Technology. (PE 211/9 & PE 211/9/8)

PE 211/9.1	Biennial Report (1968/70-?)
PE 211/9.4	Catalog (biennial)
PE 211/9/8.1	Technology Annual Report (1981-)

Education. Bureau of Teacher Preparation and Certification. (PE 213)

[former Bureau of Teacher Certification]

PE 213.4	Interstate Certification Agreements

Education. Bureau of Teacher Education. (PE 214)

Education. Bureau of Vocational Education. (PE 238)

[formerly Bureau of Vocational, Technical and Continuing Education]

PE 238.2/3	Adult-Education State Plan (FY. 1965-?)
PE 238.2/3/2	Administrative Survey of Fiscal Year...Adult Basic Education Programs...Planning Studies in Continuing Education...(annual,1978/79-?)
PE 238.9/6	The VEMIS System [Vocational Education Management Information System](numbered, 1971-?)
PE 238.17/4	Pennsylvania's Abstracts of Research and Related Materials in Vocational Education [PARM] (annual?, 1969-81?)
PE 238.17/4/8	A Pennsylvania State Plan for the Administration of Vocational-Technical Education Programs (1971-1980/81?) (FY 1974/75-?)
PE 238.23/4/9	VEEP [Vocational Education Equity Program] Vignette (monthly, 1980-1986)
PE 238.23/8	Vocational Education Personnel Directory (annual?, 1970/71-1976/77)

Education. Pennsylvania State Council on Year-Round Education. (PE 263)

PE 263.26/4	Proceedings, Annual Conference (1971-?)

ENVIRONMENTAL RESOURCES

(1970-)

[Formerly Forests and Waters PFW / Mines PMI]

PER 1.1	Annual Report
PER 1.3/9/8	Budget Presentation (1983-)
PER 1.5/6/3	Directory of DER Services (1981-)
PER 1.6/7	Evironmental Master Plan, Policy Report (numbered, discontinued, 1977-?)
PER 1.7/89	The Forest Warden News (1930-1979)

PER 1.7/90	Forest Fire Warden News (1979-) [continues the Forest Warden News]
PER 1.8/4	General Food Budget Statement (1972-)
PER 1.14	Annual Report on Mining Activities
PER 1.17/2	Pathfinder (monthly?, February 1980-)
PER 1.17/4	Pennsylvania Econotes (1972-1979/80)
PER 1.17/8	Press Release (irregular, 1971-1977?)
PER 1.18/9	Quarterly Review (quarterly, January 1972-May 1972?)

Environmental Resources. Bureau of Abandoned Mine Reclamation. (PER 22)

Environmental Resources. Bureau of Air Quality Control. (PER 26)

PER 26.19/2/8	Ragweed Pollen Concentrations in Pennsylvania (1960?-)

Environmental Resources. Citizens Advisory Council. (PER 46)

PER 46.1	Report (1971/72-)
PER 46.14/6	Minutes (January 1979-February 1979?)

Environmental Resources. Bureau of Community Environmental Control. (PER 48)

Environmental Resources. State Conservation Commission. (PER 49)

PER 49.1	Annual Report (1985-)

Environmental Resources. Bureau of Dams and Waterway Management. (PER 52)

Environmental Resources. Bureau of Deep Mine Safety. (PER 54)

Environmental Resources. Office of Engineering and Construction. (PER 67)

PER 67.24/2	Water Resources Bulletin (numbered, 1972-)

Environmental Resources. Environmental Quality Board. (PER 67/7)

Environmental Resources. Division of Environmental Radiation. (PER 67/8)

PER 67/8.1	Annual Report of Environmental Radiation in Pennsylvania (1981-)

Environmental Resources. Bureau of Environmental Master Planning. (PER 67/9)

Environmental Resources. Office of Environmental Protection. (PER 67/9/8)

Environmental Resources. Division of Facilities Sanitation. (PER 72)

PER 72.20/4	Seasonal Farm Labor Camps: Permitted List [title varies] (1970?-) [formerly PL 1.14/6]

Environmental Resources. Division of Food Protection. (PER 77/9)

Environmental Resources. Forest Advisory Services. (PER 78)

PER 78.142	Marketing Bulletin [No. 271-] (montlhy, February 1971?-)

Environmental Resources. Bureau of Forestry. (PER 78/3)

PER 78/3.1	Annual Report (1979-)
PER 78/3.7/8	Annual Report of Forest Insect and Disease Conditions in Pennsylvania (1973-1978?)
PER 78/3.7/8/7	Forest Land Capability Map(s):_________County, Pennsylvania (scale 1:63,300; 1982-)
PER 78/3.7/8/8	Forest Pest Management News (monthly, May-October, 1983-) [continues FPM News, Jan-March 1983]
PER 78/3.17/4	Pest Report (bi-annual?, 1976-1982?)
PER 78/3.17/8	Proceedings of the ... Foresters Conference (annual?, 1967-1973?)

Environmental Resources. Bureau of Laboratories. (PER 137)

Environmental Resources. Bureau of Land Protection and Reclamation. (PER 138)

Environmental Resources. Bureau of Land Protection and Reclamation. Division of Solid Waste Management. (PER 138/20)

Environmental Resources. Division of Mines. (PER 146)

PER 146.1	Annual Report, Anthracite, Bituminous Coal and Oil and Gas Divisions (1970-?)

Environmental Resources. Bureau of Mining and Reclamation. (PER 1467)

Environmental Resources. Division of Occupational Health. (PER 163)

PER 163.9/9	Hygienic Information Guide, (1960-) [earlier issued by the Department of Health]

Environmental Resources. Bureau of Oil and Gas Management. (PER 1637)

Environmental Resources. Office of Planning and Research. (PER 177)

Environmental Resources. Office of Public Information. (PER 179)

Environmental Resources. Bureau of Radiation Protection. (PER 192)

Environmental Resources. Office of Resources Management. (PER 194)

PER 194.1	Annual Report on Water and Related Land Resources Planning (1967?-)
PER 194.3	Water Resources Bulletin
PER 194.20/8	State Water Plan [Water Development SWP- Series] (numbered, 1975-)

Environmental Resources. Bureau of Sanitary Engineering. (PER 202)

Environmental Resources. Snowmobile Unit. (PER 207)

PER 207.20/7	Snowmobile Newsletter (September, 1975-)

Environmental Resources. Bureau of Soil and Water Conservation. (PER 207/8)

Environmental Resources. Bureau of Solid Waste Management. (PER 207/9)

PER 207/9.19/4	Renews: Pennsylvania Recycling (quarterly, September 1981-)

Environmental Resources. Bureau of State Parks. (PER 208)

PER 208.1	Annual Report ... (1976-)
PER 208.13/4	Leaflets (1978?-) [cuttered by name of park]
PER 208.26	YCC Newsletter (1976?-1977?)

Environmental Resources. Bureau of Topographic and Geologic Survey. (PER 218*)

[class changed from PY G345/4]

[Note: Although the Geologic Survey has been established as a permanent agency, and is reclassed because of its relocation in the State hierarchy, the State Library will continue to class its publications under the Fourth Geologic Survey PY G345/4]

Environmental Resources. Bureau of Waste Management. (PER 241)

Environmental Resources. Bureau of Water Quality Management. (PER 242)

PER 242.17/9	Publications (numbered,1976?-?)

Environmental Resources. Bureau of Water Projects. (PER 2428)

Environmental Resources. Bureau of Water Resources Management. (PER 2429)

FACTORY INSPECTOR

(1889-1913)

[Later Department of Labor]

PF 1.1	Annual Report (1891-1912)

FORESTS AND WATERS

(1923-1970)

[Later Environmental Resources PER 1]

PFW 1.1	Annual Report (1902-1970)
PFW 1.1a	Biennial Report (1901/02, 1905/06, 1908/09, 1958/60, 1966/68)
PFW 1.3	Bulletn (1900?-)
PFW 1.4	Circular
PFW 1.7/7	Flood Discharge Records Relating to Pennsylvania Streams (1938, 1950, 1960)

PFW 1.7/8	Forest and Waters Research Project. Delaware-Lehigh Experimental Forest Report (biennial)
PFW 1.7/89	The Forest Warden News (quarterly, 1930-1979) [later see Forest Fire Warden News PER 1.7/89]
PFW 1.13/2	Laws Relating to the Pennsylvania Department of Forests and Waters (1931/32-1952?)
PFW 1.13/4	Leaflets (numbered)
PFW 1.15/8	Notes (1954?-)
PFW 1.17/4/7	Service Letter (frequency varies, 192?-1945) [later Pennsylvania Forests and Waters PFW 1.17/4/71]
PFW 1.17/4/71	Pennsylvania Forests and Waters (bimonthly, June/July 1946-Nov/Dec 1952)
PFW 1.17/4/72	Service Letter [by and for Employees of the Department] (bimonthly, July/Aug 1965-Dec/Jan 1970/71?)
PFW 1.17/8	Press Release (1948?-1970?)
PFW 1.17/9	Public Use Maps [of State Forests]
PFW 1.19/4	Research Bulletin (1930)
PFW 1.19/4/8	Research Circular (1930)
PFW 1.20/8	Stream Flow Records of Pennsylvania (1921/22-1938/41?)
PFW 1.21/4	Technical Bulletin (1970-?)
PFW 1.21/8	Tracts Offered for Oil and Gas Lease (various years)
PFW 1.24/2	Water Resources Bulletin [No. 1-6] (1966-1970) [see Environmental Resources, PER 67.24/2]

Forests and Waters. Divsision of Flood Control. (PFW 77)

PFW 77.1	Biennial Report (1968/70-?)

Forests and Waters. Division of Forest Advisory Services. (PFW 78)

[later see PER 78]

PFW 78.1	Annual Report
PFW 78.142	Marketing Bulletin (monthly, Jan 1968-Jan 1971) [later see Environmental Resources PER 78.142]
PFW 78.174	Pennsylvania Forest Pest Report (1961?-1972?)
PFW 78.174:sum	Pennsylvania Forest Pest Report Summary (annual, 1959, 1965-1967)

Forests and Waters. Bureau of Forestry. (PFW 78/3)

Forests and Waters. Division of Forest Protection. (PFW 78/8)

PFW 78/8.1	Biennial Report (196/70-?)

Forests and Waters. Division of Minerals. (PFW 146)

Forests and Waters. Bureau of Parks. (PFW 172)

Forests and Waters. Bureau of State Parks (PFW 172/3)

PFW 172/3.1	Biennial Report (1968/70-?)

Forests and Waters. State Park and Harbor Commission at Erie. (PFW 174)

Forests and Waters. Division of State Forest Management. (PFW 208)

Forests and Waters. Valley Forge Park Commission. (PFW 232)

PFW 232.1	Report (biennial, 1844-1968/70?)

Forests and Waters. Water and Power Resources Board. (PFW 242)

PFW 242.3	Bulletin

GENERAL ASSEMBLY

(1790-)

PGA 1.3/6	Bills [cutter for House or Senate; add bill number]
PGA 1.4/2	Calendar of Bills (1883-1915?)
PGA 1.9/6	History of Senate and House Bills and Resolutions, with Indexes (1913-)
PGA 1.11/8	The Legislative Journal (1853-) [cutter for House or Senate; add date]
PGA 1.13	Laws of Pennsylvania [Laws of the General Assembly of the Commonwealth of Pennsylvania] (1781-)
PGA 1.13/6	Pennsylvania Legislative Directory (1866?-)
PGA 1.14/2	A Manual for the Government of the Senate and House of Representatives (1858-1873)
PGA 1.14/2/2	Manual of Rules for the Government of both [more-

	Branches of the Legislature ... (title varies, 1848-1865)
PGA 1.14/2/3	Manual of Legislative Practice, and Order of Business in Deliberative bodies (1853)
PGA 1.14/4	Memorial Proceedings (cuttered by name of person)
PGA 1.15/4	News Release (1965?-1977?)
PGA 1.20	Statutes at Large of Pennsylvania (1682-1809)
PGA 1.27	Committee Reports [cuttered by name of committee, "CT" + cutter no.: e.g. CT B927 = Legislative Budget and Finance Committee; and then cuttered by subject]
PGA 1.27:CT A2985 E61/8/9	Environmental Synopsis [Air and Water Pollution Control and Conservation Committee]
PGA 1.27:CT B927a	Legislative Budget and Finance Committee Annual Report (1977?-)

General Assembly. Joint Commission on Administration of Criminal Justice. (PGA 48)

General Assembly. Educational Costs Survey Commission. (PGA 63)

PGA 63.1	Report (1937)

General Assembly. Joint State Government Commission. (PGA 88)

PGA 88.1	General Report (1943/45-163/65?)
PGA 88.7/2/8	Faculty Output and Salary Costs of State-Related and State-Owned Colleges and Univesities...(1978-)
PGA 88.15/4	News Release (irregular, 1953?-)
PGA 88.17/8	Probate, Estates & Fiduciaries Code: Prepared Amendments and Comments (1980?)

General Assembly. Joint State Government Commission. Advisory Pannel. (PGA 88/23)

General Assembly. Joint State Government Commission. Panel of Technical Advisers on Automotive Air Pollution. (PGA 88/29)

General Assembly. Joint State Government Commission. Panel of Technical Advisors on Coal Marketing. (PGA 88/48)

General Assembly. Joint State Goverment Commission. Task Force on Eastern and Western Correctional Institutions. (PGA 88/49)

General Assembly. Joint State Government Commission. Subcommittee on Decedents' Estates Laws. (PGA 88/54)

PGA 88/54.1	Report ... (1955)

General Assembly. Joint State Government Commission. Committee on Distribution of State Funds to Political Subdivisions of the State. (PGA 88/56)

General Assembly. Joint State Government Commission. Task Force on Health and Welfare. (PGA 88/94)

General Assembly. Joint State Government Commission. Subcommittee on Landlord and Tenant Laws. (PGA 88/132)

General Assembly. Joint State Government Commission. Panel of Medical Advisors on Health and Welfare. (PGA 88/144)

Generl Assembly. Joint State Government Commission. Subcommittee on Mental Health Laws. (PGA 88/145)

General Assembly. Joint State Government Commission. Committee on Strip Mining. (PGA 88/146)

General Assembly. Joint State Government Commission. Committee on Municipal Authorities. (PGA 88/149)

General Assembly. Joint State Government Commission. Committee on Penal Code and Juvenile Delinquency. (PGA 88/174)

General Assembly. Joint State Government Commission. Committee on State Local Highway Financing. (PGA 88/208)

General Assembly. Joint State Government Commission. Select Task Force on State and School Retirement System Cost-of-Living Adjustments and Benefit Funding. (PGA 88/2084)

General Assembly. Joint State Government Commission. Subsidence Committee. (PGA 88/209)

PGA 88/209.1	Report of the Subsidence Committee to the General Assembly of the Commonwealth

Geneal Assembly. Joint State Government Commission. Committee on Continuation of the Tax Study. (PGA 88/212)

PGA 88/212.1	Report (1943-)

General Assembly. Joint State Government Commission. Committee on Unemployment Compensation Benefits for Partial Unemployment. (PGA 88/226)

General Assembly. Joint State Government Commission. Committee on Unemployment Compensation Benefits for Partial Unemployment. Subcommittee on Unemployment Compensation. (PGA 88/226/8)

General Assembly. Joint State Government Commission. Task Force on the University Museum of the University of Pennsylvania. (PGA 88/227)

PGA 88/227.1	Report (1963)

General Assembly. House of Representatives. (PGA 98)

PGA 98.2/7	Alphabetical List of Members ... (1964-1977?) [later see House of Representatives Memo PGA 98.14/4]
PGA 98.5/6	Directory
PGA 98.11/8	Journal (1790/91-1942) [later see PGA 1.11/8]
PGA 98.14/4	House of Representatives Memo (irregularly issued collection on various subjects, 1977-)
PGA 98.19	Rules of the House ... (1931)
PGA 98.20/9	Summary of Legislation Originating in the House ... (1915)
PGA 98.27	Committee Hearings [cuttered by committee and subject where necessary]

General Assembly. Legislative Data Processing Center. (PGA 133*)

[class changed from PY L514]

PGA 133.13/8#	Pennsylvania Registered Lobbyists

General Assembly. Legislative Reference Bureau. (PGA 134)

PGA 134.2:P415*	[see new class PGA 134.5]
PGA 134.3:no.	Bulletin (numbered)

Includes various regularly issued titles, 1912?- :

no. 28	State Taxation, Revenue, and Fiscal Affairs (1926-)
no. 34	The First Class Township Code (1935-)
no. 35	The Borough Code (1927-)
no. 36	Administrative Code (1939-)
no. 37	The Third Class City Code (1943-)
no. 39	The Penal Code (1956-)

PGA 134.4/8#	Pennsylvania Consolidated Statutes
PGA 134.5'	Pennsylvania Code Reporter (irregular) [class revised from PGA 134.2:P415]
PGA 134.17/4	Pennsylvania Bulletin (weekly, 1970-)

General Assembly. Local Government Commission. (PGA 138*)

[class corrected from PY L811]

General Assembly. Senate. (PGA 204)

PGA 204.2/7	Alphabetical List of Senators ... (1964)
PGA 204.3	Senate Bulletin (numbered, 1961-?)
PGA 204.5/6	Directory (975?--?)
PGA 204.11/8	Journal (1790/91-1942) [see PGA 1.11/8]
PGA 204.20/4	Senate Committees [standing committees of the Senate] (1937, 1945, 1971)
PGA 204.27	Committee Reports and Hearings [cuttered after CT by committee and subject where necessary]

GENERAL SERVICES

(1975-)

[Earlier Property and Supplies PP 17]

PGS 1.3/9/8	Budget Presentation (1900?-?)
PGS 1.4/8	Commonwealth Telephone Directory (1976-) [formerly PP17.4/2]
PGS 1.5/8	Directory of State Publications (1969-1984) [continued Pa. Bureau of Publications. Directory of State Publications PP 17.17/9]
PGS 1.5/8/2	Pennsylvania Publications Price List (1983-) [Pubs. 1 & 2 issued as Pennsyvania Bookstore Price List, 1983-]
PGS 1.15/4	News Release
PGS 1.17/4	The Pennsylvania Manual (1927/28-) [formerly PP 17.17/4]
PGS 1.17/8/7	Price List Schedule: Pennsylvania Industries for the Blind and Handicapped

General Services. Art Commission. (PGS 28)

General Services. Joint Committee on Documents. (PGS 48)

General Services. General State Authority. (PGS 84)

[earlier PY G326]

General Services. Commonwealth Media Services. (PGS 144)

General Services. Bureau of Publications and Paper Work Management. (PGS 179)

GOVERNOR

(1790-)

PGV 1.3/9	Budget of the Commonwealth of Pennsylvania (annual, 1923-)
PGV 1.3/9p	PPBS Program Budget...and Four Year Projection
PGV 1.4/2	Capital Budget, Commonwealth of Pennsylvania ... (discontinued, 1971)
PGV 1.4/8	The Governor and the People (1970-) [formerly titled: Conversation with the Governor]
PGV 1.6/9	Executive Directives
PGV 1.6/9/8	Executive Orders
PGV 1.7/6	Financial Report (quarterly, 1951/53-1955)
PGV 1.14/4	Messages to the General Assembly
PGV 1.15/4	News Conferences
PGV 1.15/8	Nominations by the Governor. Boards, Commissions, Etc.
PGV 1.15/8/7	Nominations by the Governor. Notaries Public and Commissioners of Deeds
PGV 1.17/8	Proclamations
PGV 1.20/8	Speeches, Addresses, etc.
PGV 1.23/4	Vetoes by the Governor of Bills Passed by the General Assembly (biennial) [Index 1947-1983]
PGV 1.23/6	A View from the Governor's Office (weekly, 1968-?)

Governor. Executive Board. (PGV 69)

PGV 69.14/4	[Memoranda, i.e. Resolutions] (1956-?)

Governor. Arbitration Panels for Health Care. (PGV 84/2/8)

PGV 84/2/8.1	Report of the Administrator for ... (annual, 1976-)

Governor. Bureau of Correction. [1980-1983] (PGV 84/4/8)

[formerly PJ 48, later PCR 1]

PGV 84/4/8.1a	Pennsylvania Bureau of Correction Annual Report (1981-1983)
PGV 84/4/8.1ap	Annual Statistical Report of Pennsylvania County Prisons and Jails (1982-?)
PGV 84/4/8.1s	Annual Statistical Report (1982-83) [formerly PJ 48.1s; later PCR 1.1s]
PGV 84/4/8.4/2	Official Bureau of Correction Calendar (annual, 1971-83) [later PCR 1.4/2]
PGV 84/4/8.4/7	Correctional Newsfront (bimonthly, 1970-83) [formerly PJ 48.15/4; later PCR 1.4/8]

Governor. Pennsylvania Crime Victims Compensation Board. [1980-] (PGV 84/4/9)

[formerly PJ 489]

PGV 84/4/9.1	Annual Report (1978-)
PGV 84/4/9.15	News Releases (1976?-)

Governor. Juvenile Court Judges' Commission. (PGV 84/11/9*)

[formerly PJ 120]

PGV 84/11/9.4/8	Juvenile Court Standards (1981-) [formerly issued by the Department of Justice as part of Juvenile Court Handbook and Directory PJ 120]
PGV 84/11/9.5/6	Juvenile Court Directory (1981-)
PGV 84/11/9.5/7	Pennsylvania Juvenile Court Dispositions (annual, 1981-) [formerly issued by Bureau of Criminal Justice Statistics PJ49.11/9]
PGV 84/11/9.9/3	Juvenile Court Handbook (1965?-)
PGV 84/11/9.15/4	Newsletter (irregular, 1976-)

Governor. Governor's Office of Administration. (PGV 164)

PGV 164.2/3	Administration Priority Legislation, Weekly Report (1968-?)
PGV 164.2/3/4	Administrative Circulars (1955-?)
PGV 164.3/8	Box Score of Major Administration Bills (Feb-May 1965-?)
PGV 164.4/8	Cost Reduction Recorder
PGV 164.4/8/6	Cost Reduction Accomplishments and Actions (annual?, 1979-1982?)
PGV 164.5/2	Dateline Harrisburg: A Weekly Report on Your State Government (Apr 1964-June 1964)
PGV 164.6/7	Annual Report on Electronic Data Processing (1982/83-)
PGV 164.7/4	Feedback; Newsletter from the Governor's [more-

	Coordinator to the GBO Representatives (1967-?)
PGV 164.9/6	Highlights of the Budget
PGV 164.10/7	Informational Directives
PGV 164.14/2	Management Directives
PGV 164.14/2/3	Manuals [State Library catalogs separately; cutter by manual number, e.g. M215.1]
PGV 164.14/4	[Memoranda]
PGV 164.15/4	News Releases [Governor's Office] (irregular)
PGV 164.15/4/7	News Releases [Lieutenant Governor's Office] (irregular)
PGV 164.16/4	Office of Administration News Releases
PGV 164.17/4	The Penn Papers (monthly, 1969-?)
PGV 164.17/4/7	Penn News [for employees and their families] (1978-1979)
PGV 164.17/8/5	Program Policy Guidelines

Governor. Governor's Office. Bureau of Accounts. (PGV 164/2)

PGV 164/2.1	Biennial Report
PGV 164/2.8/4	General Fund; Status of Appropriations... [supersedes in part Pennsylvania Governor Financial Report]
PGV 164/2.8/4/2	General Fund; Balance Sheet... (1956-)
PGV 164/2.14/8	Motor License Fund; Balance Sheet...
PGV 164/2.20/8	Special Funds; Status of Appropriations... [supersedes in part Pennsylvania Governor Financial Report] (1959/61-)
PGV 164/2.20/8/2	Special Revenue Funds; Balance... (semi-annual)

Governor. Governor's Action Center. (PGV 164/2/8)

PGV 164/2/8.18/9	Quarterly Report (discontinued, 1978)

Governor. Governor's Office. Office of Budget. (PGV 164/3)

[formerly Budget Bureau]

PGV 164/3.1/8	General Purpose Financial Statements for the Fiscal Year Ended ... (1984-)
PGV 164/3.3/8	Budget in Brief
PGV 164/3.3/9	Budget Circular
PGV 164/3.3/9/2	Budget Directives (1971-)
PGV 164/3.3/9/6	Budget Instructions
PGV 164/3.4/8	Compilation of Expenditure Symbol Numbers
PGV 164/3.5/6	Digest of Federal Aid to Pennsylvania State Government (annual, discontinued 1979)
PGV 164/3.14/2	Major Programs of State Expenditure by County
PGV 164/3.17/8	Program Policy Guidelines (1974-1977)
PGV 164/3.22/8	Update Report (1979/80-)

Governor. Governor's Office. Central Management Information Center. (PGV 164/3/2)

PGV 164/3/2.4/8	Communicator (quarterly, 1983-)
PGV 164/3/2.6/7	Monthly List of Employees [formerly Annual] (1975-)
PGV 164/3/2.17/4	Personnel Management System Reports (1974-)

Governor. Governor's Office. Bureau of Financial Management. (PGV 164/7)

PGV 164/7.1	Biennial Report (1970-?)
PGV 164/7.4	BFM Circular of Revenue Codes (bimonthly, 1983-) [available in microfiche]

Governor. Commonwealth Child Development Committee. (PGV 164/8*)

[class corrected from PGV 164/9]

PGV 164/8.10/7	In the Best Interest of Children (quarterly?, 1978-1980)

Governor. Governor's Office. Governor's Office for Human Resources. (PGV 164/9)

PGV 164/9.1	Development Disabilities Planning Council
PGV 164/9.17/7	Planner (bimonthly, ?-1979)
PGV 164/9.36	Directory of Commonwealth Services for the Handicapped (annual, 1972-?)

Governor. Governor's Council on the Hispanic Community. (PGV 164/9/7)

PGV 164/9/7.7/8	El Forum (newsletter,monthly, 1981-)
PGV 164/9/7.10/7	The Best Interest of Children (irregular, 1978-1980)

Governor. Governor's Office. Bureau of Labor Relations. (PGV 164/13)

Governor. Lieutenant Governor's Office. Board of Pardons. (PGV 164/13/6*)

[incorrect class, use PJ 172 and PY P226]

Governor. Governor's Office. Bureau of Management Information Systems. (PGV 164/14)

PGV 164/14.1	Biennial Report (1968-?)
PGV 164/14.4/8	Comput-a-News (bimonthly, 1970-1971?)

Governor. Governor's Office. Office of Manpower. (PGV 164/14/2)

Governor. Office of Manpower Coordination. (PGV 164/14/4)

PGV 164/14/4.3/4	CETA News (quarterly, 1979?-)

Governor. Governor's Office. Bureau of Management Services. (PGV 164/15)

PGV 164/15.20/8	Statistical Series of the Commonwealth of Pennsylvania (biennial, 1972-1974?)
PGV 164/15.20/8/1	Statistical-Research Bulletin (quarterly, 1972-1974?)

Governor. Governor's Office. PPBS Project Office. (PGV 164/16)

PGV 164/16.1	Biennial Report (1968-?)

Governor. Governor's Office. Division of Personnel. (PGV 164/17)

PGV 164/17.1	Biennial Report (1966/68-?)
PGV 164/17.2/7	Governor's Annual Workforce Report (title varies, 1976-)
PGV 164/17.8	Pay Plan (irregular, 197--)

Governor. Office of Policy Development. [1979-] (PGV 164/17/2)

[formerly Office of Policy and Planning. See also State Planning Board PY P712]

Governor. Governor's Office. Bureau of Program and Management. (PGV 164/17/3*)

[class changed from PGV 164/17/2]

PGV 164/17/3.1	Biennial Report (1968-?)
PGV 164/17/3.8	The Newsletter
PGV 164/17/3.17/9	Public Information Directory

Governor. Governor's Office. Bureau of Systems Analysis. (PGV 164/20)

PGV 164/20.1	Biennial Report (1970-?)

Governor. Governor's Office. Youth Advisory Council. (PGV 164/26)

HEALTH

(1905-)

PHE 1.1	Financial Forecast (1975/76-1979?) [replaced annual report, State Board of Health and Vital Statisitics 1905/06-1975/76]
PHE 1.1a	Biennial Report (1956/58-1966/68?)
PHE 1.4	Circular (numbered)
PHE 1.5/4	State and Regional Health Agencies Directory (1955-1965?)
PHE 1.7/8	Health Hotlines (newsletter, 1975-1977) [formerly For the Health of It]
PHE 1.9/2	Block Grant Applications:...Federal Fiscal Year _______ (annual, 1982-) [formerly: Block Grant Annual Reports for Federal Fiscal Years; Pennsylvania Health Block Grants]
	...Alcohol and Drug Abuse and Mental Health Services -- PHE 1.9/2ad
	...Maternal and Child Health Services -- PHE 1.9/2mc
	...Preventative Health and Health Services -- PHE 1.9/2ph
PHE 1.9/4	Health Reporter (monthly newsletter, 1980-)
PHE 1.9/6	Pennsylvania Highlights: Reporting for the SHCC and SHPDA (monthly, 1980-1982)
PHE 1.13/6	List of Local Boards and Bureaus of Health in Pennsylvania (1900-1905)
PHE 1.15/4	News Releases (1962-1977?)
PHE 1.17/4	Health Bulletin (monthly, 1909-1922)
PHE 1.17/4/7	Pennsylvania's Health (frequency varies, 1922-1937, 1940-1969, 1969-?) [merged with: Clean Air -- PHE 26.4/7; Clean Streams -- PHE 242.4/7; Target -- PHE 27.21; Spr 1969]
PHE 1.17/4/9	Pennsylvania's Public Health Plan
PHE 1.17/8	Progress Reports, Public Health Service (1967/68-1968/69?)
PHE 1.19/6/4	Pennsylvania Department of Health Legislative Presentation Request for Appropriation of Federal Funds (1900?-?)
PHE 1.19/6/5	Request for Health Resources (1900?-?)
PHE 1.19/9	Rules and Regulations of the Department of Health (1907) [published in loose-leaf, 1963-)
PHE 1.26/4	Yearbook (1929-1931)

Health. Bureau of Adult Preventative Health Programs. (PHE 23#)

Health. Air Pollution Commission (PHE 26)

PHE 26.4/7	Clean Air (1962?-1968) [merged with Pennsylvania's Health, Spring 1969, see PHE 1.17/4/7]
PHE 26.15/4	News Releases
PHE 26.19/9	Rules and Regulations Adopted and Amended to 1967

Health. Division of Air Pollution Control (PHE 26/4)

PHE 26/4.1	Biennial Report (1960/62-?)

Health. Division of Alcoholic Studies. (PHE 27)

[name varies]

PHE 27.21/2	Target (June 1955-Dec 1968) [merged with Pennsylvania's Health, Spring 1969, see PHE 1.17/4/7]

Health. Division of Behavioral Problems and Drug Control. (PHE 34)

[name varies]

PHE 34.1	Biennial Report (1960/62-?)

Health. Office of Drug and Alcohol Programs. (PHE 34/2)

PHE 34/2.5/8/2	Pennsylvania Drug and Alcohol Facility/Services Directory (annual, 1978?-)
PHE 34/2.10/7	Inside Dope (discontinued, Mar 1982) [formerly PYD 7942.10/7]
PHE 34/2.14/2/8	FY 19 ... Management Plan (1983-)

Health. Division of Business Management. (PHE 39)

PHE 39.1	Biennial Report (1960/62-)

Health. Division of Cancer Control. (PHE 42)

PHE 42.4/2	Cancer Mortality and Morbidity (annual, 1964-1977)

Health. Cancer Control, Prevention and Research Advisory Board. (PHE 42/7#)

Health. Division of Maternal and Child Health. (PHE 45*)

[State Library uses this class, see also PHE 142]

Health. Division of Chronic Diseases. (PHE 46)

PHE 46.1	Biennial Report (1960/62-)

Health. Division of Communicable Diseases. (PHE 48)

PHE 48.1	Biennial Report (1960/62-)
PHE 48.3/9	Bulletin (Oct 1977- Sept 1978)
PHE 48.4/9	Current Information, Communicable Diseases (weekly, Apr 1973-Jan 1976)
PHE 48.14/8	Weekly Provisional Morbidity Report: Selected Diseases (1960?-1979)
PHE 48.14/8t	Tuberculosis Morbidity Supplement (1967-)
PHE 48.14/8v	Provisional Morbidity Report: Vietnamese Refugees at Fort Indiantown Gap (Oct 1975)

Health. Division of Communicable Diseases. Venereal Disease Section. (PHE 48/23/4)

PHE 48/23/4.1	Biennial Report (1960/61-)
PHE 48/23/4.20/9	Syphilis and Penicillin; Proceedings of the Seminar on the Treatment of Syphilis (annual, 1950-1953?)

Health. Division of Communicable Diseases. Veterinary Public Health Section. (PHE 48/23/8)

PHE 48/23/8.1	Biennial Report (1960/61-?)

Health. Bureau of Health Communications. (PHE 48/25)

[formerly Community Education]

PHE 48/25.3	Consumer Health Guides
PHE 48/25.4/8	Communicable Diseases Bulletin (monthly?, 1977?-)

Health. Office of Comprehensive Health Planning. (PHE 49)

PHE 49.17/4	Perspectives (bimonthly, 1969-1977)

Health. Division of Dental Health. (PHE 54)

PHE 54.1	Biennial Report (1960/62-)

Health. Diabetes Task Force. (PHE 55#)

[earlier PY D536]

Health. Division of Disaster Medicine. (PHE 56)

PHE 56.1	Biennial Report (1960/62-)

Health. Council on Drug and Alcohol Abuse. (PHE 57)

[earlier PY D7943]

Health. Drug, Device and Cosmetic Board. (PHE 58)

[former Drug, Device and Cosmetic Compliance Section]

Health. Drug and Alcohol Programs. Bureau of Community Assistance. (PHE 58/3#)

Health. Drug and Alcohol Programs. Office of Policy and Planning. (PHE 58/8#)

PHE 58/8.14/2	Management Plan (annual, FY 1986/87?-)

Health. Drug and Alcohol Programs. Bureau of Program Services. (PHE 58/8/8#)

Health. Division of Emergency Health Services. (PHE 66)

PHE 66.6/7	Emergency Health Services Bulletin (1971?-1974?)
PHE 66.17/4	Pennsylvania EMS News (quarterly, 1985-)

Health. Emergency Management Coordinator. (PHE 66/7#)

Health. Bureau of Environmental Health. (PHE 67)

Health. Division of Environmental Safety. (PHE 67/8)

PHE 67/8.1	Biennial Report (1960/62-?)

Health. Division of Epidemiological Research. (PHE 68)

Health. Bureau of Epidemiology and Disease Prevention. (PHE 68/3)

PHE 68/3.6/6	EPI Investigator (bimonthly, 1984-)

Health. Health Data Center. (PHE 94)

PHE 94.1	Annual Report of the Health Data Center Advisory Committee [to the Secretary of Health] (1983?-)
PHE 94.8	Guide to Health Data for Pennsylvania (looseleaf, irregular, 1986-)
PHE 94.9/4/8	Health Profiles for Pennsylvania Counties (1976-) [formerly PHE 208.9/4]
PHE 94.13/8/3	Health Care Resources in Pennsylvania [Long Term Care Facilities: title varies] (irregular, 1983-?) [State Library classes separately under PHE 94.2]
PHE 94.18/4	Quarterly Executive Trend Report (irregular, 1982-) [formerly PYD 7942.6/9]
PHE 94.18/4/1	Drug and Alcohol Treatment Trend Report...(title varies, irregular, 1983-)
PHE 94.20/8/7	Statistical News from the Health Data Center (bimonthly, 1980-)

Health. Bureau of Health Financing and Program Development. (PHE 94/4#)

Health. Health Risk Reduction Program. (PHE 94/7)

Health. State Board of Housing. (PHE 98)

PHE 98.3	Bulletin (1938-1939)

Health. Bureau of Housing and Environmental Control. (PHE 98/4)

Health. Bureau of Laboratories. (PHE 132)

PHE 132.1	Biennial Report (1960/62-?)
PHE 132.2/7	Analytical-Biochemical-Biological Laboratories Operating Under Permits Issued by the Department of Health (annual, 1960-1962)
PHE 132.15/4	Newsletter (quarterly, 1984-)
PHE 132.16/4	Official List of Laboratories Approved Under the Premarital & Prenatal Laws of Pennsylvania (annual, 1961-1963?)

1653

Health. Division of Licensure and Certification. (PHE 136)

PHE 136.8/4	General and Special Hospitals Directory (title varies, 1973-1975)
PHE 136.13/6	Directory of Licensed/Approved Hospitals in Pennsylvania
PHE 136.15/9	Directory of Licensed & Approved Long Term Care Beds in Nursing Homes, General Hospitals & Rehabilitation Facilities (annual, 1975-) [class corrected from PHE 136.5/9]

Health. Division of Maternal and Child Health. (PHE 142*)

[name varies, State Library uses PHE 45]

PHE 142.1	Biennial Report (1960/62-)
PHE 142.8	Directory of Services (1974-1976?, in 3 editions)
PHE 142.9/4	Health Center Technique[s]
PHE 142.9/8	Health Services for Children (1964, 1969, 1974, in 3 editions)

Health. Office of Medicare. (PHE 144)

Health. Office of Medicare. Division of Medical Social Work. (PHE 144/8)

PHE 144/8.13/3	Listing of Facilities and Community Resources in Pennsylvania (1971-)

Health. Division of Nutrition. (PHE 159)

PHE 159.1	Biennial Report (1960/1962?)
PHE 159.15/9	Nutrition News (1956-1975)
PHE 159.15/9/3	Nutrition News for Consultant Dieticians (1975-1977?)

Health. Division of Occupational Health. (PHE 163)

[formerly Industrial Hygiene]

PHE 163.1	Biennial Report (1960/1962?)
PHE 163.10/7	Industrial Progress Through Industrial Health [series cuttered by title]
PHE 163.16/3	Occupational Health News and Views (1963-1972?)

Health. Advisory Committee on Organ and Tissue Donation. (PHE 168#)

Health. Division of Physical Therapy. (PHE 175)

Health. Bureau of Planning. (PHE 176#)

Health. Bureau of Policy Planning and Evaluation. (PHE 177*)

[formerly Bureau of Planning, Evaluation and Research
Office of Policy and Planning PHE 177/7*]

PHE 177.2:B651	[class changed, see PHE 1.9/2]
PHE 177.3/5	Block grant Application:...Federal Fiscal Year ____ [classed under PHE 1.9/2]
PHE 177.9/9	Human Service Regions of Pennsylvania, A Population Profile with Implications for Health Planning (1968) [in 12 vols.]
PHE 177.14/6	Migrant Health Report, Pennsylvania (1964?-1968?) [earlier vols. titled: Health and Medical Services for Agricultural Seasonal Workers]

Health. Division of Professional Education. (PHE 177/4*)

[class changed from PHE 177/8]

Health. Bureau of Health Services. (PHE 177/5#)

Health. Office of Policy and Planning. (PHE 177/7*)

[incorrect class, use PHE 177]

Health. Bureau of Program Evaluation. (PHE 178)

Health. Division of Public Health Education. (PHE 179/4)

PHE 179/4.1	Biennial Report (1960/1962?)
PHE 179/4.9/4	Health Information Series [U.S. HEW, distributed by Pa. Dept. of Health]
PHE 179/4.15/4	Newsletter (1900?-)
PHE 179/4.17/9	Public Health Highlights (1952-1972?)

Health. Division of Public Health Nursing. (PHE 179/7)

[name varies]

PHE 179/7.1	Biennial Report (1960/62?)

Health. Office of Quality Assurance. (PHE 189)

PHE 189.13/6	Directory of Licensed/Approved Hospitals in Pennsylvania (irregular, 1976-)

Health. Division of Health Services Research. (PHE 194)

[formerly Division of Research and Biostatistics]

Health. Division of Sanitary Engineering. (PHE 202)

PHE 202.1	Annual Report (biennial 1962?-1969, 1970-)
PHE 202.3	Bulletin

Health. Division of Sanitation. (PHE 202/2)

PHE 202/2.1	Biennial Report (1960/62?)

Health. Bureau of Special Services. Division of Social Work. (PHE 207/8)

Health. Division of Health Statistics. (PHE 208)

[name varies]

PHE 208.1	Biennial Report (1960/62?)
PHE 208.9/4	Health Profiles for Pennsylvania Counties (biannual, 1976-1980) [later PHE 94.8/4/8]
PHE 208.17/9	Public Health Statistics (monthly -1953, quarterly 1954-1978)
PHE 208.17/9/8	Public Health Statistics: Special Reports (1956-1972?)
PHE 208.20/8	Statistical Report; Natality and Mortality (biennial 1951/52, annual 1953-1979) [later PHE 208.20/8/23]
PHE 208.20/8/23	Pennsylvania Vital Statistics (annual, 1980-) [continues Pennsylvania Department of Health. Natality and Mortality Statistics Annual Report and Pennsylvania Marriage and Divorce Statistics]

Health. State Health Coordinating Council. (PHE 208/9)

[former Pennsylvania Statewide Health Coordinating Council
PY H4349]

Health. Division of Tuberculosis Control. (PHE 212)

PHE 212.1	Biennial Report (1960/62?)

Health. Vietnam Herbicides Information Commission. (PHE 235*)

[class changed form PY V666]

Health. Bureau of Vital Statistics. (PHE 236)

PHE 236.23/6	Vital Statistics Bulletin (monthly, 1926-1936)

Health. Sanitary Water Board. (PHE 242)

PHE 242.1	Report (1929)
PHE 242.4/7	Clean Streams (1947-1968) [merged with Pennsylvania's Health, Spring 1969, see PHE 1.17/4/7]]
PHE 242.15/4	News Releases
PHE 242.17/8	[Miscellaneous Posters]
PHE 242.19/9	Rules and Regulations

Health. Bureau of Food Programs for Women, Infants and Children [WIC]. (PHE 248#)

HIGHWAYS

(1903-1970)

[Later Transportation PTR 1]

PHI 1.1	Report (annual 1904-, biennial -1913/14, triennial 1914/17-1970)
PHI 1.2/8	[area transportation studies] (Cuttered by city)
PHI 1.3	Bulletin
PHI 1.4/8	Continuously Reinforced Concrete Pavements Report (numbered)

PHI 1.9/6:	[highway improvement and progress report maps, later see PTR 1.9/6] A678 -- Area Improvements [cuttered for various areas; maps individually numbered] R869 -- Route Improvements [cuttered for specific routes; maps individually numbered; series includes leaves -- Interstate 81-E Fact Sheet PHI 1.9/6:R869 no. 81-E Interstate 84 Fact Sheet PHI 1.9/6:R869 no. 84]
PHI 1.9/6/5	Highway News (discontinued, 1959-?)
PHI 1.10/7	Inspector Certification Series [publications issued prior to 1971 cuttered by title, later see PTR 1.10/7]
PHI 1.11/8	Joint Road Friction Program (1961-1970?)
PHI 1.14/2	Manual of Regulations for Official Traffic Signs, Signals, etc.
PHI 1.15/4	News Releases (1962?-1970?)
PHI 1.16/4	Official Transportation Map of Pennsylvania (annual, 1925-1970) [later see PTR 1.16/4]
PHI 1.17/4	Penn Ways (1927-1929, 1938-1939)
PHI 1.18/9	Report to Pennsylvania Dept. of Highways ... on QualityControl Engineering (annual, 1959-1960)
PHI 1.20/8	Specifications (-1970?)
PHI 1.21/8	Tourist Survey, Out-of-State Motorists (1952?)

Highways. Bridge Division. (PHI 38)

Highways. Bureau of Design. (PHI 54)

[later see PTR 54]

Highways. Bureau of Economic Research and Programming. (PHI 63)

Highways. Library. (PHI 136)

PHI 136.4/9	Current Literature (bimonthly, 1960-1969)

Highways. Bureau of Materials, Testing and Research. (PHI 142)

Highways. Bureau of Personnel. (PHI 174)

Highways. Planning Division. (PHI 177)

PHI 177.21/8	[traffic and parking surveys] (cuttered by name of place)

Highways. Bureau of Right of Way. (PHI 196)

PHI 196.20/4/6	Pennsylvania Severance Study, Interchange Report (numbered)
PHI 196.20/4/8	Pennsylvania Severance Study, Remainder Parcel Report (numbered)

Highways. Traffic Division. (PHI 217)

Highways. Bureau of Traffic Engineering. (PHI 218)

INSURANCE DEPARTMENT

(1873-)

PI 1.1	Report of the Insurance Commissioner (annual, 1874-1970?) [title varies]
PI 1.1a	Biennial Report (1956?-1968?)
PI 1.3	Bulletin (1970-1972?) [also "notice"]
PI 1.3/9/8	Insurance Department's Budget Request (1900-)
PI 1.13/6	List of Persons, Partnerships and Corporations Licensed as Insurance Brokers, etc. (quarterly)
PI 1.14/8	Monthly Bulletin (1969-)
PI 1.15/4	News Releases
PI 1.19/4	Regulations (numbered, 1952-)

INTERNAL AFFAIRS

(1873-1970)

PIA 1.1	Annual Report (1875-1919)
PIA 1.1a	Biennial Report

PIA 1.10/7	Internal Affairs; Monthly Bulletin
PIA 1.14/2/8	Manual for Pennsylvania Tax Collectors (1954-1963?)
PIA 1.15/4	News Releases
PIA 1.19/2/7	Railroad Map[s] of Pennsylvania (1890?-)

Internal Affairs. Bureau of Land Records. (PIA 132)

Internal Affairs. Division of Local Government Financial Statistics. (PIA 138)

Internal Affairs. Bureau of Municipal Affairs. (PIA 149)

PIA 149.2/3	Act 481, State-Wide Summary of Taxes Levied and Collected (annual, 1954?-1955?)
PIA 149.3/2	Bulletin; CPC 1-19 (1923-1931) [superseded by Pennsylvania Planning and Zoning PIA 149.17/4]
PIA 149.4/8	Comparison of Pennsylvania Borough and Township Government (1950?-)
PIA 149.5/6	Directory of Pennsylvania State and Local Government Officials (1957-1964) [title and frequency vary, later see PCA 1.138]
PIA 149.13/4	Legislative Bulletin (1963-1965) [later see PCA 194.13/4]
PIA 149.16/8	[Organization Charts]
PIA 149.17/4	Pennsylvania Planning and Zoning: Monthly Bulletin (1934-1937)
PIA 149.17/7	Planning in Pennsylvania (quarterly, 1930-)
PIA 149.19/4	Register for Earned Income and Occupational Privilege Taxes (1968?-) [supersedes Register for Earned Income Taxes, 1967-1968]
PIA 149.21/2	Pennsylvania Local Government Taxes Levied Under Act 481

Internal Affairs. Bureau of Publicity and Information. (PIA 179)

PIA 179.15/4	News Releases

Internal Affairs. Bureau of Railways. (PIA 192)

Internal Affairs. Bureau of Standards. (PIA 207)

PIA 207.1	Annual Report (1911-1915)
PIA 207.1a	Report (annual, 1916?-)
PIA 207.4/8	Conference of Sealers of Weights and Measures in Pennsylvania (1912-)

Internal Affairs. Bureau of Statistics. (PIA 208)

PIA 208.4/8	[county industrial statistics public information releases] (irregular, 1963?-)
PIA 208.10/6/9	Income and Population Statistics (1960-1966)
PIA 208.10/7	Index of Statistical Sources for Pennsylvania (1955-1961)
PIA 208.17/7/8	Population Statistics (1959-1960)
PIA 208.17/8	Report on Productive Industries, Public Utilities and Miscellaneous Statistics of Pennsylvania
PIA 208.19/4	Report, No. 56-1 - 57-5

JUSTICE

(1923-1980)

[Later Attorney General PAT 1]

PJ 1.1	Report (irregular)
PJ 1.1b	Biennial Report (1971/73-1980)
PJ 1.15/4	News Releases

Justice. Attorney General. (PJ 28)

PJ 28.1	Official Opinions of the Attorney General (1879-1980) [later PAT 1.1]
PJ 28.1i	Analytical Index of the Official Opinions ... (1874-1916)
PJ 28.1id	Digest of Official Opinions with Statutes Cited (1916/33-)
PJ 28.2/3	The Advocate (quarterly?,1972-1980?)
PJ 28.2/8	Attorney General's Bulletin (1967-1969)
PJ 28.4/8	Opinion of the Attorney General in Re-Constitutionality of House Bills ... (nos. 1-5, 1931)
PJ 28.5/6	Digest of Informal Opinions (1923-1933)

Justice. Bureau of Consumer Protection. [-1980] (PJ 47)

[later PAT 48]

PJ 47.1	Annual Report (1971-1978) [continued by PAT 487/2.1, 1979-]
PJ 47.3/4	Be an Open-Eyed Consumer. Guidelines (irregular, numbered, 1973-1978)
PJ 47.4/8	Consumer News and Views (irregular, 1972-1979)

PJ 47.15/4	Newsletter
PJ 47.15/4/8	News Releases

Justice. Bureau of Correction. [1953-1980] (PJ 48)

[later PGV 84/4/8, became Dept. 1984, PCR 1]

PJ 48.1	Bureau of Correction: a Systematic Report of the Correctional Institutions Throughout the Commonwealth
PJ 48.1a	Biennial Report
PJ 48.1b	Annual Report (1975-1980) [later PGV 84/4/8.1b]
PJ 48.1s	Annual Statistical Report (1977-1981) [later PGV 84/4/8.1s]
PJ 48.2:O32c	Official Calendar (annual, 1971-1980) [class obsolete, later PGV 84/4/8.4/2]
PJ 48.3/2	"Barr-Walker" Cases for Special Sex Offenders in the Bureau of Corrections (annual?)
PJ 48.3/2/8	Barr-Walker Population Movements (annual?)
PJ 48.4/2	Official Calendar (annual, 1971-1980) [later PGV 84/4/8.4/2]
PJ 48.4/4	Census of Pennsylvania Prisoners by County (1957-1967) [merged with Prisoners in Pennsylvania to form Prisoners in Pennsylvania County Prisons and Jails PJ 49.17/8]
PJ 48.4/8	Institutional Reports. State Correctional Institutions. (cuttered by name, frequency varies)
PJ 48.4/8/5	Corrections Chronicle (bimonthly, 1973-?)
PJ 48.10/7	Institutional Staffs within the Bureau of Correction (irregular)
PJ 48.11/9	Pennsylvania Judicial Statistics (1955-)
PJ 48.15/4	Correctional Newsfront (1972-1980) [later PGV 84/4/8.4/7]
PJ 48.16/8	Operational Manual (numbered)
PJ 48.17/8	Populations in the Bureau of Correction (1955-1970)
PJ 48.17/8/4	Press Release
PJ 48.17/8/7	Prisoners in Pennsylvania (biennial, 1956/57-1967) [merged with Census of Pa. Prisoners by County to form Prisoners in Pennsylvania County Prisons and Jails PJ 49.17/8]
PJ 48.20/8	Statistical Report of Pennsylvania Counties Prisons and Jails (annual, 1976/77-?)
PJ 48.21/6	Time Served by Commuted Lifers...(annual?)

Justice. Bureau of Correction. Eastern State Penitentiary. (PJ 48/4)

PJ 48/4.1	Report of the Inspectors (annual, 1830-?)
PJ 48/4.4/8	Comprehensive Plan

PJ 48/4.6/2	Eastern Echo (quarterly, 195?-?)

Justice. Bureau of Correction. New Western Penitentiary, Rockview. (PJ 48/7)

PJ 48/7.1	Report of the New Western Penitentiary of Pennsylvania, Rockview, Centre County (1916-?)

Justice. Bureau of Correction. Western State Penitentiary. (PJ 48/8)

PJ 48/8.1	Report (18??-1915?)

Justice. Bureau of Criminal Justice Statistics. (PJ 49)

PJ 49.4/8	Pennsylvania Criminal Court Dispositions (irregular, 1969-1976) [later PY C9297.4/8/3]
PJ 49.11/9	Pennsylvania Juvenile Court Dispositions (1971-1981) [later see PGV 84/11/9.5/7]
PJ 49.17/8	Prisoners in Pennsylvania County Prisons and Jails (1968-1980) [combined PJ 48.4/4 and PJ 48.17/8/7]
PJ 49.17/8/7	Populations in the Bureau of Correction (1970-1975)
PJ 49.20/9	Summary of Pennsylvania Criminal Justice Statistics (1971-)

Justice. Bureau of Investigations. (PJ 107)

Justice. Juvenile Court Judges' Commission. (PJ 120*)

[class discontinued and changed to PGV 84/11/9]

PJ 120.11/9	Juvenile Court Directory

Justice. Management Planning Division. (PJ 142)

Justice. Board of Pardons. [1929?-1980] (PJ 172#)

[later PY P226]

PJ 172.4/2	Calendar of the Board of Pardons [later see PY P226.20/4]
PJ 172.19/9	Rules

Justice. Crime Commission. (PJ 483*)

[incorrect class, use PY C9292]

Justice. Governor's Justice Commission. [1968-1978] (PJ 484)

[succeeded by Commission on Crime and Delinquency PY C9297]

PJ 484.1	Annual Report (1972-)
PJ 484.3	Bulletin (irregular, 3 nos.,1978)
PJ 484.4/8	The Comprehensive Plan for the Improvement of Criminal Justice in Pennsylvania (1969-1978)
PJ 484.4/8/1	The Comprehensive Plan for the Improvement of Criminal Justice in Pennsylvania: A Summary
PJ 484.4/8/4	The Criminal Justice System in Pennsylvania (1977-?)
PJ 484.10/7	The Impact of the Governor's Justice Commission (Jan/Feb 1970-Dec 1973)

Justice. Governor's Justice Commission. Allegheny Regional Advisory Committee. (PJ 484/2*)

[class corrected from PY C9292/2]

[formerly Allegheny Regional Planning Council]

PJ 484/2.17/9	Public Hearings
PJ 484/2.28	ARAC Newsletter [formerly Governor's Justice Commission ARPC Newsletter]

Justice. Governor's Justice Commission. Central Regional Planning Council. (PJ484/3*)

[class corrected from PY C9292/3]

Justice. Governor's Justice Commission. Northeast Regional Planning Council. (PJ 484/7*)

[class corrected from PY C9292/7]

Justice. Governor's Justice Commission. Northwestern Regional Planning Unit. (PJ 484/7/5)

Justice. Governor's Justice Commission. Philadelphia Regional Planning Council. (PJ 484/8*)

[class corrected from PY C9292/8]

Justice. Governor's Justice Commission. South Central Regional Planning Council. (PJ 484/8/3*)

[class corrected from PY C9292/8/3]

Justice. Governor's Justice Commission. Southeast Regional Planning Council. (PJ 484/8/4*#)

[class corrected from PY C9292/9]

Justice. Governor's Justice Commission. Southwest Regional Planning Council. (PJ 484/9#)

Justice. Commission on Crime and Delinquency. (PJ 485*)

[incorrect class, use PY C9297]

Justice. Crime Victims Compensation Board. [1976-1980] (PJ 489)

[later PGV 84/4/9]

PJ 489.15/4	News Releases (1976?-1980)

JUDICIARY

(1664-)

[This division was not included in the 1978 Classification Scheme. It is structured for the Unified Judicial System established by the Constitution of 1968. Earlier court materials are classified with their modern counterparts when possible. Separate classes will be added for those historical court items which are discontinued and which have no modern successors. Only courts of record are included here. Although they are the official records of the courts, many reports are now published by the West Publishing Company. As such, they may be considered not to be state government publications. The State Library does not class these publications within the state documents collection. Rather they are held in the Law Section of the State Library.]

Judiciary. (PJU 1)

[Include historical materials here. Use ".2" for miscellaneous monographic publications. Otherwise, cutter by title.]

Judiciary. Courts of Common Pleas. (PJU 48)

PJU 48.48	Pennsylvania County Court Reports (1886-1921)
PJU 48.56	Pennsylvania District Reports (1892-1921)
PJU 48.56/4	Pennsylvania District and County Court Reports (1922-) [in 3 series, 1922-1954, 1955-1977, 1977-. Add series and volume numbers: e.g. PJU 48.56/4:3d/v.1]

Judiciary. Commonwealth Court. (PJU 49)

[former District Court of Dauphin County]

PJU 49.10	Internal Operating Procedures (1985?-)
PJU 49.48	Pennsylvania Commonwealth Court Reports (1971-)

Judiciary. Minor Judiciary Education Board. (PJU 146)

Judiciary. Philadelphia Municipal Court. (PJU 175)

Judiciary. Superior Court. (PJU 209)

PJU 209.17	Pennsylvania Superior Court Reports (1895-)

Judiciary. Supreme Court. (PJU 210)

PJU 210.17	Pennsylvania Supreme Court Reports (1754-?)
PJU 210.17/8	Pennsylvania State Reports (1870-)

Judiciary. Supreme Court. Administrative Office of Pennsylvania Courts. (PJU 210/2)

[former Office of the State Court Administrator]

PJU 210/2.1	Administrative Office of Pennsylvania Courts Report (annual, 1975-) [formerly Annual Report on Judicial Case Volume as Reported by the Courts of Common Pleas... 1970-1974]
PJU 210/2.1a	Report (1975-) [incorrect class, use PJU 210/2.1]

LABOR AND INDUSTRY

(1913-)

PL 1.1	Annual Report (1915-1918)

PL 1.1a	Biennial Report (1954/56-1968/70?)
PL 1.3/9	Pennsylvania Department of Labor and Industry Supplemental Information for the Governor's Executive Budget (1900?-)
PL 1.4/8	Communicator (monthly, 1974-1979)
PL 1.5/4	Departmental Bulletins (looseleaf, 1925-1930)
PL 1.7/6	Fire Crier (quarterly, 1978-1980) [later see PY E53/4.7/6]
PL 1.10/7	Proceedings, Pennsylvania Industrial Safety Conference (1924/25?-1953?)
PL 1.12/4	The Keystone Labor and Industry (monthly?, 1938-1939)
PL 1.13	L & I Digest (irregular, 1956?-)
PL 1.13/2	Labor and Industry (monthly, 1914-1934)
PL 1.13/2/5	The Laborgraphic (monthly?, May-Nov 1937)
PL 1.13/6	Library Bulletin (monthly, 1970-)
PL 1.13/7	The Link: a Newsletter for the Employees of the Dept. of Labor and Industry (monthly, 1985-)
PL 1.14/6	Migrant Labor Camp Permits Issued [Later see PER 72.20/4]
PL 1.15/4	New Releases (1953-1977?)
PL 1.17/4	Pennsylvania Labor and Industry Review (1939-1949, began again 1952 as vol 1 #1 - 1952/53)
PL 1.19/4	Regulations (cuttered by subject)
PL 1.20/8	Special Bulletin[s] (1923-1965?)
PL 1.24/8	Pennsylvania Workmen's Compensation and Occupational Disease Laws (title varies, 1947?-1968?)

Labor and Industry. Apprenticeship and Training Council. (PL 28)

Labor and Industry. Pennsylvania State Employment and Training Council. (PL 62)

PL 62.1	Annual Report to the Governor (1980-)

Labor and Industry. Office of Employment Security. (PL 67)

PL 67.1b	Biennial Report (1978/80-?)
PL 67.2/3	Activity Report of Pennsylvania Employment Offices [title varies] (monthly, 1952-)
PL 67.2/3/2	Administrative Reseach Bulletin (1939-)
PL 67.2/8	Area Manpower Review (1958?-1977?) [cuttered by labor market area, later PL67.13/2/7]
PL 67.3	Bureau Bulletin (numbered, 1970?-)
PL 67.3/9	Bureau of Employment Security Commonwealth Telephone Network Directory (1974-)
PL 67.4/7	Summary of Claims and Benefit Payments, weekly report (1939-1940)
PL 67.4/8	Continous Wage and Benefit History of Workers [more-

	Covered by the Pennsylvania Unemployment Compensation Law; Report ...(annual, ?-1973?) [reports issued under each of two titles: Taxable Wages and Industry of covered Workers; Benefit Experience and Industry of Claimants]
PL 67.4/9	Current Trends in Employment and Wages (quarterly, 1947-1949)
PL 67.5/5	Directory of Labor Market Information Reports and Publications
PL 67.5/6	Directory of Offices (irregular, 1967-)
PL 67.6/7	Employment Security Statistics (monthly, 1953-1981) [later see PL 67.6/7/1]
PL 67.6/7/1	Unemployment Compensation Statistics: A Monthly Compilation of Key Activities (monthly) [continued Employment Security Statistics PL 67.6/7, discontinued after July 1982?]
PL 67.6/7/8	Report of Employment Security Activities (weekly, 1939-1940)
PL 67.6/7/9/9	Pennsylvania Employment Trends and Tendencies (1940?-?)
PL 67.7/4/6	Annual Planning Report...[for named SMSA]
PL 67.7/6	Weekly Financial Summary (1939-1942)
PL 67.9/8	[Hours and Earnings in Manufacturing and Selected Nonmanufacturing Industries] (1960-1973, in 15 parts)
PL 67.9/8ab:yr	Hours and Earnings in Manufacturing Industries: Allentown-Bethlehem Labor Market Area (196?-)
PL 67.9/8ab:sup/yr	Current Employment Statistics... for Allentown-Behtlehem Labor Market Area (1974-)
PL 67.9/8al:yr	Hours and Earnings in Manufacturing Industries: Altoona Labor Market Area (1960-)
PL 67.9/8al:sup/yr	Current Employment Statisitcs... for Altoona Labor Market Area (1974-)
PL 67.9/8e:yr	Hours and Earnings in Manufacturing Industries: Erie Labor Market Area (1960-)
PL 67.9/8e:sup/yr	Current Employment Statistics... for Erie Labor Market Area (1974-)
PL 67.9/8h:yr	Hours and Earnings in Manufacturing Industries: Harrisburg Labor Market Area (1960-)
PL 67.9/8h:sup/yr	Current Employment Statistics... for Harrisburg Labor Market Area (1974-)
PL 67.9/8j:yr	Hours and Earnings in Manufacturing Industries: Johnstown Labor Market Area (1960-)
PL 67.9/8j:sup/yr	Current Employment Statistics... for Johnstown Labor Market Area (1974-)

PL 67.9/8la:yr	Hours and Earnings in Manufacturing Industries: Lancaster Labor Market Area (1960-)
PL 67.9/8la:sup/yr	Current Employment Statisitcs... for Lancaster Labor Market Area (1974-)
PL 67.9/8no:yr	Hours and Earnings in Manufacturing... Industries: Northeast Labor Market Area (196?)
PL 67.9/8no:sup/yr	Current Employment Statistics... for Northeast Labor Market Area (1974-)
PL 67.9/8ph:yr	Hours and Earnings in Manufacturing Industries: Philadephia Labor Market Area (1960-)
PL 67.9/8ph:sup/yr	Current Employment Statistics... for Philadelphia Labor Market Area (1974-)
PL 67.9/8pi:yr	Hours and Earnings in Manufacturing Industries: Pittsburgh Labor Market Area (1960-)
PL 67.9/8pi:sup/yr	Current Employment Statistics... for Pittsburgh Labor Market Area (1974-)
PL 67.9/8r:yr	Hours and Earnings in Manufacturing Industries: Reading Labor Market Area (1960-)
PL 67.9/8r:sup/yr	Current Employment Statistics... for Reading Labor Market Area (1974-)
PL 67.9/8s:yr	Hours and Earnings in Manufacturing Industries: Scranton Labor Market Area (1960-)
PL 67.9/8s:sup/yr	Current Employment Statistics... for Scranton Labor Market Area (1974-)
PL 67.9/8wb:yr	Hours and Earnings in Manufacturing Industries: Wilkes-Barre Labor Market Area (1960-) [supplemented by: Current Employment Statistics, 1970-1973 includes supplement for the Northeast Labor Market Area]
PL 67.9/8wi:yr	Hours and Earnings in Manufacturing Industries: Williamsport Labor Market Area (1960-)
PL 67.9/8wi:sup/yr	Current Employment Statistics... for Williamsport Labor Market Area (1974-)
PL 67.9/8y:yr	Hours and Earnings in Manufacturing Industries: York Labor Market Area (1960-)
PL 67.9/8y:sup/yr	Current Employment Statistics... for York Labor Market Area (1974-)
PL 67.9/8/8	How to Supervise Workers (1952?-?)
PL 67.10/3	Pennsylvania Statewide and Major Labor Market Areas, Industrial Trends and Outlook: Nonagricultural Wage and Salary Employment for _______ and Projected 1990. (annual, 1982-) [formerly Pennsylvania Statewide Industry Trends and Outlook: Nonagricultural Wage and Salary Employment for 1980 and Projected to 1990]
PL 67.10/7	Informational Memorandum (semi-monthly, discontinued with Jan/Feb 1974)
PL 67.10/7/9	Pennsylvania's Insured Unemployed (monthly, 1960-)

BEST COPY AVAILABLE

PL 67.13/2	Labor Market Letter (montlhy, 1946-) [cuttered by labor market area]
PL 67.13/2/6	Labor Market Information for Affirmative Action Programs (annual, 1980-) [earlier PL 67/8.14, cutter for labor market area and /or year]
PL 67.13/2/7	Labor Market Information Review (quarterly, 1977-1980) [cuttered by labor market area, replaced Area Manpower Review PL 67.2/8]
PL 67.13/2/8	Labor Market Job Guide: a Summary of Area Job Prospects (annual, by area, 1978-)
PL 67.13/2/9	Labor Supply Bulletin (monthly, 1980?-)
PL 67.13/6	Library Notes (monthly?, Apr-Nov 1964-?)
PL 67.13/8	Pennsylvania Labor Supply and Demand (Cover title Labor Supply and Demand Report, 1980-1982)
PL 67.14/2	Manpower Review (irregular, Dec 1958-July 1970) [later? PL 67.2/8?]
PL 67.14/2/2	The Manpower Bulletin (irregular, Dec 1967-July 1971) [later? PL 67.2/8?]
PL 67.15/4	News Releases (irregular, 1953?-1977?)
PL 67.15/8	[Employees in Nonagricultural Industries]
PL 67.16/3	Occupational Trends and Outlook for Total Civilian Employment 1980 and Projected 1990 (issued 1984) [for Pennsylvania and SMSA's, cuttered by SMSA, supersedes Occupational Trends and Outlook (for) Nonagricultural Wage and Salary Employment 1976 and Projected 1982 (issued 1980), earlier PL 67.21/7]
PL 67.17/4	Pennsylvania Unemployment Fact Sheet (bimonthly, 1967-)
PL 67.17/4/2	Pennsylvania Employment, A Monthly Statistical Review of Employment Conditions (July 1940-Dec 1941)
PL 67.17/4/3	Pennsylvania employment and Earnings (monthly, 1956-)
PL 67.17/4/4	Pennsylvania Employment Security (quarterly, 1953-)
PL 67.17/4/5	Pennsylvania Farm Placement Program; Report (title varies, 1951-1971?)
PL 67.17/4/6	Annual Planning Information Report (title varies, cuttered by labor market area or SMSA, 1970-) [formerly Annual Planning Report, 1977-1981?; Pennsylvania Annual Manpower Planning Report, 1970-1976
PL 67.17/4/7	Pennsylvania Labor Market Areas Ranked on Basis of Rate of Employment (monthly, 1968-)
PL 67.17/4/36	Annual Planning Report for... [incorrect class, use PL 67.17/4/6]
PL 67.17/7	Pennsylvania Labor Surplus Areas Eligible for Federal Procurement Preference from June 1,_______ through May 31,_______ (annual, 1979?-)

PL 67.17/8	Press Releases
PL 67.18/2	Occupational Employment. Selected Manufacturing Industries in Pennsylvania (irregular, 1974-1980) [cuttered by subject]
PL 67.19/4	Regulations (1936-)
PL 67.19/4/4	Reference Library Bulletin (monthly, Sep 1938- 3d qtr 1943)
PL 67.19/4/8	Response (bi-monthly, 1974-)
PL 67.20/8/3	Statistical Data Sheet (irregular, 1943-)
PL 67.20/8/6	Statistical Information Bulletin (irregular, 1940-)
PL 67.20/8/8	Statewide Occupational Employment (staffing patterns) in Wholesale and Retail Trade Industries: Survey Period...(1981-) [items in this series classed separately under PL 67.2 + cutter number]
PL 67.21/7	Total Civilian Work Force, Unemployment and Employment (annual, 1960?-1977?) [later see PL 67.16/3]
PL 67.21/8	Training Letter (1939-?)
PL 67.21/8/1	Training Manual (1938-1940)
PL 67.21/8/1b	Better Letters: a Series of Training Letters ... (irregular, 1939?-?)
PL 67.21/8/4	Trends and Totals (monthly, 1938-1953?)
PL 67.22	Number of Unemployed and Rate of Unemployment in Pennsylvania and the U.S. ...: Pennsylvania Counties Ranked on the Basis of Rate of Unemployment ... (bimonthly?, 1986?-)
PL 67.22/7	Biennial Report [on the Unemployment Compensation Law] (1936/38-1976/78?)
PL 67.22/7/3	Pennsylvania Unemployment Compensation Rules and Regulations (1985-)
PL 67.23/4	Veteran Placement Activities (Monthly, Nov 1939-Dec 1941)

Labor and Industry. State Employment Commission. (PL 67/3)

Labor and Industry. State Employment Service. (PL 67/8)

PL 67/8.14	Manpower Information for Affirmative Action Programs [by labor market area] (1978) [later PL 67.13/2/6]

Labor and Industry. Industrial Board. (PL 106#)

Labor and Industry. Bureau of Inspection. (PL 107)

PL 107.17/4	Pennsylvania Industrial Accident Survey (annual, 1952/53-1969?)

Labor and Industry. Bureau of Job Training Partnership. (PL 118)

PL 118.8/8/3	Governor's Coordination and Special Services for the Job Training and Partnership Act (annual, 1984-)

Labor and Industry. State Job Training Coordinating Council. (PL 118/8#)

Labor and Industry. Labor Relations Board. (PL 132)

PL 132.1	Annual Report (1977-1981)
PL 132.14/8	Monthly Statistical Report (Jan 1973-Sep 1974?)
PL 132.19/9	Rules and Regulations (1973-1966?)

Labor and Industry. Bureau of Labor Standards. (PL 132/8)

Labor and Industry. Library. (PL 136)

Labor and Industry. Bureau of Mediation. (PL 144)

Labor and Industry. Division of Negro Research and Planning. (PL 154)

PL 154.1	Report of Activities (1939-1940)
PL 154.3/8	The Bronzeman (Monthly, 1940-1944?)

Labor and Industry. State Occupational Information Coordinating Committee. (PL 163)

Labor and Industry. Advisory Board on Problems of Older Workers. (PL 167)

PL 167.16/7	Proceedings, Conference on the Problems of Older Workers (1952-1959?)
PL 167.17/4	Pennsylvania Older Worker (monthly, 1958-1962)

Labor and Industry. Bureau of Rehabilitation. (PL 193)

Labor and Industry. Bureau of Research and Statistics. (PL 194)

PL 194.2/3	Annual Accident Report (1940-1954)
PL 194.2/9	Average Weekly Earnings (1935?-1944?)
PL 194.3/9	Building Operations in Pennsylvania Municipalities (numbered, 1934-1969?)

PL 194.4/5	Changes in Cost of Living in Pennsylvania (1938?-1961)
PL 194.4/8	Compensable Work Injuries in Pennsylvania (1955-1969) [superseded by PL 194.24/8]
PL 194.4/8/7	Pennsylvania Consumer Price Index Quarterly (1961-1971?)
PL 194.6/7	Employment Conditions in Pennsylvania Industries (1934-1955)
PL 194.6/8	Estimated Totals: Employment, Payroll, Man-hours (1935?-1944?)
PL 194.10/6	Indices of: Employment, Payroll, Man-hours (1939?-1944?)
PL 194.10/7	Industrial Injuries in Pennsylvania (numbered, 1934?-1969?)
PL 194.16/3	Occupational Injuries and Illnesses in Pennsylvania (1974-1980?)
PL 194.17/4	Pennsylvania Workmen's Compensation Laws; Annual Summary (1933?-1953?)
PL 194.24/8	Work Injuries in Pennsylvania (frequency varies, 1972-1980,quarterly 1981-) [supersedes Compensable Work Injuries in Pennsylvania PL 194.4/8]

Labor and Industry. Bureau of Social Security for Public Employees. (PL 208)

Labor and Industry. Bureau of Labor Statistics and Agriculture. (PL 209)

PL 209.1	Report (annual, 1872/73-?)

Labor and Industry. State Advisory Council on Unemployment Compensation. (PL 226)

PL 226.1	Report (1954)

Labor and Industry. Unemployment Compensation Board of Review. (PL 227)

PL 227.10/7	Information Circular (numbered, 1937?-?)
PL 227.19/9	Rules of Procedure (1942?-1951?)

Labor and Industry. Office of Vocational Rehabilitation. (PL 238)

PL 238.4/2	Annual Caseload Statistics (1974?-?)
PL 238.4/2/4	Annual Report on Cases Closed (1974?-?)
PL 238.10/7	Inside BVR; Employee Bulletin (1973-1976?)
PL 238.20/9	Success (bimonthly, 1952-?)

Labor and Industry. Prevailing Wage Division. (PL 242#)

Labor and Industry. Bureau of Women and Children. (PL 247)

Labor and Industry. Bureau of Worker's Compensation. (PL 248)

[former Workmen's Compensation Bureau]

PL 248.1	Annual Report (1925?-?)
PL 248.19/9	Rules of Procedure (1942?-1956?)
PL 248.20/2	Safe Practice Bulletin (1936?-1945?)

Labor and Industry. State Workmen's Insurance Fund. (PL248/6)

PL 248/6.1	Biennial Report (1968/70-)

MILITARY AFFAIRS

(1793-)

PMA 1.1	Annual Report for Years Ending in Dec 1864 and Dec 1865
PMA 1.1a	Biennial Report (1966/68-)
PMA 1.3/9	Presentation of the Adjutant General, Department of Military Affairs (1900?-)
PMA 1.15/4/5	News from the Pennsylvania National Guard (irregular)
PMA 1.17/4	The Pennsylvania Guardsman (frequency varies, 1897-1957)

Military Affairs. Adjutant-General's Office. (PMA 23)

PMA 23.1	Adjutant General's Report (annual, 1961-)
PMA 23.1a	Biennial Report (1964/66-1968/70)
PMA 23.2/3	[see new class PMA 23.17]
PMA 23.3	Bulletin (1921-1939?)
PMA 23.4	Circular (1969-1970?)
PMA 23.8/4	General Orders (1919-1937?)
PMA 23.14/2	Maintenance Bulletin (irregular, 1971-?)
PMA 23.14/6	Pennsylvania Military Regulations (irregular, 1969?-)
PMA 23.17	The Adjutant General Pamphlet (irregular, numbered) [class changed from PMA 23.2/3]
PMA 23.17/8	Press Release (1962?-1973?)
PMA 23.20/9	Supply Information Letter (irregular, 1971-?)
PMA 23.21/8	Training Circular (irregular, 1964-?)

Military Affairs. Quartermaster General's Office. (PMA 189)

PMA 189.1	Report (annual, 1861?-1864?)

Military Affairs. Surgeon-General's Office. (PMA 209)

PMA 209.1	Report (1862-?)

Military Affairs. State Veteran's Commission. (PMA 234)

PMA 234.1	Biennial Report (1929/31-1931/33?)
PMA 234.17/4	Pennsylvania Vets' Bulletin (irregular, June 1957-Apr 1959)

MINES AND MINERAL INDUSTRIES

(1903-1970)

[Later Environmental Resources PER 1]

PMI 1.1	Reports (cataloged separately from 1896-1968?)
PMI 1.1a	Biennial Report (1956/58?-1958/60?)
PMI 1.1p	Preliminary Report of the Dept. of Mines (1919)
PMI 1.1s	Secretary's Report (monthly, 1966-1971?)
PMI 1.2/7	Anthracite Mining Laws of Pennsylvania (1954?-1962?)
PMI 1.3/6	Bituminous Coal Mining Laws of Pennsylvania (1961?-?)
PMI 1.15/4	Pennsylvania Department of Mines and Mineral Industries (1963?-1970?) [news releases]

Mines and Mineral Industries. Anthracite Division. (PMI 27)

PMI 27.2/7	Anthracite Fatal Accident Bulletin (monthly?, 1940-1941)
PMI 27.14/8	Monthly Report (1941-?)
PMI 27.17/8	Production Per Fatal Accident, by Operator (1940?-1941?)
PMI 27.20/2	The Safety Sentinel (irregular, 1941-1966) [see also PMI 36.20/2]

Mines and Mineral Industries. Bituminous Division. (PMI 36)

PMI 36.3/6	Bituminous Fatal Accident Bulletin (monthly, 1941-?)
PMI 36.14/8	Monthly Report (1940-1941)

PMI 36.17/8	Production per Non-Fatal, Lost Time Accident Resulting from Direct Falls of Roof, Coal and Slate ... (quarterly?, 1941)
PMI 36.17/8/2	Production per Non-Fatal Lost Time Accidents Resuling from Direct Falls of Roof, Coal and Slate, by Operator (1941)
PMI 36.17/8/3	Production per Fatal Accident by Operator (1940-1941)
PMI 36.20/2	The Safety Sentinel (irregular, 1941-1966) [see also PMI 27.20/2]

Mines and Mineral Industries. Coal Research Board. (PMI 48)

PMI 48.14/6	Mine Drainage Abstracts (loose-leaf, 1964-1970?)

Mines and Mineral Industries. Oil and Gas Division. (PMI 166)

PMI 166.14/8	Monthly Report (1957?-?)
PMI 166.16/6	Compilation of Oil and Gas Laws Administered by the Department ... (1962?-1966?)

PROPERTY AND SUPPLIES

(1929-1975)

[Later General Services PGS 1]

PP 1.1a	Biennial Report (1957/59?-1969/70?)
PP 1.15/4	News Releases (1968?-1975?)

Property and Supplies. Bureau of Publications. (PP 17)

PP 17.4/2	Capital Telephone Directory (1928-) [later: Commonwealth Telephone Directory]
PP 17.17/4	The Pennsylvania Manual (1867-)[formerly: Smull's Legislative Handbook; continued as PGS 1.17/4]
PP 17.17/9	Publications of the Commonwealth Pennsylvania (irregular, 1937-1969) [continued by Directory of State Publications PGS 1.5/8]

Property and Supplies. Procurement Systems and Procedures Division. (PP 178)

Property and Supplies. Bureau of Purchases. (PP 179)

Property and Supplies. Bureau of Standards. (PP 208)

PP 208.20/8	Specifications

PUBLIC INSTRUCTION

(1873-1969)

[Later Education PE 1]

PPI 1.1	Annual Report (1835-1919, biennial 1924/26-1964/66)
PPI 1.2/7	Annual Report of High School Inspectors Including a List of High Schools (1908-1918?)
PPI 1.2/7/5	Application for Appropriation for Teachers' Salaries: Philadelphia (1942/43-1950/51)
PPI 1.2/8	Pennsylvania Arbor Day Manual (1913?-1923?, 1934-?)
PPI 1.3	Bulletins (1920-1921)
PPI 1.3/4	Bericht (1861?-1866?)
PPI 1.3/6	Biennial Report on Higher Education in Pennsylvania (1896/98?-1898/1900?)
PPI 1.4/7	Classification of Public Secondary Schools (1908-1930/31?)
PPI 1.4/8	Comments on Education (1956-1957)
PPI 1.4/9	Curriculum Continuum Series (numbered, 1963)
PPI 1.5	DPI Intercom (1 issue only, May 1960)
PPI 1.5/6/8	Digest of School Laws Enacted by the...Session of the General Assembly (1956-1969?)
PPI 1.6/3	Educational Monographs (1926-1930?)
PPI 1.6/7	Emergency Education Program; Information Bulletin (nos. 1-15, 1934)
PPI 1.7/6	Teachers Guide for the Mathematics Film Series (1962)
PPI 1.8/9	Guidance Series for Teachers (1958-1961)
PPI 1.10/7	Insight; a Bibliography on Intergroup Relations for Pennsylvania's Schools (monthly, Oct 1965-Mar 1966)
PPI 1.10/7/8	Institutions of Higher Education in Pennsylvania which are Legally Authorized to Grant Degrees (irregular, 1967-1968)
PPI 1.11/9	The Junior Historian (frequency varies, 1943-1955)
PPI 1.14/2	Mathematics Series (1962-1964)
PPI 1.15/4	Newsletter (monthly, 1956-1967)
PPI 1.15/4/1	New Releases (1952?-1969)

PPI 1.17/4	Pennsylvania Public Instruction; Official Bulletin (1933-1943)
PPI 1.17/4/2/4	Pennsylvania Basic Education (irregular, 1967-1969)
PPI 1.17/4/3	Pennsylvania Curriculum Improvement Series (1961-1969?)
PPI 1.17/4/5	Pennsylvania Higher Education (irregular, 1967-1969)
PPI 1.17/4/8	Penn Day (1923-1934?)
PPI 1.17/4/9	Pennsylvania School Slate (irregular, 1962-1969?)
PPI 1.19/2	Radio Releases (weekly, Jan 1933-Oct 1933)
PPI 1.19/4	Report of the Work of the County Supervisors of Special Education (biennial, 1941/43?-1949/51?)
PPI 1.19/4/8	Resume; A Series of Occasional Papers Reporting the Pa. Curriculum Improvement Program (numbered, May-Mar 1962)
PPI 1.20/3	School Executive Series (numbered, 1962-1965)
PPI 1.20/3/6	Science in Action Series (numbered, 1963-1967)
PPI 1.20/8	Statistical Research Studies (numbered, 1933-1936)
PPI 1.21/8	Training for Victory (numbered, 1942-1944)

Public Instruction. Bureau of Administrative Leadership Services. (PPI 23)

Public Instruction. Commission for the Study of Educational Problems. (PPI 48)

PPI 48.20/8	State Study Releases (numbered, 1932-1934)

Public Instruction. Bureau of Curriculum Development. (PPI 49)

[name varies, later PE 49]

PPI 49.10/7	In-Service Education Reporter (Oct 1966)

Public Instruction. Division of Elementary Education. (PPI 67)

Public Instruction. Bureau of General and Academic Education. (PPI 84)

Public Instruction. Office of Higher Education. (PPI 96)

PPI 9 4/8	Colleges and Universities in Pennsylvania (1960?-1967?)

Public Instruction. Bureau of Institutional Studies and Services. (PPI 107)

Public Instruction. Bureau of Professional Licensing. (PPI 178)

[later Bureau of Professional and Occupational Affairs PS 178]

Public Instruction. Professional Licensing. State Board of Examiners of Architects. (PPI 178/2)

Public Instruction. Professional Licensing. State Board of Cosmetology. (PPI 178/3)

Public Instruction. Professional Licensing. State Board of Nurse Examiners. (PPI 178/6)

PPI 178/6.20/3 Schools of Nursing in the Commonwealth Pennsylvania Approved for the Year ... (1948?-1957?)

Public Instruction. Professional Licensing. State Board of Medical Education and Licensure. (PPI 178/7)

Public Instruction. Professional Licensing. State Board of Optometrical Examiners. (PPI 178/8)

Public Instruction. Professional Licensing. State Pharmacy Laboratory. (PPI 178/85)

[State Board of Pharmacy]

PPI 178/85.1 Annual Report (1938?-1941?)

Public Instruction. Professional Licensing. State Registration Board for Professional Engineers. (PPI 178/88)

PPI 178/88.1 Biennial Report (1922-1928?)

Public Instruction. Professional Licensing. State Real Estate Commission. (PPI 178/89)

Public Instruction. Bureau of Special Services for Pupils. (PPI 179)

PPI 179.2/7 Alert (10 annually, 1960?-1966?)

Public Instruction. Bureau of Research. (PPI 194)

PPI 194.16/9	Our Schools and Colleges Today (title varies, 1952-1969?) [later PE 63/8.16/8 and PE 63/8.16/9]
PPI 194.20/8	Special Research Series (numbered, 1957-1969?)

Public Instruction. Public School Employes' Retirement Board. [1917-1975] (PPI 203)

[later PY R4381]

PPI 203.1	Annual Report (title varies, 1919/20-1938/40?)

Public Instruction. Bureau of School Business Services. (PPI 203/2)

Public Instruction. Bureau of School District Organization. (PPI 203/3)

Public Instruction. Bureau of Statistics. (PPI 208)

Public Instruction. Bureau of Teacher Education. (PPI 214)

PPI 214.3	Bulletin (numbered, no. 3, 1935-?)

Public Instruction. Bureau of Vocational Education. (PPI 238)

[name varies]

PPI 238.1	Annual Report (1914?-?)
PPI 238.3	Bulletin (numbered, 1913-?)

PUBLIC WELFARE

(1921-)

PPW 1.1	Annual Report (1870-1917)
PPW 1.1a	Public Welfare Report (1958/60-1970/71) [continued by Public Welfare Annual Statistics PPW 1.17/9]
PPW 1.1b	Biennial Report (1921/22-1946/48)
PPW 1.1p	Preliminary Report (1919/21?)
PPW 1.1sr	Status Report (November 1982-)

PPW 1.1u	Update: a Report of the Activities of the ... for Fiscal Year 1970-71 (1973)
PPW 1.2/2	Budget Report for Fiscal Year
PPW 1.2/8/5	Department of Public Welfare Appropriation Hearings
PPW 1.3	Bulletin [Patient Classification -- Monthly Summary, State General Hospitals] (numbered, 1922-)
PPW 1.3/9	The Public Welfare Budget Summary (1975?-)
PPW 1.4/5	The Challenge (bimonthly, 1957-1978?)
PPW 1.4/9	Currents (quarterly, 1974-1979)
PPW 1.5/3	A Directory of Licensed and Approved Child Day Care Centers (1978?-)
PPW 1.5/6	Directory of Public Welfare Offices
PPW 1.7/4/2	Federal Augmentations (1900?-)
PPW 1.7/8	Focus on Mental Health (discontinued, 1977)
PPW 1.9/8	The Hospital Plan for Pennsylvania; Revision (1949/50-1955/56?)
PPW 1.10/6/9	Inside Public Welfare (irregular, 1958-1970/71)
PPW 1.10/7	Institutional Agriculture Production Report (1964)
PPW 1.13/4	Legislative Report (1969?-1977?)
PPW 1.13/8	Long Term Care Memorandum (1975?-)
PPW 1.14/2/8	Annual Management Training Needs Survey (1975?-)
PPW 1.14/8	Monthly Bulletin (May 1932-Apr 1936)
PPW 1.15/4	News Releases (1957-1977?)
PPW 1.17/2	Patterns in Living: Pennsylvania Foster Grandparents (irregular, 1970-1979)
PPW 1.17/9	Public Welfare Annual Statistics (1972-1975?) [earlier see PPW 1.1a]
PPW 1.17/9/2	Public Assistance Allowances Compared with the Cost of Living (annual, 1938-1965?)
PPW 1.17/9/7	The Public Welfare Newsletter (monthly, 1969-1974?)
PPW 1.17/9/7/7	Public Welfare News (monthly, 1975-)
PPW 1.19/4	Report; Mothers' Assistance Fund (biennial, 1918/20-1927/29?)
PPW 1.20/4/3	Secretarys' Directive/Commonwealth ... (looseleaf, 1900?-)
PPW 1.24/4	Welfare Reporter (irregular, 1951-1954)

Public Welfare. Office for the Aging. (PPW 25)

PPW 25.1	Annual Report (1977-)
PPW 25.2/5	Aging in Pennsylvania (irregular, Nov 1973-Jun/Jul 1974?)
PPW 25.4/8	Commonwealth Aging (bi-monthly, 1978-1980)
PPW 25.6/7	The Elderly in Pennsylvania (1973-1977)
PPW 25.15/9	Number of Homes and Beds for the Aged, [more-Handicapped and Infirm (annual, 1959?-1965?)
PPW 25.20/4	Services for the Aging Series (numbered, 1961-1965)
PPW 25.20/8	State Plan on Aging (1977)

Public Welfare. State Advisory Committee on Aging. (PPW 25/2)

Public Welfare. Alcohol Permit Board. (PPW 27)

PPW 27.1	Report (1929)

Public Welfare. Office of Public Assistance. (PPW 28)

[before 1958, Department of Public Assistance]

PPW 28.1	Annual Report (1914?-1958?)
PPW 28.2: P976/I37m	Income Maintenance Bulletin (looseleaf) [see PPW 107.6/6]
PPW 28.5/6	Directory of DPA Offices (irregular, 1947/-1956?)
PPW 28.5/6/3	Directory of County Offices, Regional Offices ... (irregular)
PPW 28.6/7	Quarterly Report on Employment Activities ... (1963?-1965?)
PPW 28.8/8	Graphic Highlights of Pennsylvania's Public Assistance (1950?-1957?)
PPW 28.10/7	Informational Leaflet (numbered, 1945-1966?)
PPW 28.10/7/8	Inside DPA (bimonthly, 1949-1958)
PPW 28.13/2	Laws Relating to the Department of Public Assistance.
PPW 28.14/4	Medical Assistance to Persons 65 Years of Age and Older (monthly, 1962-1966)
PPW 28.15/4	News Releases (1938-1957)
PPW 28.15/4/9	News Releases
PPW 28.15/9	Number of Employable Persons Receiving Public Assistance (semi-annual, 1958-1967?)
PPW 28.15/9/2	Monthly Report on Nursing Home Care (1962-1966?)
PPW 28.17/2	Monthly Report of Payments for Long-Term Institutional Care (1966-1970?)
PPW 28.17/4	Pennsylvania Public Assistance Statistics (frequency varies, 1937/38?-1971?)
PPW 28.17/4/1	Pennsylvania Public Assistance Statistics Monthly Summary of Pa. Public Assistance Statistics (1943-1945)
PPW 28.17/4/2	Pennsylvania Public Assistance County Statistics (monthly, 1957-1962)
PPW 28.17/4/8	People in Need (bimonthly, 1947-?)
PPW 28.17/9	Purchased Hospital Care for Persons Under 65 Years of Age (monthly, 1964-1966)
PPW 28.19/4	Requests for Payment for Nursing Home Care for the Disabled (1962-1963)
PPW 28.20/4	Semi-monthly Report on Public Assistance (1960-1981?)
PPW 28.20/7	Special Analysis (numbered, 1941-?)

PPW 28.20/8	Statistical Report on Public Assistance and Work Relief (Mar 1940-Apr 1941)
PPW 28.20/8/2	Statistical Report on Federally Aided Types of Assistance (Jul 1937-Oct 1937)
PPW 28.20/8/3	Statistical Report on Community Work and Training Programs (monthly, 1957?-1966?)
PPW 28.20/8/6	Statistical Report to Indiana County Board of Assistance (1966?-?)
PPW 28.20/8/8	Statistical Report on Special Types of Assistance (Jul 1937-Oct 1937)
PPW 28.20/9/8	Summary of Public Assistance Clients Referred for Vocational Training (1900?-)
PPW 28.21/4	Telephone Directory, DPA State Office (irregular)
PPW 28.23/4	Vendor Payments for Medical Assistance ... (monthly, 1966-1970?)
PPW 28.24/4	Weekly Report on Public Assistance (1937?-1953?)

Public Welfare. Office of Public Assistance. Employment Board. (PPW 28/4)

PPW 28/4.1	Annual Report (1937/38-1942)

Public Welfare. Office for the Blind. (PPW 37)

PPW 37.14/8	Monthly Service Report (1958?-1978?)

Public Welfare. Office for the Blind. Western Pennsylvania School for the Blind. (PPW 37/6)

PPW 37/6.1	Annual Report (1888-1927?)

Public Welfare. Office for the Blind. Pennsylvania Working Home for Blind Men. (PPW 37/8)

PPW 37/8.1	Report of the Managers (annual, 1875-1920?)

Public Welfare. Office of Children, Youth and Families. (PPW 45)

[former Office for Children and Youth]

PPW 45.2/3	Admissions to Pennsylvania Training Schools (1959/60-1965?)
PPW 45.3	Children, Youth and Families Bulletin
PPW 45.4/5	Children Held in Juvenile Detention (annual, 1959-1966?)
PPW 45.4/5/2	Child Welfare Series (numbered, 1960-1963)
PPW 45.4/5/3	Child Abuse Report (annual, 1976-) [earlier PPW 72.4/5/2]
PPW 45.5/6	Directory of Institutions and Group Homes [more-

	for Dependent Children
PPW 45.14/6	Migrant Child Care Centers and Services; Report (annual, 1956?-1962?)
PPW 45.17/4	Pennsylvania Fact Book on Children and Youth (annual, 1960-1966?)

Public Welfare. Office for Children and Youth. Home for the Training in Speech of Deaf Children. (PPW 45/5)

PPW 45/5.1	Report

Public Welfare. Office for Children and Youth. Industrial School, Huntingdon. (PPW 45/6)

PPW 45/6.1	Report (biennial, 1889/90-1927/28?)

Public Welfare. Office for Children and Youth. Philadelphia House of Refuge. (PPW 45/8)

PPW 45/8.1	Report (annual, 1829-1960/61?)

Public Welfare. Office for Children and Youth. Pittsburgh House of Refuge. (PPW 45/82)

PPW 45/82.1	Report (1864)

Public Welfare. Bureau of Claim Settlement. (PPW 47)

Public Welfare. Bureau of Community Work. (PPW 48)

Public Welfare. Office of Public Education. (PPW 63*)

[incorrect class, use PPW 179]

Public Welfare. Office of Family Services. (PPW 72)

[after 1975?, combined with Office of Children, Youth and Families PPW 45]

[later PPW 45]

PPW 72.4/5/2	Cases of Child Abuse Reported (1970?-1975?) [later see PPW 45.4/5/3]
PPW 72.16/8	Out-of-State Children Placed in Pennsylvania under the Interstate Child Placement Act (1969?-1975?)

PPW 72.17/8	Directory, Police Juvenile Unit Personnel (annual?, 1964-1973?)
PPW 72.17/8/8	Population of County Institutions for Adults (annual, 1954-1960)
PPW 72.18/8	Quarterly Report on Reasons for Opening and Closing Cases (loose-leaf)

Public Welfare. Office of Fiscal Management. (PPW 76)

PPW 76.20/8	Status of Fiscal Activity as of ... (irregular, May 1974?-?)

Public Welfare. Office of General and Special Hospitals. (PPW 98)

PPW 98.2/7	Analysis of State General Hospital Services (monthly, 1960-1974?)
PPW 98.2/7/3	Analysis of Costs in Pennsylvania Hospitals ... (annual, 1960-1967?)
PPW 98.5/6	Directory of Hospitals in Pennsylvania (1964-1975?)
PPW 98.16/3	Occupancy Survey; Long Term Care Facilities (1967-1969?)
PPW 98.16/3/7	Occupancy Survey; Nursing Home Facilities (1964-1966?)

Public Welfare. Office of Income Maintenance. (PPW 107)

PPW 107.4/2/8	CAO Newsletter (quarterly, 1981-)
PPW 107.6	Public Assistance Eligibility Manual (looseleaf) [also refered to as Public Assistance Manual]
PPW 107.6/6	Income Maintenance Bulletin (looseleaf) [serves as update service to Public Assistance Eligibility Manual]
PPW 107.9/4/3	Hearing Digest (loose-leaf, 1970?-1975?)
PPW 107.17/9/3	Public Assistance Claims and Collections (monthly, 1976?-1978?)
PPW 107.19/2	CWEP PEP Rally (monthly)
PPW 107.20/8/8	Statistical Report (1977?)

Public Welfare. Office of the Deputy Secretary of Legislation. (PPW 134)

Public Welfare. Office of Medical Assistance. (PPW 134/2)

Public Welfare. Office of Medical Services and Facilities. (PPW 144)

PPW 144.17/4	Pennsylvania State Plan for Hospital and Medical Facilities (annual, 1948-1973?)

Public Welfare. Office of Medical Services and Facilities. Pennsylvania Epileptic Hospital and Colony Farm, Oakbourne. (PPW 144/8)

PPW 144/8.1	Report (annual, 1896-1911?)

Public Welfare. Office of Mental Health. (PPW 145)

PPW 145.1	Mental Health Plan and ... Annual Report (annual, 1982/83?-) [former Pennsylvania Comprehensive State Plan for Mental Health Services?]
PPW 145.3	Mental Health Bulletin
PPW 145.4/8/8	Mental Health Commissioner's Report (1965-)
PPW 145.7/8	Focus on MH News (bimonthly, 1977-)
PPW 145.14/2	The Mandate (monthly, 1973-1975?) [formerly: Focus on Mental Health Newsletter]
PPW 145.14/4	Mentally Retarded Persons Receiving Care at State Expense (1920-1959, annual, 1960-1971?)
PPW 145.14/4/2	Mental Health News (bimonthly, 1960?-?)
PPW 145.14/8	Movement of Patient Population in State Schools and Hospitals and the Elwyn Institute (annual, 1960?-1967?) [now included in Mental Health Bulletin PPW 145.3]
PPW 145.14/8/7	Movement of Patient Population in State-Owned Mental Health Facilities (annual, 1960?-1981?)
PPW 145.14/8/8	Movement of Resident Population in M R Annexes (annual, 197?-)
PPW 145.14/8/8m	Movement of Resident Population in M R Annexes (monthly, 1977-1978)
PPW 145.16/9	Summary Statistics on Outpatient Psychiatric Clinics (annual, 1962/63?-1966/67?)
PPW 145.17/4	Pennsylvania Psychiatric Quarterly (1961-1970)
PPW 145.17/5	Personnel of State Mental Hospitals (1962-1976?)
PPW 145.18/2/3	Quarterly Admissions/Discharges Report for State-Owned Mental Hospitals (1900?-)
PPW 145.20/8	State Mental Hospital Patients (annual, 1922-1958)
PPW 145.20/8/9	Quarterly Superintendents Meetings (1960?-)

Public Welfare. Office of Mental Health. Western State School and Hospital, Greensburg. (PPW 145/2)

PPW 145/2.4/9	Curry Hill Highlights (1974-)

Public Welfare. Office of Mental Health. State Hospital for the Insane, Danville. (PPW 145/3)

PPW 145/3.1	Official Reports of the Trustees and Officers (annual, 1874-1920?)

Public Welfare. Office of Mental Health. Western Pennsylvania Hospital, for the Insane, Dixmont. (PPW 145/3/6)

PPW 145/3/6.1	Annual Report (1858-1892)

Public Welfare. Office of Mental Health. Training School for Feeble Minded Children, Elwyn. (PPW 145/4)

PPW 145/4.1	Report (annual,1853-1924/25?)

Public Welfare. Office of Mental Health. Eastern Pennsylvania Psychiatric Institute. (PPW 145/4/2)

Public Welfare. Office of Mental Health. State Hospital, Harrisburg. (PPW 145/5)

PPW 145/5.1	Annual Report (1852-1956/58?)

Public Welfare. Office of Mental Health. State Hospital, Norristown. (PPW 145/7)

PPW 145/7.1	Report (annual, 1880?-1943?)

Public Welfare. Office of Mental Health. Pennhurst State School. (PPW 145/8)

PPW 145/8.1	Report (biennial, 1913?-1930?)

Public Welfare. Office of Mental Health. State Institution for Feeble-Minded, Polk. (PPW 145/82)

PPW 145/82.1	Report (annual, 1897-1924?)

Public Welfare. Office of Mental Health. Pennsylvania Hospital for Insane, Philadelphia. (PPW 145/83)

PPW 145/83.1	Report (1841-1890?)

Public Welfare. Office of Mental Health. State Asylum for Chronic Insane, South Mountain. (PPW 145/88)

PPW 145/88.1	Report (annual, 1894-1909?)

Public Welfare. Office of Mental Health. State Hospital, Warren. (PPW 145/9)

PPW 145/9.1	Report (annual, 1873-1930?)

Public Welfare. Office of Mental Health. State Hospital, Wernersville. (PPW 145/92)

Public Welfare. Office of Mental Health. White Haven State School and Hospital. (PPW 145/95)

PPW 145/95.17/8	PocoNotes (monthly, 1967?-1975)

Public Welfare. Office of Mental Health. Woodhaven Center, Philadelphia. (PPW 145/98)

PPW 145/98.21/8	The Training Quarterly on Mental Retardation (1979-)

Public Welfare. Office of Mental Retardation. (PPW 146)

Public Welfare. Office of Personnel Services. (PPW 174)

[former Bureau of Personnel]

Public Welfare. Office of Policy Planning and Evaluation. (PPW 178/8)

PPW 178/8.5/6	Directions: A Channel of Information on Programs and Activities (irregular, 1982-)

Public Welfare. Office of Public Education. (PPW 179)

PPW 179.5/6/3	Directory of Services :Children & Youth (annual, 1978)
PPW 179.5/6/7	Directory of Services :Mental and Mental Retardation (annual, 1978)
PPW 179.5/6/8	Directory of Services :Older Persons (annual, 1978)
PPW 179.5/6/81	Directory of Services :Poor and Low Income Families (annual, 1978)
PPW 179.5/6/9	Directory of Services :Visually Handicapped (annual, 1978)
PPW 179.7/9	Funds Received by Counties for DPW Subsidy and Grant Programs. (annual, 1977/78?)
PPW 179.17/8	[Posters]

Public Welfare. Division of Research and Statistics. (PPW 194)

PPW 194.16/3	Monthly Occupancy Report for State-Owned Institutions (1960-1975?)
PPW 194.20/8	Statistical Report of the Department of Welfare (1935-1936)
PPW 194.21/8	End-of-Month Report on Total Number of Employees of Department ... (1960-1967)

Public Welfare. Bureau of Research and Training-Mental Health. (PPW 1943)

PPW 1943.4/8	Contemporary Issues of Mental Health (quarterly, 1975-1976)

Public Welfare. Office of Social Programs. (PPW 203)

PPW 203.3	Social Programs Bulletin

Public Welfare. Office of Social Services. (PPW 207/8)

Public Welfare. State and Local Welfare Commission. (PPW 208)

Public Welfare. State and Local Welfare Commission. Southeastern Region. (PPW 208/4)

REVENUE

(1927-)

PR 1.1	Biennial Report (1956/58?-1968/70?)
PR 1.4/8	Compendium of Revenues Collected by the Commonwealth of Pennsylvania (1982-) [formerly Compendium of Pennsylvania Taxes, 1976-1981]
PR 1.15/4	News Releases (1964?-1977?)
PR 1.17/4	Pennsylvania Tax Update (quarterly, 1983-)
PR 1.19/4	Revenews (monthly, discontinued, 1975-?)

Revenue. Bureau of Accounts Settlement. (PR 23)

Revenue. Bureau of Cigarette and Beverage Taxes. (PR 46*)

[class changed from PR 47]

Revenue. Office of Criminal Tax Investigation. (PR 47*#)

Revenue. Bureau of Corporation Taxes. (PR 48)

Revenue. Bureau of Field Operations. (PR 76)

Revenue. Bureau of Inheritance Taxes. (PR 106#)

Revenue. Bureau of Institutional Collections. (PR 107)

Revenue. Bureau of Liquid Fuels Tax. (PR 136)

[after 1984?, Bureau of Motor License Funds PR 148]

PR 136.13/6	Liquid Fuels Tax, Monthly Gallonage and Deposit Report (1970-?)
PR 136.20/3	Schedule of Liquid Feuls Tax-Credit to Counties (1963?-1964?)
PR 136.26/4	Yearly Gallonage Report (1975-?)

Revenue. Bureau of State Lotteries. (PR 138)

PR 138.1	The Pennsylvania Lottery Annual Report (1978/79-)
PR 138.5/2	The Daily Number Newsletter (monthly, 1977-1978)
PR 138.13/8	Lottery Lines (monthly, 1972-)
PR 138.15/4	News Release (irregular, 1973?-)
PR 138.20/8	Statement of Income and Expenditures (irregular, 1977-)

Revenue. Bureau of Motor License Funds. [1984?-] (PR 148#)

[earlier Bureau of Liquid Fuel Tax PR 136]

Revenue. Personal Income Tax Bureau. (PR 174)

Revenue. Bureau of Personnel. (PR 174/7)

Revenue. Office of Public Information. (PR 179#)

Revenue. Research and Statistics Division. (PR 194)

PR 194.17/4	Pennsylvania Taxable Income by County, Size and Income Type, and Poverty Income (annual, 1972-)
PR 194.19/4	Research Bulletin (numbered, 1959-?)
PR 194.20/8	Statistical Bulletin (fiscal 1957/58)
PR 194.20/8/3	Statistical Data Sheet (monthly, 1958-)

Revenue. Bureau of Taxes for Education. (PR 202)

[formerly Bureau of Sales and Use Tax]

PR 202.15/4	News Releases (1967?-1968?)

STATE

(1790-)

PS 1.1	Biennial Report (1958/60?-1964/66?)
PS 1.2/8	Appropriations and Expenditures
PS 1.5/4	Departmental Statistics (1924?-1925?)
PS 1.15/4	News Releases (1962?-1977?)

State. Athletic Commission. (PS 28)

State. Commission on Charitable Organizations. (PS 45*)

[class corrected from PY C4732]

State. Corporation Bureau. (PS 48)

State. Bureau of Elections. (PS 67)

PS 67.6/7	Election Guide (1936-)
PS 67.6/7/2	Election Calendar (1929?-)
PS 67.6/7/3	Elections of...[yr] (1913-)
PS 67.6/7/7	Election News (1981-)
PS 67.8/4	Tabulated Statement of the Votes Cast for the Several Candidates ... (titles varies, 1896?-1962?)
PS 67.19/4	Registration of Voters in Pennsylvania by Counties (1931?-)
PS 67.23/8	Votes Cast in Municipal Elections (19??-)

State. Bureau of Professional and Occupational Affairs. (PS 178)

State. Professional and Occupational Affairs. State Board of Examiners of Architects. (PS 178/2)

PS 178/2.13/2	Law, Regulations and Information Covering Practices of Architecture in Pennsylvania (1964-)
PS 178/2.19/8	Roster of Architects in Pennsylvania (1969-)

State. Professional and Occupational Affairs. State Board of Auctioneers. (PS 178/2/9)

State. Professional and Occupational Affairs. State Board of Barber Examiners. (PS 178/3)

PS 178/3.13/2	Laws Covering Practice of Barbering (1964-)
PS 178/3.19/8	Roster of Licensed Barbers ... (1965-)

State. Professional and Occupational Affairs. State Board of Chiropratic Examiners. (PS 178/4)

PS 178/4.13/2	Law and Rules of Professional Conduct Covering Practice of Chiropractic Medicine in Pennsylvania (1967-)

State. Professional and Occupational Affairs. State Board of Cosmetology. (PS 178/4/8)

PS 178/4/8.3/4	The Beauty Culture Law and Rules and Regulations ... (1965-)
PS 178/4/8.19/8	Roster of Licensed Cosmetologists ... (1965-)

State. Professional and Occupational Affairs. State Dental Council and Examining Board. (PS 178/5)

PS 178/5.19/8	Roster of Licensed Dentists and Dental Hygientists ... (1965-)
PS 178/5.19/9	Regulations for Examination and Registration, Candidates for Dental Hygiene Licensing ... (1965-)
PS 178/5.19/9/2	Regulations for Examination and Registration, Candidates for Dental Licensing ... (1965-)

State. Professional and Occupational Affairs. State Registration Board for Professional Engineers. (PS 178/6)

PS 178/6.19/8	Roster of Professional Engineers and Surveyors in Pennsylvania (1965-)
PS 178/6.19/9	Rules, Regulations and Administrative Procedures (1968-)

State. Professional and Occupational Affairs. State Board of Funeral Directors. (PS 178/7)

PS 178/7.19/8	Roster of Funeral Directors (1965-)
PS 178/7.19/9	Rules and Regulations ... (1967-)

State. Professional and Occupational Affairs. State Board of Landscape Architects. (PS 178/13)

State. Professional and Occupational Affairs. State Board of Medical Education and Licensure. (PS 178/14)

PS 178/14.19/4	Regulations Covering Practice of Medicine in Pennsylvania (1964?-)
PS 178/14.19/8	Roster of Medical Doctors in Pennsylvania (1966-)

State. Professional and Occupational Affairs. State Board of Motor Vehicle Salesmen. (PS 178/14/8)

State. Professional and Occupational Affairs. State Navigation Commission for the Bay and River Delaware. (PS 178/14/9)

State. Professional and Occupational Affairs. State Board of Nurse Examiners. (PS 178/15)

PS 178/15.19/9	Rules and Regulations...for Programs of Practical Nursing (1967-)
PS 178/15.19/9/2	Rules and Regulations...for Programs of Professional and Technical Nursing (1970/71-)

State. Professional and Occupational Affairs. State Board of Nursing Home Administrators. (PS 178/15/5)

State. Professional and Occupational Affairs. State Board of Occupational Therapist Examiners. (PS 178/15/9)

State. Professional and Occupational Affairs. State Board of Optometrical Examiners. (PS 178/16)

PS 178/16.19/9	Rules and Regulations Covering Practice of Optometry (1965-)

State. Professional and Occupational Affairs. State Board of Osteopathic Medical Examiners. (PS 178/16/8)

PS 178/16/8.19/9	Rules and Regulations of ... (1965-)

State. Professional and Occupational Affairs. State Board of Pharmacy Examiners. (PS 178/17*)

[class changed from PY P536]

PS 178/17.1	Annual Report: Board of Pharmacy (1919-)

State. Professional and Occupational Affairs. State Board of Physical Therapist Examiners. (PS 178/17/5)

State. Professional and Occupational Affairs. State Board of Podiatry Examiners. (PS 178/17/8*)

[class changed from PS 178/17]

PS 178/17/8.13/2	Law and Rules of Professional Conduct Concerning Practice as Podiatrist ... (1967-)

State. Professional and Occupational Affairs. State Board of Psychologist Examiners (PS 178/17/8/9)

State. Professional and Occupational Affairs. State Board of Examiners of Public Accountants. (PS 178/17/9)

PS 178/17/9.13/2	Law and Rules of Professional Conduct Covering Practice as Certified Public Accountant ... (1965-)

State. Professional and Occupational Affairs. State Real Estate Commission. (PS 178/19)

PS 178/19.19/4	Real Estate Brokers License Act (1964-)
PS 178/19.19/7	Real Estate Licensing Act (1980)
PS 178/19.19/8	Roster of Licensed Real Estate Brokers and Salesmen in Pennsylvania (1965-)
PS 178/19.19/9	Rules and Regulations ... (1964-)

State. Professional and Occupational Affairs. State Board of Veterinary Medical Examiners. (PS 178/23)

State. Secretary of the Commonwealth. (PS 204)

PS 204.1	Biennial Report (1892/94?-1922?)
PS 204.2:R288c/yr	Reapportionment Plan: Pennsylvania Congressional Districts (1972?-)
PS 204.2:ct/yr	Pennsylvania House of Representatives Districts
PS 204.2:ct/yr	Pennsylvania Senatorial Districts

PS 204.2:R288l /ct/yr	Final Legislative Reapportionment Plan Filed [date]: Pennsylvania House of Representatives Districts
PS 204.2:R288s /ct/yr	Final Legislative Reapportionment Plan Filed [date]: Pennsylvania Senator Districts

[Note: all of above cuttered for Pennsylvania, Pittsburgh or Philadelphia]

PS 204.13/6	List of Charters of Corporations Enrolled in the Office of the Secretary of the Commonwealth (biennial, 1899/03?-1919/21?)
PS 204.15/4	News Releases (irregular, 1968?-1975?)
PS 204.15/8	Nominations for the Office of U.S. Senator, Governor, etc. (1922?-1934?)

SURVEYOR GENERAL (PSG)

(1781-1873)

[incorporated into Internal Affairs by 1873 Constitution]

PSG1.1	Annual Report (1865?-1874?)

STATE POLICE

(1905-)

PSP 1.1	Report (annual, 1905/06-1917; Biennial, 1918/19-1968/70?)
PSP 1.4/8	The Communicator (monthly, 1963-1972?)
PSP 1.15/4	News Releases (1962?-1977?)

State Police. Bureau of Community Services. (PSP 47)

State Police. Bureau of Criminal Identification and Information. (PSP 48)

State Police. Bureau of Investigation. (PSP 48/6)

State Police. Bureau of Fire Protection. (PSP 76)

PSP 76.1	Report (annual?, 1913-1931?)
PSP 76.4/8	Consolidated Bulletin of Public Safety (monthly, 1920-?)
PSP 76.19/4	Regulations Governing the Having, Using, [more-

Storing, Transportation, Sale & Keeping of Gasoline, Naphtha, Kerosene, etc. (1924?-1965?)

State Police. Municipal Police Officers' Education and Training Commission. (PSP 149)

State Police. Bureau of Patrol. (PSP 172)

State Police. Bureau of Research and Development. (PSP 194)

PSP 194.22/7	Uniform Crime Reports (annual, 1973-)

State Police. Bureau of Technical Services. (PSP 214)

State Police. Bureau of Training and Education. (PSP 218)

TREASURER

(1776-)

PT 1.1	Report (title varies, 1818?-1942?)
PT 1.1m	Report of the State Treasurer (montlhy, 1938-1968; quarterly, 1969-)
PT 1.3/9	Treasury Department Budget Request
PT 1.15/4	News Releases (1963?-1977?)

Treasurer. Board of Finance and Revenue. (PT 76)

Treasurer. Commissioners of the Sinking Fund. (PT 206)

PT 206.1	Report (report year irregular, 1879?-1918?)

TRANSPORTATION

(1970-)

[Formerly Highways PHI 1]

PTR 1.1	Annual Report (1979/80-)

1696

PTR 1.4/8	Construction Bulletin (1970-1984)
PTR 1.6/8	Estimate of the Cost of Completing the National System of Interstate and Defense Highways in the Commonwealth (1974?-1977?)
PTR 1.8	Police Accident Report Manual
PTR 1.9/6	Highway Improvements in Pennsylvania (1971-) [earlier see PHI 1.9/6]
PTR 1.10/7	Inspector Certification Series (1971-) [earlier PHI 1.10/7]
PTR 1.15/2	Names, Titles, and Mailing Addresses of Officials within the Commonwealth of Pennsylvania (annual, six part series covering county and local officials, 1971-)
PTR 1.15/4	News Releases (1970?-1977?)
PTR 1.16/4	Commonwealth of Pennsylvania, Official Transportation Map (1925-)
PTR 1.17/4	Performance Report (quarterly, 1979-)
PTR 1.17/8/7	Price List: Maps and Publications
PTR 1.19/4	Official Traffic-Control Devices [67 Pa.C. 211] [Regulations Governing the Design, Location and Operation of all Official Traffic Signs, Signals and Markings ...] (1938-)
PTR 1.20/8	Specifications (1973?-)
PTR 1.21/8/6/3	Transportation Information Center Additions (monthly) [formerly News/Notes and Acquisitions]

Transportation. Bureau of Advance Planning. (PTR 23)

Transportation. Bureau of Aviation. (PTR 29)

[formerly Aeronautics Commission]

PTR 29.1	Report (annual?, 1943?-1951?)
PTR 29.2/9	Aviation Releases (monthly, 1955-1975)
PTR 29.2/9/7	Aviation News (Feb 1975 - Sept 1976)
PTR 29.4	Circular (1935?)
PTR 29.8/4	Generally Aviation (monthly, 1972-1979?)
PTR 29.13/2	Pennsylvania Laws Relating to Aviation (1957?-1967?)
PTR 29.13/6c	Licensed Airports in Pennsylvania - Commercial (1957-1961?)
PTR 29.13/6p	Licensed Airports in Pennsylvania - Personal Use (1956-1961?)
PTR 29.17/2	Pennsylvania Airport Guide (1962-1974)
PTR 29.17/3	Pennsylvania Aeronautical Chart and Airport Directory (1947?-1979/80?)
PTR 29.17/3/6	Airport Directory (1983/84-)
PTR 29.17/4	Pennsylvania Aircraft Accident and Violation Analysis (annual, 1957?-1973)
PTR 29.19/9	Aviation Rules and Regulations (1928-1968?)
PTR 29.20/8	Special Bulletins (1955-1956)

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Transportation. Bureau of Construction. (PTR 48)

PTR 48.3	Bulletin (numbered)

Transportation. Bureau of Highway Design. (PTR 54)

[former Bureau of Design PHI 54]

Transportation. Bureau of Driver Licensing. (PTR 58)

PTR 58.7	Fact Sheet (irregular, 1986?-)

Transportation. Bureau of Economic Research and Programming. (PTR 63)

Transportation. Office of Environmental Quality. (PTR 67)

Transportation. Hazardous Substances Transportation Advisory Committee. (PTR 92)

Transportation. State Highway and Bridge Authority. (PTR 96)

Transportation. Bureau of Highway Services. (PTR 97)

Transportation. Bureau of Landscape Development. (PTR 132)

Transportation. Legal Bureau. (PTR 134)

Transportation. Bureau of Maintenance. (PTR 140)

Transportation. Bureau of Mass Transit Systems. (PTR 141)

PTR 141.14/2	Pennsylvania Mass Transit Statistical Report (annual, 1973/74-1976/77?)

Transportation. Bureau of Materials, Research and Planning. (PTR 142)

PTR 142.1	Report (annual, 1966?-1976?)

Transportation. Bureau of Motor Vehicles and Licensing. (PTR 148)

PTR 148.1	Report (annual, 1956?-1968?)
PTR 148.2/5	Aggregate Report of Financial Responsibility (1937?-1947?)
PTR 148.6/2	Emission Bulletin (monthly, 1984-)
PTR 148.14/8	Pennsylvania Motor Vehicle Registrations (1911?-1971?)
PTR 148.14/8/3	Monthly Comparative Statement of Registrations and Receipts (1973-)
PTR 148.15/4	News Releases (1967?-1969?)
PTR 148.20/8	Statement of Approximate Receipts and Registrations [by Counties] (annual, -1969, Dept. of Revenue; 1970-)

Transportation. Bureau of Municipal Services. (PTR 149)

Transportation. Bureau of Office Services. (PTR 167)

Transportation. Office of Planning. (PTR 177)

PTR 177.9/6	Highway Planning and Research Work Program [HPR] (annual, 1969?-1979?)
PTR 177.21/8	[Traffic Operations Program to Increase Capacity and Safety: TOPICS] (cuttered for various areas)

Transportation. Office of Press and Legislative Affairs. (PTR 178)

Transportation. Office of Public Information. (PTR 179)

Transportation. Bureau of Public Transit and Goods Movement Systems. (PTR 179/9/5)

Transportation. Bureau of Right of Way. (PTR 196)

Transportation. Roadside Environmental Division. (PTR 198)

Transportation. Bureau of Safety Programming and Analysis. (PTR 202)

PTR 202.20/2/2	Safety Beat (quarterly 1980, bi-monthly 1981-)

Transportation. Bureau of Traffic Engineering. (PTR 217)

Transportation. Bureau of Traffic Safety. (PTR 218)

PTR 218.2:CT/yr.	Pennylvania Manual for Drivers (Spanish eds. included)
PTR 218.14/8	Motor Vehicle Accident Facts (annual, 1950-1955?)
PTR 218.14/8/3	Monthly Comparative Motor Vehicle Traffic Fatalities (annual, 1940?-1952/53)
PTR 218.14/8/7	Motor Vehicle Traffic Accidents; Routes by Counties (annual, 1940-1945)
PTR 218.14/8/8	Motor Vehicle Traffic Accidents; State Analysis (annual, 1940-1947)
PTR 218.14/8/9	Motor Vehicle Traffic Accidents; Three Highest Accident Frequency Routes (annual, 1941-1945)
PTR 218.15/4	News Releases (1962?-1965?)
PTR 218.16/4	Official Inspection Station Bulletin
PTR 218.20/8	Statistical Summary of Motor Vehicle Traffic Accidents (annual, 1948-1975)
PTR 218.20/9	Summary of Motor Vehicle Accidents - County Breakdown (annual, 1957-1958?)
PTR 218.20/9/8	Suspensions and Revocations (annual, 1942-1956)
PTR 218.21/8	Traffic Safety Newsletter (monthly?, March 1954-1955)

Transportation. State Transportation Advisory Committee. (PTR 219)

Transportation. State Transportation Commission. (PTR 219/3)

INDEPENDENT AGENCIES

Abortion Law Commission. (PY A154)

PY A154.1	Report of the Pennsylvania Abortion Law Commission (1972)

State Commission on Academic Facilities. (PY A168)

Pennsylvania Council on Aging. (PY A266)

Governor's Transition Task Force on the Department of Aging. (PY A267)

State Agricultural Society. (PY A278)

PY A278.1	Report of the Transactions of the Pennsylvania State Agricultural Society (annual, 1854-?)
PY A278.17/8	List of Premiums of the ... Annual Exhibition (annual, 1891?-?)

Governor's Committee on Agriculture. (PY A278/3)

PY A278/3.1	Report. (1966)

Andersonville Memorial Commission. (PY A552)

Anthracite Mine Drainage Study Commission. (PY A628)

PY A268.1	Report (1956)

State Anthracite Mine Cave Commission. (PY A6282)

PY A6282.1	Report (1913)

Antietam Battlefield Memorial Commission. (PY A629)

State Art Commission. (PY A784)

PY A784.1	Annual Report (1920-1938)
PY A784.3	Bulletin (1920-?)

Council on the Arts. (PY A792)

PY A792.1	Biennial Report (1966/68-)
PY A792.1a	Report (annual, 1975/76-)
PY A792.2:D618r	Minority Arts Program (annual, 1980 -)
PY A792.2/7	Annual Anthology of Artists in the Schools Program... (dates vary, 1975?-)
PY A792.2/8	Guide to the Artists in Education Program (annual, 1978/79-) [formerly Artists-in-School. Program for Elementary & Secondary Schools...]
PY A792.7/6	Fine Crafts in Pennsylvania: a Sightseers and Shoppers Guide (annual, 1980-)
PY A792.8/9	Guide to Programs (annual, 1975-)
PY A792.15/4	Pennsylvania Council on the Arts Newsletter (quarterly, Spring, 1977-)
PY A792.17/4/8	Pennsylvania Performing Artists Roster (annual, 1979?-)
PY A792.17/8	Press Releases (irregular, 1967?- 1979?)
PY A792.17/9/3	The Pennsylvania Writers Collection (1984-)

Committee on Public Assistance and Relief. (PY A848)

PY A848.1:date	[three reports] Public Assistance and Relief in Pennsylvania (May 1936) A Modern Public Assistance Program for Pennsylvania (December 1936) Supplemental Statement on Estimated costs of Public Assistance (February 1937)

Commission to Codify and Revise the Law Relating to Banks, Private Bankers and Trust Companies. (PY B218)

PY B218.1	[two reports] Preliminary Report of the Commission (1919) Supplemental Report of the Commission (1921)

Banking Law Commission. (PY B218/7)

Commission for Unveiling Groups of Sculpture by George Gray Barnard. (PY B259)

Barrier Pillar Commission (Bituminous District). (PY B275)

PY B275.1	Report to the General Assembly (1926)

Commission Appointed to Make an Investigation of the Battlefields of France and Belgium. (PY B336)

Benjamin Franklin Symposium. (PY B468#)

PY B336.1	Report (1923)

Ad Hoc Bicentennial Committee. (PY B583)

PY B583.1	Report (1923)

Bicentennial Commission of Pennsylvania. (PY B5832)

PY B5832.15/4	News Releases (irregular, 1970?-1976?)
PY B5832.17/4	Pennsylvania Bicentenial News (irregular, 1974-1977)

Commission on Conditions Relating to Blind Persons. (PY B648)

PY B648.1	Report (1925)

Pennsylvania and New York Joint Boundary Commission. (PY B765)

PY B765.1	Report (1878)

State Building Code Commission. (PY B932)

Business Methods Committee. (PY B979)

Py B979.1	Report (1932)

Governor's Council of Business and Industry. (PY B979/6)

PY B979/6.1	More Jobs for Pennsylvanians [Recommendations for Making Pennsylvania More Attractive for Plant Locations, etc.] (1963)

Cancer Coordinating Committee. (PY C215)

PY C215.1	Report (1954-1966?)

Capitol Building Commission. (PY C244)

PY C244.1	Report (1899)

Governor's Study Commission on Capital Punishment. (PY C2443)

PY C2443.1	Report (1973)

Pennsylvania Commission on Crime and Delinquency. (PY C353/3/6/8*)

[incorrect class, use PY C9297]

State Board of Censors. (PY C396)

PY C396.1	Report (1914-1918)

Board of Centennial Managers. (PY C397)

Commission to Investigate Various Charitable Institutions. (PY C473)

PY C473.1	Report (1907)

Commission on Charitable Organizations. (PY C4732*)

[incorrect class, use PS 45]

Governor's Commission Investigating Recent Events in Chester. (PY C5248)

PY C5248.1	Report (1964)

Chestnut Tree Blight Commisson. (PY C525)

PY C525.1	Report (1913)
PY C525.3	Bulletin

Chickamauga-Chattanooga Battlefields Commission. (PY C532)

Commission to Study and Revise the Statutes Relating to Children. (PY C536)

PY C536.1	Report to the General Assembly (1925-1927)

Governor's Advisory Citizen Committee on the Mid-Century White House Conference on Children and Youth. (PY C536/2)

Governor's Committee on Children and Youth. (PY C536/5)

Governor's Coordinating Committee for the 1960 White House Conference on Children and Youth. (PY C536/9)

Governor's Coordinating Committee for the 1970 White House Conference on Children and Youth. (PY C536/92)

Commission to Devise a Plan for the Government of Cities. (PY C581)

PY C582.1:yr	[two reports] Preliminary Report of the Municipal Commission (1877) Report of the Commission (1878)

Commissioners Appointed to Revise the Civil Code. (PY C582)

PY C582.1	Report of the Commissioners Appointed to Revise the Civil Code of Pennsylvania (1831-1836)

U.S. Commission on Civil Rights. Pennsylvania State Advisory Committee. (PY C5822)

State Civil Service Commisson. (PY C5823)

PY C5823.1	Report. Biennial. (1942/44-)
PY C5823.1a	Veteran's Complaint Report (1979-?)
PY C5823.4/9	Current Projects: Division of Research and Special Projects (irregular, January, 1973-)
PY C5823.6/9	Examples of Past Research Studies and Projects (irregular, September, 1971-?)
PY C5823.15/4	News Release (annual?, 1963-1977)
PY C5823.16/2	Observations (bimonthly)
PY C5823.17/8	Projections; A Report of Civil Service Employment in Pennsylvania (annual, 1975-1976?)
PY C5823.18/9	Queries Series (irregular, 1975?-1980?)
PY C5823.20/8	Summary of Civil Service Examinations (monthly)
PY C5823.20/9	SWAP,[Sharing With A Purpose] Your Personnel Research Information Exchange Newsletter (irregular, 1972-1979?)

Anthracite Coal Industry Commission. (PY C652)

PY C652.1	Report (1937-1938)

Commission to Investigate the Increase in the Cost of Anthracite Coal in the Commonwealth of Pennsylvania. (PY C6523)

PY C6523.1	Report (1915)

Commission to Investigate Waste of Coal Mining. (PY C6529)

PY C6529.1	Report (1893)

Cold Harbor Battlefield Commission. (PY C688)

State Temporary Commission on the Conditions of the Urban Colored Population. (PY C719)

PY C719.1	Final Report (1943)

Commonwealth Compensation Commission. (PY C7337)

PY C7337.1	Report (irregular, 1972-1979?)
PY C7337.15/4	News Release (irregular, 1977-?)

Commonwealth Priorities Commission. (PY C734)

PY C734.1	Report (1968)

Commission on Compensation for Occupational Diseases. (PY C737)

PY C737.1	Occupational Disease Compensation--A Report (1933)

Commission to Make a Study and Investigation of Systems of Compulsory Liability Insurance for Motor Vehicle Owners and Drivers. (PY C738)

State Conservation Needs Inventory Committee. (PY C755)

Commission on Constitutional Amendment and Revision. (PY C758)

PY C758.1	Report (1921?)
PY C758.11/8	Journal of Proceedings (1920-1921)

Governor's Advisory Committee on Constitutional Revision. (PY C7581)

Constitution Commemoration Committee. (PY C7583)

PY C7583.1	Activities Report (1938)

Governor's Commission on Constitutional Revision. (PY C7585)

PY C7585.1	Report (1964)

Committee for State Constitutional Revision. (PY C7586)

PY C7586.15/4	News Releases (1965-1967)

Commission on Constitutional Revision. (PY C7588)

PY C7588.1	Report (1959)

Office of Consumer Advocate. [1976-1979] (PY C7589)

[after 1980, PAT 487/2]

PY C7589.1	Annual Report (1978-1979)
PY C7589.4/8	Consumer Account (bimonthly, discontinued, 1978-1979)

A. W. Cook Tract of Land Commission. (PY C771)

PY C771.1	Report (1913)

Cotton States and International Exposition Commission. (PY C851)

State Employees Credit Union. (PY C912)

PY C912.1	Annual Report (1975-1976)
PY C912.17	PSECU Benefits (quarterly, 1978-)

Crime Commission [1927-1929]. (PY C929)

[current see PY C9292]

PY C929.1	Pennsylvania Crime Commission Report (1929)

Crime Commission [established 1968 under Justice, restructured 1978]. (PY C9292)

PY C9292.1	Biennial Report (1968-)
PY C9292.3	Bulletin (irregular, July 1969-)
PY C9292.4/8	The Criminal Justice System in Pennsylvania
PY C9292.10/7	The Impact of the...Commission

Governor's Justice Commission. Allegheny Regional Advisory Committee. (PY C9292/2*)

[class incorrect, use PJ 484/2]

Governor's Justice Commission. Central Regional Planning Council (PY C9292/3*)

[class incorrect, use PJ 484/3]

Governor's Justice Commission. Northeast Regional Council. (PY C9292/7*)

[class incorrect, use PJ 484/7]

Governor's Justice Commission. Philadelphia Regional Planning Council (PY C9292/8*)

[class incorrect, use PJ 484/8]

Governor's Justice Commission. South Central Regional Planning Council (PY C9292/8/3*)

[class incorrect, use PJ 484/8/3]

Governor's Justice Commission. Southeast Regional Planning Council (PY C9292/9*)

[class incorrect, use PJ 484/8/4]

Crime Victims Compensation Board. (PY C9293*)

[incorrect class, use PGV 84/4/9, earlier PJ 489]

Governor's Task Force on Criminal Justice Information Systems. (PY C9294)

[disbanded, 1979?]

Criminal Justice Planning Board. (PY C9295#)

PY C9295.4/8	The Comprehensive Plan for the Improvement of Criminal Justice...

Committee for Criminal Justice Standards and Goals. (PY C9296)

Commission on Crime and Delinquency. [1978-] (PY C9297)

[succeeded Governor's Justice Commission PY C484]

PY C9297.1	Justice System Improvement: Annual Report of the [Commission] ... (1980-) [title varies; cuttered by title]
PY C9297.1:M273	Report: A Survey of Mandatory Sentencing in the U.S.; A Summary and Brief Analysis of Mandatory Sentencing Practices in the U.S. (1981)
PY C9297.3	Bulletin (1979-1980)
PY C9297.4/8/3	Pennsylvania Criminal Court Dispositions (1977) [formerly issued by Department of Justice PJ 49.4/8]

Culpeper, Virginia, Monument Commission. (PY C968)

PY C968.1	Report (1914)

Commission to Erect Statue of Andrew Gregg Curtin. (PY C978)

Commission to Codify and Revise the Law of Decedents' Estates. (PY D292)

PY D292.1	Report (1917)

State Council of Defense. (PY D313)

PY D313.2/7	Aluminum Campaign News (1941-1945?)
PY D313.3	Bulletin (1941-1945?)
PY D313.5/4	Pennsylvania Defense Council News (1941-1945?)

State Council of Defense. Advisory Committee on Consumer Interests. (PY D313/4)

State Council of Defense. Victory Garden Committee. (PY D313/23)

State Council of Civil Defense. (PY D3133)

PY D3133.1	Report (biennial, 1956/58-1966/68)
PY D3133.10/7	Information Circulars (1951-1957)
PY D3133.12/4	The Keystone Defender (1952-)
PY D3133.15/4	News Releases (1962-1977?)
PY D3133.17/2	Pamphlets (1951-?)

Military and Civil Defense Commission. (PY D3136)

PY D3136.14/4	Memorandum (nos. 1-5, 1951)

Council of National Defense. (PY D3137)

Interstate Commission on the Delaware River Basin. (PY D343)

PY D343.1	Annual Report (1940-1948)

Compact as to the Water Resources of the Delaware River... [1925] (PY D343/9)

Delaware River Basin Commission. (PY D3431)

[see also YD 3431]

PY D3431.1	Annual Report
PY D3431.8	Administrative Manual: (in parts, 1972?-) [class changed from PY D3431.2:A238m/yr]

Delaware River Joint Commission of Pennsylvania and New Jersey. (PY D3432)

[see also YD 3432]

PY D3432.1	Report (annual, 1931-1951)

Delaware River Joint Toll Bridge Commission. (PY D3433)

[see also YD 3433]

Delaware River Bridge and Tunnel Commission. (PY D34332)

PY D34332.1	Report (1919)

Delaware River Port Authority. (PY D3434)

PY D3434.1	Report (annual, 1952-1970/71?)
PY D3434.58	DRPA Log (monthly, January 1966-1971?)

Delaware River Master. (PY D3435)

PY D3435.1	Report (1954?-1960?)

Delaware River and Bay Authority. (PY D3436)

PY D3436.3/9	Preliminary Budget of Current Expenses for...Fiscal Year... (1970?-?)

Delaware Valley Regional Planning Commission. (PY D3437#)

[see also YD 3437]

PY D3437.1	DVRPC Annual Report (1978/79-)

State Dependents' Commission. (PY D419)

PY D419.1	Report and Recommendations (1915)

Developmental Disabilities Planning Council. (PY D489)

PY D489.15/4	News Releases
PY D489.17/3	Pennsylvania Directory of Facility/Services for Persons with Developmental Disabilities (1980-)
PY D489.17/4	Pennsylvania...State Plan
PY D489.17/7	DD Planner (1977-1979, resumed 1983-)

Diabetes Task Force. (PY D536)

[later PHE 55]

PY D536.21/8	Topics: A Newsletter for the Pennsylvania Diabetes Community (3-4/yr, Fall 1982-?)

Governor's Committee for the Investigation of Alleged Disfranchisement of Electors in Philadelphia. (PY D611)

PY D611.1	Report (1938)

Commission on Displaced Persons. (PY D612)

PY D612.1	Annual Report (1949-1951?)

Commission to Codify Divorce Laws. (PY D618)

PY D618.1	Report (1906)

National Congress on Uniform Divorce Laws. (PY D6187)

PY D6187.17/8	Proceedings...(1906)

Governor's Task Force on Driving Under the Influence of Alcohol and Other Controlled Substances [Governor's DUI Task Force]. (PY D782#)

PY D782.1	Report (1982)

Drug, Device and Cosmetic Commission. (PY D794)

PY D794.1	Report (1961)

Governor's Council on Drug and Alcohol Abuse. (PY D7942)

PY D7942.1	Annual Report (discontinued, 1975/76-?)
PY D7942.2	Quarterly Executive Trend Report Series (numbered)
PY D7942.6/9	Trend Report (quarterly, 1979-1981) [later PHE 94.18/4]
PY D7942.10/7	Inside Dope (leaflet, 1972-1981) [later PHE 34/2.10/7]
PY D7942.15/4	News Release (1973-1976?)
PY D7942.17/4	The Pennsylvania Plan for Drug and Alcohol Abuse Prevention and Treatment (1978)
PY D7942.18/9#	Quarterly Report (May 1976-)
PY D7942.19/4#	Report Series (numbered, 1974-)

Clearing House for Outreach, Information, Communication and Education [CHOICE]. (PY D7942/2)

PY D7942/2.4/5	CHOICE Bibliographies [cuttered by title]

Governor's Council on Drugs. (PY D7943)

[later PHE 57]

Governor's Task Force on Drunk Driving. (PY D897#)

Governor's Economic Advisory Council. (PY E189)

PY E189.3/9	Business and Economic Indicators (1970-)

Economy and Efficiency Commission. (PY E19)

PY E19.1	Report (1915 and 1977)

Governor's Committee on Education. (PY E24)

PY E24.1	Final Report (1961)
PY E24.6/3	Educational Research Monographs (1960-)

Citizen's Commission on Basic Education. (PY E24/2)

PY E24/2	Report (1973)

Governor's Commission on Higher Education. (PY E24/5)

Governor's Commonwealth Conference on Higher Education. (PY E24/5/3)

PY E24/5/3.1	A Brief Report (1966)

Commission on Industrial Education. (PY E24/6)

PY E24/6.1	Report (1889)

Governor's Committee of One Hundred for Better Education. (PY E24/8)

PY E24/8.15/4	News Release (irregular, 1962?-)

Pennsylvania Conference on Education. (PY E24/88)

PY E24/88.1	[Proceedings] (1955)

Governor's Advisory Committee on Public Education. (PY E24/89)

PY E24/89.1	Report (1958)

State Advisory Council for Vocational Educationl. (PY E24/9)

PY E24/9.1	Annual Report
PY E24/9.2	PACVE Public Meetings on Vocational Education
PY E24/9.21/6	Higher Education Act

State Board of Education. (PY E24/92)

PY E24/92.1	Biennial Report (1967-1977)
PY E24/92.2/5	Agenda [of meetings] (no longer available, 1974-1975)
PY E24/92.12/7	Annual Report to the Governor and the General Assembly (annual, discontinued, 1980-?)
PY E24/92.13/4	Legislative Bulletin (January 1965-March 1965)
PY E24/92.14/6	Minutes, Calendar and Action of the State Board of Education and the State Board for Vocational Education (no longer available, 1925/26-1980)
PY E24/92.21/6	Title I-A, Higher Education Act of 1965; Annual Amendment to the Pa. State Plan for Continuing Education Programs and Community Service Programs... (1979-?)

State Board for Vocational Education. (PY E24/93)

PY E24/93.1	Annual Report (1958?-1960?)

Convention on Repeal of the 18th Article of Amendment to the Constitution of the U.S. (PY E34)

Task Force on Elderly Crime Prevention. (PY E37)

Commission to Revise Election Laws. (PY E38)

PY E38.1	Reports (1911-1913)

Advisory Commission on Elections and Election Law. (PY E382)

Electoral College. (PY E383)

PY E383.17/8	Proceedings of the Electoral College (1976-) (quadrennial)

Pennsylvania Emergency Management Agency. (PY E53)

PY E53.1	Report (1983/84-)
PY E53.11/8	The Journal: a Publication of the Pennsylvania Emergency Management Agency [PEMA Journal] (semi-annual, 1986-)
PY E53.15/4	Newsletter (Quarterly, 1982?-)

Pennsylvania Emergency Management Agency. Office of Fire Safety Services. (PY E53/4)

PY E53/4.7/6	Fire Crier (1981-) [formerly Pa. Dept. of Labor and Industry Fire Crier, PL 1.7/6]

Pennsylvania Emergency Management Agency. Office of Plans and Preparedness. (PY E53/7#)

Pennsylvania Emergency Management Agency. Training Information and Education Office. (PY E53/8)

Interstate Conference of Employment Security Agencies. (PY E55/7)

Governor's Conference on Employment Skills. (PY E55/8)

Governor's Task Force on Employment Services to Displaced Homemakers. (PY E55/8/3)

Governor's Energy Council. (PY E56)

PY E56.15/4	News Releases (1976?-)
PY E56.17/4	PennEnergy (one issue, 1978)
PY E56.17/4/4	PennEnergy (irregular, 1980-1981)
PY E56.20/8	State Energy Conservation Base Plan Status Report (1978)

Engineers' Commission. (PY E57)

PY E57.1	Report (1916)

Environmental Education Advisory Council. (PY E61)

PY E61.1	Report (1974)

Governor's Task Force on Equal Rights. (PY E64)

State Ethics Commission. (PY E68)

PY E68.1	Annual Report (1979/80-)
PY E68.16/8	Opinion of the Commission
PY E68.16/9/3	Consolidated Order Digest (first edition, 1984-)
PY E68.168/3	Opinion Digest (1979-1982)
PY E68.168/3/3	Consolidated Opinion Digest (supercedes: Opinion Digest) (1983-)
PY E68.168/9/3	Consolidated Order Digest (1984-)

State Fair Commission. (PY F163)

Commission on Segregation, Care and Treatment of Feeble-Minded and Epileptic Persons. (PY F295)

PY F295.1	Report (1913)

Citizens' Committee on the Finances of Pennsylvania. (PY F491)

PY F491.1	Report (1923)

Governor's Commission on the Financing of Higher Education. (PY F495#)

PY F495.1	Final Report (1985)

Governor's Commission on Fire Prevention and Control. (PY F523)

PY F523.1	Pennsylvania Burning, a report..(1976)

Fish Commission. (PY F532)

PY F532.1	Report (frequency varies 1881/82?-1922) [later see PY F532.17/4]
PY F532.3	Bulletin (Department of Fisheries)
PY F532.3/1	Bulletin (Fish Commission) (1926-1948?)
PY F532.3/8	Boating Regulations (annual)
PY F532.3/8/8	Boat Pennsylvania (bimonthly, May/June 1984-)
PY F532.7/6	Financial Review for the Fiscal Year...(1956/57-1957/58?)
PY F532.7/6/7	Summary of Fishing Regulations and Laws (1936?-)
PY F532.7/6/8	Fish Laws (1965/66-1977-78?)
PY F532.7/6/20	Fishing Regulations and Special Areas (annual)
PY F532.10/7	Innovations for Fish Culturists (1968-)
PY F532.15/4	News for the Pennsylvania Fish Commission (1968?-1977?)

PY F532.17/4	Pennsylvania Angler (monthly, 1931-) [annual report included in January issue]
PY F532.17/8	Progress Report, Benner Spring Rsrch. Sta. (1952-1955)

Fish Commission. Bureau of Waterways. (PY F532/9)

Free Library Commission. (PY F853)

PY F853.1	Report (1899-1902/03)

Game Commission. (PY G192)

PY G192.1	Report (annual, 1902?-1968/70?)
PY G192.3	Bulletin (numbered)
PY G192.3/8	Bounties Allowed on Predators (1956?-1966?)
PY G192.4/5	[Charts] (1946, 1965)
PY G192.4/8	Conservation Information Fact Sheet (numbered)
PY G192.5/4	Deer and Bear Harvest (1953-1965)
PY G192.5/4/1	Deer Harvest (1977?)
PY G192.5/4/2	Archery Deer Harvest (1977?)
PY G192.5/6	Digest of Pennsylvania Hunting Trapping Regulations (annual, 1938/39?-1971/72?)
PY G192.6/3	Educations Leaflets (numbered, 1931?-1940)
PY G192.6/3/8	Educational Pamphlets (numbered, 1940-)
PY G192.7/6	Financial Report(1954/55-1969/70)
PY G192.8/2	The Game Law...(1957/58?-1979) [periodic revisions]
PY G192.8/17	Pennsylvania Trapping Manual
PY G192.9/9	Hunting Casualties Caused by Sporting Arms (annual, 1954?-1968?)
PY G192.13/4	Legislative Bulletin (1955,no.7-1961?)
PY G192.15/4	News Releases (weekly?, 1967?-1977?)
PY G192.16/4	Official...Game Kill (annual, 1954-1962)
PY G192.16/4/8	Official...Open Season and Bag Limits (1944?-1972)
PY G192.16/8	Pennsylvania Open Seasons for Waterfowl... (annual, 1960?-1972?)
PY G192.17/4	Pennsylvania Game News (monthly, 1930?-)
PY G192.17/4/5	Pennsylvania Hunting Facts (1950?-1975?)
PY G192.19/4	Research Bulletin[s] (numbered, 1937-)
PY G192.19/4/3	Research Circular[s] (numbered, 1938-)
PY G192.20/9	Summary of the Pennsylvania Game Law (1931-1935/36)
PY G192.24/2	Waterfowl Band Recoveries...(1956?-1961?)
PY G192.24/6	Wildlife Notes (numbered in series)

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General State Authority. (PY G326)

[later PGS 84]

PY G326.1	Report (semiannual, 1949-1969?)
PY G326.1/2	Annual Report (1955-1970?)
PY G326.17/8	Press Information ((1962?-1975?)

Geographic Board. (PY G3448)

Topographic and Geologic Survey. (PY G345)

PY G345.17/4	Pennsylvania Geology (periodical)
PY G345.17/9	Pennsylvania Geological Publications (1962-)

Geologic Survey, 1st (State Geologist, 1836-1841). (PY G345/1)

PY G345/1.1	Annual Report (1836-1841)

Geologic Survey, 2d (State Geologist, 1874-1890). (PY G345/2)

PY G345/2.1	Annual Report (1847-1890)
PY G345/2.19/4	Report of Progress 1874-1890, A-Z (1875-1891)

Topographic and Geological Survey Commission. (PY G345/3)

[Third Geologic Survey]

PY G345/3.1	Biennial Report (1899-1912/14)
PY G345/3.19/4	Report (No. 1-12, 1910-1919)

Topographic and Geological Survey Commission. (PY G345/4)

[Fourth Geologic Survey]

PY G345/4.3	[report series: four series lettered C, G, M and W; cuttered with letter and number of report]

[C. Bulletin -- PY G345/4.3:C no.]

[G. General Geology Report -- PY G345/4.3:G no.]

[M. Mineral Resources Repot -- PY G345/4.3:M no.]

[W. Water Resources Report -- PY G345/4.3:W no.]

PY G345/4.6/3	Educational Series (numbered, 1962-)

PY G345/4.6/7	Environmental Geology Reports (numbered, 1972-)
PY G345/4.7	Geologic Conditions Affecting Safe Bituminous Coal Mining
PY G345/4.7/6	Field Trip Guides (cuttered by place)
PY G345/4.8/9	Guidebook for Annual Field Conference (1959?-)
PY G345/4.10/7	Information Circular (numbered, 1951-)
PY G345/4.13/6	List of Publications (1928-)
PY G345/4.14/2	Maps (numbered)
PY G345/4.14/6	Miscellaneous Papers (numbered, 1920-)
PY G345/4.17/2	Park Guides (numbered, 1969-)
PY G345/4.17/8	Progress Reports (numbered, 1919-)
PY G345/4.17/9	Publications on the Geology of Pennsylvania (annual?, 1984-)
PY G345/4.20/8	Special Bulletins (numbered, 1944-)
PY G345/4.21/8	Topographic and Geologic Atlas of Pennsylvania (numbered)
PY G345/4.24/4	Well-Sample Records (numbered, 1920?-)

Gettysburg Battlefield Commission. (PY G394)

Fiftieth Anniversary of the Battle of Gettysburg Commission. (PY G3944)

Gettysburg Battlefield Memorial Commission. (PY G3947)

The One Hundredth Anniversary of the Battle of Gettysburg and Lincoln's Gettysburg Address Commission. (PY G3948)

Giant Power Board. (PY G434)

PY G434.1	Report (1927)

Giant Power Survey Board. (PY G4348)

PY G4348.1	Report (1925)

State Government Survey Committee. (PY G721)

PY G721.1	Report (1953)
PY G721.15/4	News Releases (irregular, 1953?-)
PY G721.21/2	Task Force Report (1952-1953)

Governor's Review of Government Management. (PY G7217)

PY G7217.1	The Governor's Review (annual, 1979-)

Commission on Governmental Reorganization. (PY G7218)

Greater Pennsylvania Council. (PY G786)

PY G786.20/8	Soft Coal Bulletin

Gypsy Moth Task Force. (PY G89)

Office of Human Resources. (PY G918*)

[incorrect class, use PGV 164/9]

Governor's Committee for the Handicapped. (PY H236)

PY H236.1	Report (1960?-1962?)
PY H236.15/4	News Releases (irregular, 1962?-)
PY H236.17/8	Proceedings of...Conference (1960-1964?)

Governor's Committee on Employment of the Handicapped. (PY H2364)

PY H2364.15/4	News Releases (1965?-1969?)

Conference on Handicapped Children. (PY H2365)

Governor's Conference on Handicapped Individuals. (PY H2366)

Governor's Committee on Employment of the Physically Handicapped. (PY H2367)

Governor's Committee for the Physically Handicapped. (PY H2368)

PY H2368.8/8	The Grand Stand (1975-1979?)

State Harness Racing Commission. (PY H289*)

[incorrect class, use PA 92]

PY H289.1	Annual Report (1963?-1966?) [see PA 92.1]
PY H289.1a	Biennial Report (1968) [see PA 92.1b]
PY H289.15/4	News Release (irregular, 1969?-) [see PA 92.15/4]

Pennsylvania Health Council. (PY H434)

[Commission to Study the Laws Relating to the Healing Art]

PY H434.1	Pennsylvania Commission to Study the Laws Relating to the Healing Art

Associated Health Authorities and Sanitarians of Pennsylvania. (PY H434/2)

PY H434/2.1	Annual Meeting (1895-1901?)

Pennsylvania Health Council, Inc. (PY H434/5)

PY H434/5.1	Annual Health Conference (title varies) (1952-)

Health Insurance Commission. (PY H434/6)

PY H434/6.1	Report of the Health Insurance Commission of Pennsylvania (1919)

Governor's Committee on Health Education. (PY H4344)

Governor's Health Task Force. (PY H4348)

PY H4548.1	Irvis Committee on Sickle Cell Anemia, Interim Report (1973)

Governor's Health Task Force. Committee on Infant Intensive Care. (PY H4348/2)

PY H4348/2.1	Report (1974)

Statewide Health Coordinating Council. [1980] (PY H4349)

[former State Health Planning and Development Agency
later State Health Coordinating Council PHE 208/9]

Governor's Heritage Affairs Advisory Commission. (PY H548)

PY H548.4/9/3	Cultural Columns (1981-)
PY H548.5/6/4	Directory of Pennsylvania Folk Arts and Folklife Festivals (July 1983-December 1984)
PY H548.5/6/8	Pennsylvania Folklife and Folkarts Directory of Speakers and Consultants (1983-)
PY H548.6/8/3	Ethnic Press Clippings (Sept 1983-)
PY H548.8/9/4	Guide to Ethnic and Folklife Resources of South Central Pennsylvania (1983-)

High Speed Intercity Rail Passenger Commission. (PY H634)

State System of Higher Education. Board of Governors. [1983-] (PY H637)

[formerly Board of State College and University Directors PE 210]

PY H637.3/5/7	Public Board Meetings (irregular, 1984-)
PY H637.14/4	Meetings [minutes] (1983-)

State System of Higher Education. Bloomsburg University. (PY H637/2)

PY H637/2.1	Biennial Report (1983-)

State System of Higher Education. California University. (PY H637/3)

PY H637/3.1	Biennial Report (1983-)

State System of Higher Education. Cheyney University. (PY H637/3/5)

PY H637/3/5.1	Biennial Report (1983-)

State System of Higher Education. Clarion University. (PY H637/3/7)

PY H637/3/7.1	Biennial Report (1983-)

State System of Higher Education. East Stroudsburg University. (PY H637/4)

PY H637/4.1	Biennial Report (1983-)

State System of Higher Education. Edinboro University. (PY H637/4/3)

PY H637/4/3.1	Biennial Report (1983-)

State System of Higher Education. Indiana University of Pennsylvania (PY H637/6)

PY H637/6.1	Biennial Report (1983-)

State System of Higher Education. Kutztown University. (PY H637/6/9)

PY H637/6/9.1	Biennial Report (1983-)

State System of Higher Education. Lock Haven University. (PY H637/7)

PY H637/7.1	Biennial Report (1983-)

State System of Higher Education. Mansfield University. (PY H637/7/2)

PY H637/7/2.1	Biennial Report (1983-)

State System of Higher Education. Millersville University. (PY H637/7/6)

PY H637/7/6.1	Biennial Report (1983-)

State System of Higher Education. Shippensburg University. (PY H637/8)

PY H637/8.1	Biennial Report (1983-)

State System of Higher Education. Slippery Rock University. (PY H637/8/7)

PY H637/8/7.1	Biennial Report (1983-)

State System of Higher Education. West Chester University. (PY H637/9)

PY H637/9.1	Biennial Report (1983-)

Higher Education Assistance Agency. (PY H638)

PY H638.1	Report (1964/65-1971/72?)
PY H638.8/9	Guarantee Loan Report (1965-)
PY H638.13/6	A List of Banks Participating in the Guaranty Loan Plan (annual?, 1964?-1966?)
PY H638.13/6/4	A List of Federal and State Savings and Loan Associations ... (annual?, 1966)
PY H638.15/2/8	NASSGP Annual Survey _____ Academic Year (annual, 1969/70-)
PY H638.15/4	News Information for Immediate Release (irregular, 1966?-1976?)
PY H638.17/5	PHEAA brings you one application for Student Financial Aid Programs in Pennsylvania (1981?-)
PY H638.17/5/2	Application for Pennsylvania State Grant and Federal Student Aid (1982?-)
PY H638.20/3	Scholarship Report (annual, 1967-)
PY H638.20/8	Speaking for PHEAA (irregular,1968?-)
PY H638.20/9	State Higher Education Grant Summary Statistics by Gross Income Levels and Type of Institution [title varies (annual, 1968/69?-)
PY H638.26/4	Year by Year Summary Statistics of State Higher Education Assistance Grant Program and State Student Loan Guarantee Program (1976)

Higher Educational Facilities Authority. (PY H638/7)

PY H638/7.1	Annual Report (1970-)
PY H638/7.17/8	Press Release (irregular, 1973?-1977?)

Board of Governors of the State System of Higher Education. (PY H638/9*)

[class changed to PY H637]

Governor's Highway Safety Advisory Committee. (PY H6382)

PY H6382.3	Bulletin (numbered, 1949?-)

Governor's Highway Safety Council. (PY H6383)

PY H6383.9/6	Pennsylvania Highway Safety Program (1968?-1969?)

Governor's Interagency Task Force on Highway Safety for Children. (PY H6383/4)

Highway Planning Commission. (PY H6384)

State Highway and Bridge Authority. (PY H6385)

PY H6385.1	Semi-Annual Report (1949/50-)
PY H6385.1/2	Annual Report (1967?-1968?)
PY H6385.17/8	Press Information (1968?-1967?)

Historical and Museum Commission. (PY H673)

[formerly Historical Commission]

PY H673.1	Report (1914/15-1937)
PY H673.1a	Biennial Report (1956/58-1962/70)
PY H673.2/7	[Anthropological Series] (numbered)
PY H673.2/8	Appropriations Request (1900?-)
PY H673.3	Bulletin (1932-)
PY H673.3/6	Pennsylvania Historical Bibliography (2979-)
PY H673.7/8	Friendscript: Newsletter of the Friends of the Pennsylvania Historical and Museum Commission (1984-)
PY H673.9/6	Historic Pennsylvania Leaflets (numbered, 1958-)
PY H673.12/4/8	Preservation Quarterly
PY H673.13/6	A List of Pennsylvania Historical Organizations (1960-)
PY H673.13/6/8	Book and Publications List (1976-) [formerly List of Publications (1964-1975)]
PY H673.17/4	Pennsylvania; a Survey (1947-1948)

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PY H673.17/8	Press Release (irregular)
PY H673.17/9	Publications (1930-?)
PY H673.17/42	Pennsylvania Applied History Newsletter (1984-)
PY H673.17/44	Pennsylvania Heritage (quarterly, summ 1967- Dec 1972, Dec 1974-)
PY H673.17/45	Pennsylvania Historical Reprints (cuttered by title)
PY H673.17/45/6	Pennsylvania Historic Properties Administered by the ... Commission (cuttered by name)
PY H673.17/47	Pennsylvania Notes (1937-1939)
PY H673.17/48	Pennsylvania Oral History Newsletter (irregular, Dec 1975-May 1978) [continued by: Pennsylvania Reel to Reel]
PY H673.17/48/1	Pennsylvania Reel to Reel (irregular, 1979-)
PY H673.17/48/8	Pennsylvania Preservation (quarterly, 1979-)
PY H673.19/2	Reprints in Anthropology
PY H673.19/3	Reprints from Pennsylvania Archaeologist [cuttered by title]
PY H673.19/5	Reprints from Pennsylvania History (cuttered by title)
PY H673.24/4	Weekend Calendar of Events, William Penn Memorial Museum (weekly)

Historical and Museum Commission. Bureau of Archives and History. (PY H673/2)

Historical and Museum Commission. Division of Land Records. (PY H673/17)

[formerly Division of Public Records]

PY H673/17.10/7	Information Leaflets (numbered, 1962?-)

Federation of Historical Societies. (PY H6738)

PY H6738.17/4	Pennsylvania Bibliographies (1909-)
PY H6738.26/4	Yearbook, the Pennsylvania Federation of Historical Societies...(1906-)

State Horse Racing Commission. [1967-1981] (PY H817*)

[later PA 98]

PY H817.1	Annual Report (1968-)
PY H817.6	Rules of Racing [class changed from PY H817.2:P935/yr]
PY H817.17/8	Press Release (irregular)

Governor's Hospital Study Commission. (PY H828)

Governor's Citizens' Committee on Housing. (PY H842)

Governor's Housing Task Force. (PY H8421)

Housing Finance Agency. (PY H8422)

PY H8422.1	Annual Report (1975?-)
PY H8422.9/8	Housing in Pennsylvania (irregular, 1986?-)
PY H8422.15/4	News Releases (irregular)

Governor's Task Force on Housing. [1982] (PY H8423)

Governor's Council for Human Services. (PY H918)

PY H918.15/4	News Releases
PY H918.17/8	Annual Progress Report to the Ford Foundation on the Pre-school and Primary Education Project (1963/64-1967/68?)

Human Relations Commission. (PY H9183)

PY H9183.1	Report (irregular, 1956/57-)
PY H9183.9/9	Pennsylvania Human Relations Report (quarterly, 1962-)
PY H9183.10/7	Investigatory Hearings (cuttered by location)
PY H9183.15/4	News Releases (irregular, 1959-)
PY H9183.19/4	Regulations of the...Commission (1956-1971?)
PY H9183.20/9	Survey of Non-White Employees in State Government in Pennsylvania (irregular, 1963-1969)

Human Relations Commission. Division of Community Services. (PY H9183/3)

PY H9183/3.9	Directory of Human Relations Organizations and Human Rights Groups in Pennsylvania (197?-)

Human Relations Commission. Division of Research. (PY H9183/8)

Governor's Task Force on Hypertension. (PY H998)

Indian Forts Commission. (PY I39)

PY I39.1	Report (1916)

Industrial Accidents Commission. (PY I422)

PY I422.1	Reports (1912 & 1915)

Governor's Conference for Industrial Development. (PY I423)

PY I423.1	Report (1912 and 1915)

Commission to Examine into the Present System for the Care of the Insane. (PY I59)

PY I59.1	Report (1883)

Commission to Investigate the Condition of Insane within Hospitals. (PY I591)

PY I591.1	Report (1902)

Commission on Interstate Cooperation. (PY I61)

PY I61.1	Report (biennial, 1949/50-1977/78)

Intergovernnmental Council. (PY I613)

PY I613.18/9	Pennsylvania Intergovernmental Quarterly (1982-)

Commission on Intergovernmental Relations. (PY I615)

PY I615.1	Report (1955)

Jamestown Exposition Commission. (PY J31)

James A. Finnegan Fellowship Foundation. (PY J315)

PY J315.15/4	News Releases (irregular)

Job Mobilization Committee. (PY J62)

PY J62.1	Report (November 1939-May 1940)
PY J62.17/2	Papers (1939-1940)

PY J62.20/8	Statistical Report (1939-?)

Johnstown Flood Relief Commission. (PY J73)

Governor's Commission on Labor Legislation. (PY L123)

Eastern Inter-State Conference on Labor Legislation. (PY L123/4)

Lake Erie and Ohio River Canal Board. (PY L192)

PY L192.1	Report (1917)

Commissioners on Uniform State Laws. (PY L425)

PY L425.1	Report (1907-1919?)

State Board of Law Examiners. (PY L4252)

PY L4252.4/6	Circular of Information for Applicants for Admission to the Bar ... (1952?-1966?)

National Conference of Commissioners on Uniform State Laws. (PY L4257)

Legislative Data Processing Center. (PY L514*)

[class changed to PGA 133]

Commission for Legislative Modernization. (PY L5143)

PY L5143.1	Toward Tommorrow's Legislation. Report...(1969)

Governor's Conference of Public Library Trustees. (PY L697)

Governor's Conference on Libraries and Information Services. (PY L6972)

Liquor Control Board. (PY L767)

PY L767.1	Biennial Report (1956/58?-1968/70?)
PY L767.3	Bulletin (1977-)
PY L767.4	Circular (1956-)
PY L767.7/6	Financial Statements (annual, 1934-)

17-8

PY L767.10/7	Information Booklet (numbered)
PY L767.13/6	Licenses Issued...(1935?-)
PY L767.13/6r	Retail Liquor Licenses Issued...(1940?-)
PY L767.13/6rm	Retail and Distribution Malt Beverage Licenses Issued ... (1940?-)
PY L767.13/6rs	Supplementary List of Retail Liquor and Retail and Distributor of Malt Beverage Licenses Issued...(1940?-)
PY L767.13/7	Lists of Miscellaneous Publications...(1967?-)
PY L767.14/2	Management Bulletin (numbered)
PY L767.15/4	News Release (1968?-1977?)
PY L767.17/1	PLCB Spirits (irregular, 1970-)
PY L767.17/8	State Store Price List (numbered)
PY L767.19/4	Regulations (loose-leaf, 1942-)

Liquor Control Board. Office of Comptroller. (PY L767/4)

PY L767/4.20/8	Store Sales Analysis (biennial, FY 1972/73-)
PY L767/4.23/4	Vendor's Listings Revised to ... Alphabetical Index, Stock Vendors (1980-)

Liquor Control Board. Bureau of Enforcement. (PY L767/6)

PY L767/6.1	Annual Report (1969?-)

Liquor Control Board. Bureau of Licensing. (PY L767/13)

PY L767/13.1	Annual Report (1969?-)

Liquor Control Board. Bureau of Personnel. (PY L767/17)

Governor's Liquor Code Advisory Committee. (PY L7672)

PY L7672.1	The Liquor Control System of the Commonwealth Report to the Governor (1968)

State Live Stock Sanitary Board. (PY L784)

PY L784.4	Circular (numbered)

Local Government Commission. (PY L811*)

[class changed to PGA 138]

PY L811.1	First Report (1937) [reports in 1941, 1967]

Louisiana Purchase Exposition Commission. (PY L888)

PY L888.1 Report (1905)

Governor's Manpower Task Force. (PY M285)

Meade Memorial Commission. (PY M481)

Medical Council of Pennsylvania. (PY M489)

PY M489.1 Report (1894-1898, 1900-1902)

Governor's Advisory Committee for Comprehensive Mental Health Planning. (PY M549/5)

PY M549/5.17/8 Progress (monthly?, 1965-?)

Governor's Board for Study of Pennsylvania Mental Hospitals. (PY M549/6)

PY M549/6.1 Report (1944)

Governor's Advisory Committee for Comprehensive Mental Retardation Planning. (PY M549/8)

Governor's Task Force on the Mental Health of Juvenile Offenders. (PY M5497)

PY M5497.1 Report and Recommendations (1978)

Governor's Committee on Merger of the Departments of Welfare and Public Assistance. (PY M559)

PY M559.1 Report (1959)

Governor's Committee on Migratory Labor. (PY M636)

PY M636.1 Annual Report (1963?-1968?)

Governor's Milk Control Inquiry Committee. (PY M644)

PY M644.1 Report (1933)

Milk Marketing Board. (PY M6443)

[formerly Milk Control Commission]

PY M6443.1	Biennium Report (biennial, 1956/58?-1968/70?)
PY M6443.2/3	Acts Administered by the Commonwealth of Pennsylvania Milk Marketing Board
PY M6443.3	Bulletin (iregular)
PY M6443.4/6/3	Citation Disposition Report (monthly)
PY M6443.10/7	Information Bulletin (irregular, 1964-)
PY M6443.13/4	Legal Action by the...Board (irregular, 1964-1981)
PY M6443.14/6	Minimum Prices to be Paid Producers for 100 Pounds of 3.5 Milk (monthly, 1964?-1972?)
PY M6443.14/6/8	Milk Producers' Security Fund (monthly, 1982-)
PY M6443.14/6/9	The Milk Story: Newsletter (bimonthly, May/June 1984-)
PY M6443.14/8	Monthly Activities Report (1972?-1976?)
PY M6443.15/4	News and Views (monthly, 1977-1978)
PY M6443.15/4/1	News Releases (1962?-1975?)
PY M6443.16/4	Official General Orders (irregular)
PY M6443.17/2	Packaged Milk and Cream Sales (irregular, ?-1975?)
PY M6443.19/4	[Minimum Price Schedules: by areas]
	Minimum Retail Home Delivered Price (Schedule I)
	Minimum Retail Out-of-Store (Cash and Carry) (Schedule II)
	Minimum Wholesale Prices (Schedule III)
	Minimum Wholesale Bulk Prices (Schedule IV)
	Minimum School Milk Prices (Schedule V)
PY M6443.19/9	Rulings (irregular, 1966?-1971?)
PY M6443.20/9	Summary of Financial Statements of Licenses (annual, 1965-1972/72)

Milrite Council. (PY M661)

Mineral and Forest Land Taxation Commission. (PY M664)

Governor's Commission for Modern State Government. "Little Hoover Committee". (PY M689)

PY M689.1	Reports (Mar 1969-Jan 1970)

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Governor's Commission on Mortgage and Interest Rates. (PY M887)

PY M887.1	Report (1973)

Commission on Municipal Consolidation in Counties of the Second Class. (PY M966)

PY M966.1	Report (1927)

Municipal Retirement Board. (PY M9661)

Governor's Advisory Committee on Natural Resources and Beauty. (PY N285)

Navigation Commission for the Delaware River and its Navigable Tributaries. (PY N325)

PY N325.1	Annual Report (1976/77-)
PY N325.14/6	Minutes (annual, 1977-)

Old Age Assistance Commission. (PY O 44)

PY O 44.1	Report (1925?-)

Old Age Pensions Commission. (PY O 44/8)

PY O 44/8.1	Report (1919?-1927?)

Governor's Committee of the 100,000 Pennsylvanians for the Promotion of Economic Growth. (PY O 58)

PY O 58.1	Progress Report (1964)
PY O 58.15/4	News Releases (1964-1966)
PY O 58.17/4	Pennsylvania Ambassador (irregular, 1964-1966)

Commission on Amended Orthography. (PY O 77)

PY O 77.1	Report (1889)

Professional Statndards and Practice Commission. (PY P178#)

PY P178.1	Annual Report to the Governor and the General Assembly (1979-)

Public School Employes' Retirement System. (PY P179#)

Board of Pardons. [1980?-] (PY P226*)

[earlier PJ 172: class corrected from PGV 164/13/6]

PY P226.19/9	Rules of the Board of Pardons (irregular, 1935-)
PY P226.20/4	Board of Pardons: Sessions (1983-) [formerly Calender of the Board of Pardons PJ 172.4/2]

Board of Probation and Parole. (PY P257)

[former Board of Parole]

PY P257.1	Report (annual, 1944?-1955?, 1967/68?-1973/74?)
PY P257.1a	Report (biennial, 1956/58?-1964/66?)
PY P257.4/8	County Probation Statistics (monthly, discontinued 1974?)
PY P257.8/8	Statistics (discontinued)
PY P257.14/8	Monthly Statistical Report (1957?-)
PY P257.17/8	Press Release (1963?-1977?)
PY P257.20/6	Significant Facts ... (1966?-1971?)
PY P257.20/8	Statistical Report (14th, 1956/57-1973/74?)
PY P257.20/8/8	Statistics on the Activities of Agents ... (1957-1972?)

Parole Commission. (PY P257/3)

PY P257/3.1	Report (1927)

Penal Commission. (PY P397)

PY P397.1	Report (1915)

Commission on Revised Penal Code. (PY P397/3)

PY P397/3.1	Reports (1860, 1921-1922, 1924)

Governor's Commission on Penal and Correctional Affairs. (PY P397/5)

Commission on Penal Institutions. (PY P397/6)

PY P397/6.1	Report (1931)

Commission to Investigate Penal Systems. (PY P397/8)

PY P397/8.1	Report (1919)

Penn Landing Commission. (PY P4123)

PY P4123.1	Report (1931)

Pennypacker Memorial Commission. (PY P416)

Committee to Investigate the Peno-Correctional System. (PY P417)

PY P417.1	Report (1953)

Boise Penrose Memorial Committee. (PY P4172)

State Pharmaceutical Examining Board. (PY P536*)

[class changed, see Board of Pharmacy Examiners PS 178/17]

PY P536.1	Annual Report (1890-1918) [later: Annual Report, Board of Pharmacy PS 178/17.1, 1919-]

Philadelphia Mental Health Survey Committee. (PY P544)

PY P544.1	Reports (1952-1954)

Governor's Committee to Investigate the Affairs of the Philadelphia Registration Commission. (PY P5443)

PY P5443.1	Report (1941)

Governor's Council on Physical Fitness and Sports. (PY P578)

PY P578.9/4	Health and Fitness Newsletter (quarterly, 1979-)

State Planning Board. (PY P712)

[see also Office of Policy Development PGV 164/17/2]

PY P712.1	Report (biennial, 1958/60?-1966/68?)
PY P712.1a	Annual Report (1968-)
PY P712.2/7	Annual Population Estimates (1964-)
PY P712.4/2	Capital Program, Commonwealth of Pennsylvania (1963?-1974?)

PY P712.6/3	Economic Indicators (1977)
PY P712.12/7	Know Your State; Weekly Series Release (1936-1954)
PY P712.15/4	News Releases (irregular, 1962?-)
PY P712.17/4	Pennsylvania Planning (monthly, 1937-?)
PY P712.17/4/3	Economic Development Program (annual, 1978-1979)
PY P712.17/4/4	Pennsylvania Economic Indicators Quarterly (resumed, 1978-1981)
PY P712.17/4/5	Pennsylvania Handicrafts (1943-1948)
PY P712.17/4/8	Pennsylvania Plans; Local Planning and Zoning Newsletter (1951-1954)
PY P712.17/7	PLAN:the Newsletter of ... (semi-monthly, 1974-)
PY P712.17/8	Pennsylvania Projection Series
PY P712.17/9	Publications (numbered)
PY P712.19/4	Regional Development Survey (cuttered by county)
PY P712.20/8/8	State Planning Program (1900?-)

State Planning Board. Committee on State Statistics. (PY P712/8)

Post-War Planning Commission. (PY P7123)

PY P7123.17/9	Publications (numbered, 1-7, 1945)

Governor's Conference on Pneumoconiosis. (PY P738)

Poor Law Commission. (PY P823)

PY P823.1	Report (1889 & 1925)

Commission to Investigate Certain Poor Houses. (PY P8235)

PY P8235.1	Report (1911)

Interstate Commission on the Potomac River Basin. (PY P864)

[see also YP 864]

Governor's Committee for the Preservation of Agricultural Land. (PY P933)

PY P933.1	Report (1969)

Committee on Probation. (PY P962)

PY P962.1	Report (1938)

Governor's Task Force on Maximum Security Psychiatric Care. (PY P974)

Governor's Study Commission on Public Employe Relations. (PY P9763)

PY P9763.1	Report: Recommendations for Legislative and Administrative Change to the Public Sector Collective Bargaining Laws of Pennsylvania (1978)

Public Employee Retirement Study Commission. (PY P97635#)

Governor's Commission to Revise the Public Employe Law of Pennsylvania. (PY P9764*)

[class includes mis-assigned class PY P976/4]

PY P9764.1	Report (1968)

Board of Commissioners of Public Grounds and Buildings. (PY P976/5)

[former Board of Public Buildings and Grounds]

Superintendent of Public Printing and Binding. (PY P9767)

PY P9767.1	Annual Report (1878-1918)

Committee of Public Safety. (PY P97678*#)

[class changed from PY P976]

Public Utility Commission. (PY P9768)

PY P9768.1	Report to the Governor (annual, 1913/14-1935)
PY P9768.1/1	Report to the Governor (biennial, 1935/36?-1970)
PY P9768.1/1a	Report (irregular)
PY P9768.2/3	Accidents on Steam Railroads in Pennsylvania (annual, 1930-1935)
PY P9768.2/3/8	Accidents on Street Railways in Pennsylvania (annual, 1930-1935)
PY P9768.2/4	Administrative Rulings (numbered, 1914-01917)
PY P9768.3	Bulletin (1915-?)

PY P9768.4	Circular (1913-1934)
PY P9768.4/8	Comparative Statement of Casualty Accidents ... (annual, 1931?-1935)
PY P9768.6/9	Executive Rulings (1925-1927)
PY P9768.8/4	General Orders (numbered, 1913?-1935)
PY P9768.8/8	Grade Crossing Accidents of Steam Railroads (annual, 1930-1935)
PY P9768.15/4	News Releases (1964?-1977?)
PY P9768.17/9	Public Utility Law
PY P9768.19/4	Record of Accidents Involving the Facilities or Operations of Transportation and Service Utilities and Contract Carriers (annual, 1939?-1981)
PY P9768.19/9	Rules and Regulations (Loose-leaf)
PY P9768.21/2	Tariff Circulars (numbered, 1914-1918)

Public Utility Commission. Bureau of Engineering. (PY P9768/4)

PY P9768/4.1	Annual Report (1915-)

Public Utility Commission. Bureau of Rates and Research. (PY P9768/8)

PY P9768/8.20/8	Statistics of Natural Gas Utilities (annual, 1937?-1949?)

State Publicity Commission. (PY P9769)

State Board of Public Welfare. (PY P977)

Quarantine Board. (PY Q1)

PY Q1.1	Annual Report (1893?-1900?)

Governor's Commission on Industrial Race Relations. (PY R118)

Commission to Examine Laws Relating to Recording of Deeds and Mortgages. (PY R311)

PY R311.1	Reports (1913, 1915)

Independent Regulatory Review Commission. (PY R319#)

PY R319.1	Annual Report (1983-)

Governor's Task Force on Rehabilitation. (PY R345)

PY R345.1	Report (1973)

State Emergency Relief Board. (PY R382)

PY R382.1	Annual Report (1933-1936?)

State Emergency Relief Board. Allegheny County. (PY R382/2)

State Emergency Relief Board. Distribution Department. (PY R382/5)

PY R382/5.1	Report (Jun 1935-Jul 1937)

State Emergency Relief Board. Division of Research and Statisitics. (PY R382/19)

PY R382/19.3	Bulletin (1934-1935)
PY R382/19.13/6	Library List of New Acquisitions (1934-1935)
PY R382/19.17/7	Pennsylvania Monthly Relief Bulletin (1934-1936?)
PY R382/19.19/9	Review of Work Relief Activities in Pennsylvania (1935)
PY R382/19.22/7	The Unemployment Relief Digest

Governor's Reorganization and Classification Committee. (PY R424)

PY R424.1	Reports (1944 & 1946)

Commission for Reorganization of the State Government. (PY R4242)

Legislative-Executive Task Force on Reorganization Corrections. (PY R4243/4)

PY R4243/4.1	Toward Reducing Crime in Pennsylvania. A Report (1970)

State Employes' Retirement Board. (PY R438)

PY R438.1	Annual Report (1981-)
PY R438.5/6	SERS Dispatch: a Newsletter for the Members of the State Employes' Retirement System (quarterly, 1984-)
PY R438.7/6	Financial Statement (Annual, 1929?-1962?)
PY R438.10/7	Investments (1957?-1962?)

Public School Employes' Retirement Board. [1975-] (PY R4381)

[earlier PPI 203]

PY R4381.1	Annual Report
PY R4381.3	Benefits Bulletin: Member Newsletter (irregular, (1981-)
PY R4381.3h	Benefits Hotline: Retired Member Newsletter (irregular, 1983?-)
PY R4381.3/1	Bulletin [to Reporting Units] (irregular, 1981-)
PY R4381.3/9	Bulletin Board (irregular to annuitants, 1979-1984)
PY R4381.8	Member Handbook
PY R4381.13/1	Ledger (irregular to shcool districts, 1980?-1981)
PY R4381.13/5	Legisletter (irregular to legislators, 1980-)
PY R4381.19/7	Retirement Chalkboard (irregular, 1983-) [formerly Retirement News]

Revenue Commission. (PY R451)

PY R451.1	Reports (1845, 1857, 1889)
PY R451.11/8	Journal of the Board of Revenue Commissioners ... (1857-1860)

Joseph T. Rothrock Memorial Commission. (PY R846)

PY R846.1	Report (1924)

Governor's Task Force on Rural Transportation. (PY R948)

PY R948.1	Report (1974)

Panel on Rural Poverty. (PY R9482)

Salary Survey Commission. (PY S161)

PY S161.1	Report (1929)

Salisbury Memorial Commission. (PY S167)

Board of State College and University Directors. (PY S218#)

PY S218.146	Board of State College and University Directors Minutes (1976)

School Commission. (PY S372)

PY S372.1	Report (1945-1947)

Governor's Advisory Committee on School Building Statndards. (PY S372/2)

PY S372/2.1	Report (1970)

Commission to Study the Present Plan of Financing the Public Schools and Related Matters. (PY S372/4)

PY S372/4.1	Report (1929)
PY S372/4.14/7	Minutes of Meetings

Governor's School Finance Survey Committee. (PY S372/4/6)

PY S372/4/6.1	Report (1965)

Commission to Study the Distribution of State Subsidies to School Districts. (PY S372/8)

PY S372/8.1	Report (1927)
PY S372/8.14/7	Minutes of Meetings of the State Subsidies Commission (1927-1928)

State Public School Building Authority. (PY S3723)

PY S3723.1	Annual Report (1956-1979?)
PY S3723.1/1	Biennial Report (1968/70?-?)
PY S3723.16/4	Official Statement (1960-)
PY S3723.17/8	Press Releases (1962?-1977?)
PY S3723.20/3	The School Builder (quarterly, 1962-1970) [formerly SPSBA News]

Governor's Council of Science and Technology. (PY S416)

PY S416.1	Report (1964)

Governor's Science Advisory Committee. (PY S416/2)

PY S416/2.1	Annual Report (1966-?)

Securities Commission. (PY S446)

PY S446.1	Annual Report (1924-)
PY S446.3	Bulletin (bi-monthly, 1940?-?)

PY S446.8/4	General Order (rules & regulations, 1962?-1970?)

U.S. Selective Service System. Pennsylvania. (PY S464)

PY S464.1	Report (1941)
PY S464.15/4	News Release (1962?-1963?)

Commission on Sentencing. (PY S475)

Sesqui-centennial Commission. (PY S493)

PY S493.1	Report (1927)

Commission of Seventy-Six. (PY S497)

PY S497.1	Report (1926)

Committee of Seventy. (PY S4972)

PY S4972.1	Reports (1910 & 1912)

Council for Sexual Minorities. (PY S518)

PY S518.1	Report (annual, discontinued, 1977-?)
PY S518.15/4	News Release (irregular)

Shiloh Battlefield Commission. (PY S556)

Governor's Fact Finding Committee to Investigate Alleged Health Effects of Shippingport Nuclear Power Station. (PY S557)

PY S557.1	Report (1974)

Governor's Small Business Council. (PY S635)

Committee on Smoking and the Health of Youth. (PY S666)

PY S666.17/8	Proceedings, Pennsylvania Conference on Smoking and Health (1962, 1965)

State Soil and Water Conservation Commission. (PY S683)

PY S683.1	Biennial Report (1968?-)
PY S683.21/4	Teamwork (irregular, 1956-)

Commission on Soldiers' Orphan Schools. (PY S684)

PY S684.1	Annual report (1867?-1918?)
PY S684.13/6	List of Soldiers' Orphans to be Discharged ... (1897?-1904/09?)
PY S684.13/6/8	List of Pupils Arriving at the Ages of 16, 17 and 18 Years ... (1908, 1909)

Soldiers and Sailors Home, Erie. (PY S6844)

PY S6844.1	Report (1886-1913/14?)

Governor's Conference on Solid Waste Management. (PY S686)

Southeastern Pennsylvania Transportation Authority. (PY S727)

Governor's Advisory Council on Statistical Information. (PY S797)

Interstate Advisory Committee on the Susquehanna River Basin. (PY S964)

PY S964.14/6	Minutes of Meetings (1962-1968?)
PY S964.15/4	News Release (1963?-1968?)

Susquehanna River Basin Commission. (PY S9642)

[see also YS 964]

PY S9642.1	Annual Report (1972-)

Tax Commission. (PY T235)

PY T235.1	Report (1925-1927)

Governor's Committee on Tax Administration. (PY T235/2)

PY T235/2.1	Improving the Business Climate in Pennsylvania: Report (1965)

Tax Advisory Committee. (PY T2352)

PY T2352.1	Report (1959)

Emergency Tax and Revenue Fact-Finding Committee. (PY T2353)

PY T2353.1	Report (1951)

State Tax Equalization Board. (PY T2354)

PY T2354.1	Report (biennial, 1956/58?-1968/70?)
PY T2354.4/4	Annual Certification, Market Values of Taxed Property (1949-)
PY T2354.4/4/7	Annual Certification of the Pennsylvania Tax Equalization Board... Market Values by School Disctricts by Municipalities (1980-)
PY T2354.15/4	News Release (irregular, 1940?-)

Governor's Tax Study and Revision Commission. (PY T2355)

PY T2355.1	Report (1968)

Governor's Tax Reform Committee. (PY T2356)

Tax Law Revision Commission. (PY T2357)

PY T2357.1	Report (1921)

Tax Policy Advisory Committee. (PY T23578)

PY T23578.1	Report (1956)

Tax Study Committee. (PY T2358)

PY T2358.1	Reports (1953, 1955)

Governor's Committee on Educational Television for Pennsylvania. (PY T269)

Public Television Network Commission. (PY T269/7)

PY T269/7.1	Annual Report (1969-)
PY T269/7.17	PPTN Highlights
PY T269/7.17/4	The People's Business: A Memo from PPTN (monthly?, 1975-)

PY T269/7.17/8	PPTN (monthly?, 1969-1979)
PY T269/7.17/8/3	The Pennsylvania Connection (monthly, 1979-)
PY T269/7.17/8/6	Profiles in Excellence: The Governor's Awards for Excellence in the Arts

Governor's Committee on Public Television. (PY T269/8)

PY T269/8.1	Report (1968)

Joint Committee on Educational Television for Pennsylvania. (PY T2692)

PY T2692.1	Report (1952)

Committee of Ten. (PY T289)

Governor's Textile Study Committee. (PY T355)

300th Anniversary Commission. (PY T531)

Commission to Study & Evaluate the Consequences of the Incident at Three Mile Island. (PY T5312)

[disbanded 1981]

PY T5312.14/6	Minutes (irregular, 1979 - 1981)
PY T5312.15/4	News Release (irregular, 1979 - 1981)

Toll Road Commission. (PY T651)

PY T651.1	Report (1911)

State Transportation Advisory Committee. (PY T7122)

Township Law Revision Commission. (PY T754)

PY T754.1	Report (1931)

Governor's Traffic Safety Council. (PY T764)

PY T764.8/8	Governor's Conference on Traffic Safety (proceedings, 1969-)

Governor's Committee for Transportation. (PY T772)

Transportation Assistance Authority. (PY T7721)

PY T7721.17/8	Press Information (1968?-1975?)

Turnpike Commission. (PY T956)

PY T956.1	Annual Report (1955-1965; semi-annual, 1966-)
PY T956.1c	Consulting Engineer's Report Covering the Maintenance and Operation of the Pennsylvania Turnpike System (annual?, 1940-?)
PY T956.7/6	Financial Statement (monthly, 1965-)
PY T956.15/4	News Release (irregular, 1952-1976?)
PY T956.17/4	Pennsylvania Turnpike Traveler (1981-)
PY T956.21/4	The Pennsylvania Turnpike: 10-5 (includes Pennsylvania Turnpike Traveler, 1970-1981)
PY T956.21/9	Turnpike News (monthly, Jan-Oct 1939)

Turnpike Joint Safety Research Group. (PY T956/8)

Committee on Unemployment. (PY U56)

Governor's Committee on Unemployment Compensation. (PY U56/3)

PY U56/3.1	Report (1929)

Governor's Conference on Unemployment. (PY U565)

State Committee on Unemployment Reserves. (PY U568)

PY U568.1	Report (1933)

Governor's Committee for the Study of the Problem of Uninsured Motorists. (PY U58)

PY U58.1	Report (1956)

Vaccination Commission. (PY V116)

PY V116.1	Report (1913)

Commission on Condition of Disabled World War Veterans of Pennsylvania. (PY V586)

PY V586.1 Report (1925)

Vietnam Herbicide Information Commission. (PY V666*)

[class changed to PHE 235]

War History Commission. (PY W253)

State Commission for the Celebration of the Two Hundredth Anniversary of the Birth of George Washington. (PY W318)

Washington Crossing Park Commission. (PY W319)

PY W319.1 Biennial Report (1956/60-)

Water Development Coordinating Committee for Appalachia. (PY W3243)

Water Resources Coordinating Committee. (PY W3245)

PY W3245.1 Annual Report (1966/67-1972/73?)

Water Resources Committee. (PY W3247)

PY W3247.1 Report (1953)

Water Supply Commission. (PY W3248*)

[class changed from PY W324/8]

PY W3248.1 Report (1905/06-1921/22)

Governor's Advisory Committee on Water Vehicle Safety. (PY W3249)

PY W3249.1 Report (1959)

Wayne Monument Commission. (PY W359)

Governor's White House Conference on Aging. (PY W593/2)

PY W593/2.5/8	Documents (numbered, 1960-?)
PY W593/2.20/9	Subcommittee Report (1960)

Commission on the Status of Women. (PY W872)

PY W872.1	Report (1973-)
PY W872.4/8	CSW News (1972?-1974)
PY W872.4/8/8	CSW Report of the Commission on the Status of Women (annual, 1972/73-)

Commission for Women. (PY W8722)

PY W8722.1	Annual Report (1976-1980)
PY W8722.15/4	News (monthly, 1975-1977) [superseded by Womenews]
PY W8722.15/4/2	Womenews (bimonthly, May 1977-)
PY W8722.15/4/9	News Releases (irregular)
PY W8722.24/8	The Woman's Report: Bi-weekly Column from the Pennsylvania Commission for Women (1979-)

Board of World's Fair Managers. (PY W927)

INTERSTATE AGENCIES

"In order to promote shared interests and encourage mutual cooperation with other states, Pennsylvania has entered into a number of interstate compacts and agreements. Such agreements serve to foster the continued planning and protection of joint resources and to discourage the fragmentation and duplication of the respective states' programs."

[Pennsylvania Manual, vol. 107, 1984-85]

Appalachian Regional Commission. (YA 646)

Atlantic States Marine Fisheries Compact. (YA 881)

Brandywine River Valley Compact. (YB 817)

Delaware River Basin Commission. (YD 3431)

[Delaware River Basin Compact]

YD 3431.1 Annual Report

Delaware River Joint Commission of Pennsylvania and New Jersey. (YD 3432)

[Delaware River Joint Commission]

Delaware River Joint Toll Bridge Commission. (YD 3433)

Delaware Valley Regional Planning Commission. (YD 3437)

[Delaware Valley Urban Area Compact]

YD 3437.1 Delaware Valley Regional Planning Commission Annual Report

Interstate Compact for Education. (YE 25)

Great Lakes Basin Compact. (YG 787)

Ohio River Valley Sanitation Commission. (YO 36)

Interstate Oil and Gas Compact Commission. (YO 39)

Interstate Commission on the Potomac River Basin. (YP 864)

Susquehanna River Basin Commission. (YS 9642)

YS 9642.1	Annual Report (1972-)

Wheeling Creek Watershed Protection and Flood Prevention District Compact. (YW 561)

INDEX OF AGENCIES

A

A. W. Cook Tract of Land Committee (PY C771)
Abandoned Mine Reclamation Bureau (PER 22)
Abortion Law Commission (PY A154)
Academic Programs Bureau (PE 22)
Accounts Bureau (PGV 164/2)
Accounts Settlement Bureau (PR 23)
Ad Hoc Bicentennial Committee (PY B583)
Adjutant-General's Office (PMA 23)
Administrative Leadership Services Bureau (PE 23) (PPI 23)
Administratvie Office of Pennsylvania Courts (PJU 210/2)
Administrative Services Bureau (PA 23)
Administrative Services Bureau (PCA 23)
Adult Preventative Health Programs Bureau (PHE 23)
Advance Planning Bureau (PTR 23)
Advisory Board on Problems of Older Workers (PL 167)
Advisory Commission on Elections and Election Law (PY E382)
Advisory Committee on Organ and Tissue Donation (PHE 168)
Advisory Council on Educational Computing Activities (PE 63/3)
Advisory Council on Library Development (PE 136/2)
Advocacy Bureau (PAG 23)
Affirmative Action Office (PAG 24)
Aging (PAG)
Aging Office (PPW 25)
Agricultural Development Office (PA 25)
Agricultural Society (PY A278)
Agriculture (PA)
Aid to Non-Public Education Office (PE 26)
Air Pollution Commission (PHE 26)
Air Pollution Control Division (PHE 26/4)
Air Quality Control Bureau (PER 26)
Alcohol Permit Board (PPW 27)
Alcoholic Studies Division (PHE 27)
Amusement Rides Bureau (PA 26)
Andersonville Memorial Commission (PY A552)
Animal Industry Bureau (PA 27)
Anthracite Coal Industry Commission (PY C652)
Anthracite Division (PMI 27)
Anthracite Mine Care Commission (PY A6282)
Anthracite Mine Drainage Study Commission (PY A628)
Antietam Battlefield Memorial Commission (PY A629)
Appalachian Development Bureau (PCO 28)
Appalachian Regional Commission (YA 646)
Apprenticeship and Training Council (PL 28)
Arbitration Panels for Health Care (PGV 84/2/8)
Archives and History Bureau (PY H673/2)
Art Commission (PGS 28) (PY A784)
Arts, Council on (PY A792)
Associated Health Authorities and Sanitarians of Pa. (PY H434/2)
Athletic Commission (PS 28)
Atlantic States Marine Fisheries Commission (YA 881)
Attorney General (PAT) (PJ 28)
Auditor General's Office (PAU)
Aviation Bureau (PTR 29)

B

Banking (PB)
Banking Law Commission (PY B218/7)
Barrier Pillar Commission Bituminous District (PY B275)
Basic Education Fiscal Administration Bureau (PE 32/4)
Basic Education Office (PE 32)
Basic Education Support Services Bureau (PE 32/8)
Behavioral Problems and Drug Control Division (PHE 34)
Ben Franklin Partnership Challenge (PCO 214)
Benjamin Franklin Symposium (PY B468)
Bicentennial Commission of Pennsylvania (PY B5832)
Bituminous Division (PMI 36)
Blind, Office for the (PPW 37)
Bloomsburg University (PY H637/2) (PE 210/2)
Board of Centennial Managers (PY C397)
Board of Commissions of Public Grounds and Buildings (PY P9765)
Board of Education, State (PY E24/92)
Board of Governors of State System of Higher Education (PY H637)
Board of Pardons (PY P226) (PJ 172)
Board of Public Buildings and Grounds (PY P9765)

BEST COPY AVAILABLE

Board of State College and University Directors (PY S218)
Board of World's Fair Managers (PY W927)
Boies Penrose Memorial Committee (PY P4172)
Brandywine River Valley Compact (YB 817)
Bridge Division (PHI 38)
Budget Administration Office (PGV 164/3)
Budget and Management Bureau (PE 39)
Bureau [see also other part of name]
Bureau of Accounts (PGV 164/2)
Bureau of Aviation (PTR 29)
Bureau of Construction (PTR 48)
Bureau of Correction (PJ 48)
Bureau of Corrections (PGV 84/4/8)
Bureau of Design (PHI 54)
Bureau of Design (PTR 54)
Bureau of Elections (PS 67)
Bureau of Forestry (PER 78/3)
Bureau of Forestry (PFW 78/0)
Bureau of Inspection (PL 107)
Bureau of Investigation (PAU 107)
Bureau of Investigations (PJ 107)
Bureau of Maintenance (PTR 140)
Bureau of Markets (PA 142)
Bureau of Mediation (PL 144)
Bureau of Parks (PFW 172)
Bureau of Personnel (PE 174)
Bureau of Personnel (PGV 164/17)
Bureau of Personnel (PHI 174)
Bureau of Personnel (PR 174/7)
Bureau of Planning (PCA 177)
Bureau of Publications (PP 17)
Bureau of Purchases (PP 179)
Bureau of Railways (PIA 192)
Bureau of Rehabilitation (PL 193)
Bureau of Research (PCA 194)
Bureau of Research (PPI 194)
Bureau of Right of Way (PTR 196)
Bureau of Standards (PIA 207)
Bureau of Standards (PP 208)
Bureau of Statistics (PCO 208)
Bureau of Statistics (PIA 208)
Bureau of Statistics (PPI 208)
Bureau of Waterways (PY F532/9)
Business Management Division (PHE 39)
Business Methods Committee (PY B979)
Business Services Bureau (PCO 39)

C

California University (PY H637/3) (PE 210/3)
Cancer Control Division (PHE 42)
Cancer Control, Prevention and Research Advisory Board (PHE 42/7)
Cancer Coordinating Committee (PY C215)
Capitol Building Commission (PY C244)
Career Development Office (PE 42)
Celebration of the Two Hundredth Anniversary of Birth of George Washington (PY W318)
Central Management Information Center (PGV 164/3/2)
Chestnut Tree Blight Commisson (PY C525)
Cheyney University (PY H637/3/5) (PE 210/3/5)
Chickamauga - Chattanooga Battlefields Commission (PY C532)
Child Nutrition Division (PE 78)
Children, Youth and Families Office (PPW 45)
CHOICE (PY D7942/2)
Chronic Diseases Division (PHE 46)
Cigarette and Beverage Taxes Bureau (PR 46)
Citizen's Commission on Basic Education (PY E24/2)
Citizens Advisory Council (PER 46)
Citizens' Committee on the Finances of Pennsylvania (PY F491)
Claim Settlement Bureau (PPW 47)
Clarion University (PY H637/3/7) (PE 210/3/7)
Clearinghouse for Outreach, Information, Communication and Education (PY D7942/2)
Coal Research Board (PMI 48)
Cold Harbor Battlefield Commission (PY C688)
Commerce (PCO)
Commission Appointed to Make an Investigation on the Battlefields of France and Belgium (PY B336)
Commission for Legislative Modernization (PY L5143)
Commission for Reorganization of the State Government (PY R4242)
Commission for the Study of Educational Problems (PPI 48)
Commission for Unveiling Groups of Sculpture by George Gray Barnard (PY B259)
Commission for Women (PY W8722)
Commission of Seventy-Six (PY S497)
Commission on Amended Orthography (PY O 77)
Commission on Charitable Organizations (PS 45)
Commission on Compensation for Occupational Diseases (PY C737)
Commission on Condition of Disabled World War Veterans of Pa. (PY V586)
Commission on Conditions Relating to Blind Persons (PY B648)
Commission on Constitutional Amendment and Revision (PY C758)

Commission on Constitutional Revision (PY C7588)
Commission on Crime and Delinquency (PY C9297) (PJ 483)
Commission on Displaced Persons (PY D612)
Commission on Governmental Reorganization (PY G7218)
Commission on Industrial Education (PY E24/6)
Commission on Intergovernmental Relations (PY I615)
Commission on Interstate Cooperation (PY I61)
Commission on Municipal Consolidation in Counties of the Second Class (PY M966)
Commission on Penal Institutions (PY P397/6)
Commission on Segregation, Care and Treatment of Feeble-Minded and Epileptic Persons (PY F295)
Commission on Sentencing (PY S475)
Commission on Soldiers' Orphan Schools (PY S684)
Commission on the Status of Women (PY W872)
Commission to Codify & Revise the Law of Deced's Estates (PY D292)
Commission to Codify and Revise the Law Relating to Banks, Private Bankers and Trust Companies (PY B218)
Commission to Codify Divorce Laws (PY D618)
Commission to Devise a Plan for the Government of Cities (PY C581)
Commission to Erect Statue of Andrew Gregg Curtin (PY C978)
Commission to Examine into the Present System for the Insane (PYI 59)
Commission to Examine Laws Relating to Recording of Deeds and Mortgages (PY R311)
Commission to Investigate Certain Poor Houses (PY P8235)
Commission to Investigate Condition of Insane in Hospitals (PY I591)
Commission to Investigate Penal Systems (PY P397/8)
Commission to Investigate the Increase in the Cost of Anthracite Coal etc. (PY C6523)
Commission to Investigate Various Charitable Institutions (PY C473)
Commission to Investigate Waste of Coal Mining (PY C6529)
Commission to Make a Study and Investigation of Systems of Compulsory Liability Insurance for Motor Vehicle Owners and Drivers (PY C738)
Commission to Revise Election Laws (PY E38)
Commission to Study and Evaluate the Consequences of Three Mile Island (PY T5312)
Commission to Study and Revise Statutes Relating to Children (PY C536)
Commission to Study the Distribution of State State Subsidies to School Districts (PY S5372/8)
Commission to Study the Present Plan of Financing the Public Schools and Related Matters (PY S372/4)
Commissioners Appointed to Revise Civil Code (PY C582)
Commissioners of the Sinking Fund (PT 206)
Commissioners on Uniform State Laws (PY L425)
Committee for Criminal Justice Standards and Goals (PY C9296)
Committee for State Constitutional Revision (PY C7586)
Committee of Public Safety (PY P97678)
Committee of Seventy (PY S4972)
Committee of Ten (PY T289)
Committee on Criminal Justice Standards and Goals (PY C9296)
Committee on Infant Intensive Care (PY H4348/2)
Committee on Probation (PY P962)
Committee on Smoking and the Health of Youth (PY S666)
Committee on State Statistics (PY P712/8)
Committee on Unemployment (PY U56)
Committee to Investigate the Peno-Correctional System (PY P417)
Commonwealth Child Development Committee (PGV 164/8)
Commonwealth Compensation Commission (PY C7337)
Commonwealth Media Services (PGS 144)
Commonwealth Court (PJU 49)
Commonwealth Priorities Commission (PY C734)
Communicable Diseases Division. Venereal Disease Section (PHE 48/23/4)
Communicable Diseases Division. Veterinary Public Health (PHE 48/23/8)
Communicable Diseases Division (PHE 48)
Community Affairs (PCA)
Community Affairs Library (PCA 136)
Community Colleges Bureau (PE 48)
Community Development Bureau (PCO 48)
Community Energy Office (PCA 67)
Community Environmental Control Bureau (PER 48)
Community Planning Bureau (PCA 177)
Community Programs Bureau (PCA 48)

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Community Service Centers [CSC] (PCR 48/3)
  CSC Harrisburg Region (PCR 48/3/5)
  CSC Philadelphia Region (PCR 48/3/8)
  CSC Pittsburgh Region (PCR 48/3/9)
Community Service Division (PCR 48)
Community Services Bureau (PSP 47)
Community Work Bureau (PPW 48)
Compact as to the Water Resources of the Delaware River (PYD343/9)
Compensatory Programs Division (PE 48/5)
Comprehensive Health Planning Office (PHE 49)
Comptroller's Office (PE 48/8)
Conference on Handicapped Children (PY H2365)
Conservation Corps (PER 49)
Constitution (PC)
Constitution Commemoration Committee (PY C7583)
Constitutional Conventions (PC 48)
Construction Bureau (PTR 48)
Consumer Advocate Office (PAT 487/2) (PY C7589)
Consumer Protection Bureau (PAT 48) (PJ 47)
Convention on Repeal of the 18th Article to Amend the Constitution of the United States (PY E34)
Coordination and Field Liaison Bureau (PE 48/9)
Corporation Bureau (PS 48)
Corporation Taxes Bureau (PR 48)
Corrections (PCR)
Corrections Bureau (PGV 84/4/8) (PJ 48)
Cotton States and International Exposition Commission (PY C851)
Council for Sexual Minorities (PY S518)
Council of National Defense (PY D3137)
Council on Drug and Alcohol Abuse (PHE 57) (PY D7943)
Council on the Aging (PAG 25) (PY A266)
Council on the Arts (PY A792)
Council on Physical Fitness and Sports (PY P578)
Courts of Common Pleas (PJU 48)
Crime Commission (PY C9292) (PY C929)
Crime Victims Compensation Board (PGV 84/4/9) (PJ 489)
Criminal Identification and Information Bureau (PSP 48)
Criminal Investigation Bureau (PSP 48/6)
Criminal Justice Planning Board (PY C9295)
Criminal Justice Statistics Bureau (PJ 49)
Criminal Tax Investigation Office (PR 47)
Crop Reporting Service (PA 48)
Culpeper, Virginia, Monument Commission (PY C968)
Curriculum and Instruction Bureau (PE 49)
Curriculum Development Bureau (PPI 49)
Curriculum Planning Bureau (PE 49/8)
Curriculum Services Bureau (PE 49)

D

Dairy and Food Division (PA 52)
Dams and Waterway Management Bureau (PER 52)
Deep Mine Safety Bureau (PER 54)
Delaware River and Bay Authority (PY D3436)
Delaware River Basin Commission (YD 3431) (PY D3431)
Delaware River Bridge and Tunnel Commission (PY D34332)
Delaware River Joint Commission of Pennsylvania and New Jersey (YD 3432) (PY D3432)
Delaware River Joint Toll Bridge Commission (YD 3433) (PY D3433)
Delaware River Master (PY D3435)
Delaware River Port Authority (PY D3434)
Delaware Valley Regional Planning Commission (YD 3437) (PY D3437)
Dental Health Division (PHE 54)
Deputy Secretary of Legislation Office (PPW 134)
Design Bureau (PTR 54) (PHI 54)
Development Disabilities Planning Council (PY D489)
Diabetes Task Force (PHE 55) (PY D536)
Disaster Medicine Division (PHE 56)
Division [see also other part of name]
Division of Minerals (PFW 146)
Division of Mines (PER 146)
Division of Nutrition (PHE 159)
Division of Sanitation (PHE 202/2)
Dog Law Enforcement Bureau (PA 58)
Domestic and International Commerce Bureau (PCO 107/8)
Driver Licensing Bureau (PTR 58)
Driving Under the Influence Task Force, Governor's (PY D782)
Drug and Alcohol Programs (PHE 58) (PHE 34/2)
Drug and Alcohol Programs Bureau of Community Assistance (PHE 58/3)
Drug and Alcohol Programs Bureau of Program Services (PHE 58/8/8)
Drug and Alcohol Programs Office of Policy and Planning (PHE 58/8)
Drug, Device and Cosmetic Commission (PY D794)

Drug, Device and Cosmetic Board (PHE 58)

E

East Stroudsburg University (PY H637/4) (PE 210/4)
Eastern Inter-State Conference on Labor Legislation (PY L123/4)
Eastern Pennsylvania Psychiatric Institute (PPW 145/4/2)
Eastern State Penitentiary (PJ 48/4)
Economic Development Bureau (PCO 62)
Economic Opportunity Bureau (PCA 63)
Economic Research and Programing Bureau (PHI 63)
Economic Zoology Bureau (PA 278)
Economioc Research and Programing Bureau (PTR 63)
Economy and Efficiency Commission (PY E19)
Edinboro University (PY H637/4/3) (PE 210/4/3)
Education (PE)
Educational Costs Surey Commission (PGA 63)
Educational Quality Assessment Bureau (PE 63/7)
Educational Planning and Testing Bureau (PE 63/6)
Educational Research Bureau (PE 63)
Educational Statistics Bureau (PE 63/8)
Elections Bureau (PS 67)
Electoral College (PY E383)
Elementary Education Division (PPI 67)
Emergency Health Health Services Division (PHE 66)
Emergency Management Agency (PY E53)
Emergency Management Coordinator (PHE 66/7)
Emergency Tax and Revenue Fact-Finding Committee (PY T2353)
Employment Board (PPW 28/4)
Employment Security Office (PL 67)
Energy Development Agency (PCO 67)
Engineering and Construction Office (PER 67)
Engineers' Commission (PY E57)
Environmental Education Advisory Council (PY E61)
Environmental Health Bureau (PHE 67)
Environmental Master Planning Bureau (PER 67/9)
Environmental Protection Office (PER 67/9/8)
Environmental Quality Board (PER 67/7)
Environmental Quality Office (PTR 67)
Environmental Radiation Division (PER 67/8)
Environmental Resources (PER)
Environmental Safety Division (PHE 67/8)
Epidemiological and Disease Prevention Bureau (PHE 68/3)
Epidemiological Research Division (PHE 68)
Equal Educational Opportunity Bureau (PE 68)
Ethics Commission (PY E68)
Executive Academy (PE 69)
Executive Board (PGV 69)

F

Facilities Sanitation Division (PER 72)
Factory Inspector (PF)
Family Services Office (PPW 45) (PPW 72)
Farm Producers Show Commission (PA 208/4)
Farm Show Bureau (PA 72) (PA 298/4*)
Federal Programs Division (PE 74)
Federation of Historical Societies (PY H6738)
Field Operations Office (PR 76)
Fiftieth Anniversary of the Battle of Gettysburg Commission (PY G3944)
Finance Planning and Research Division (PCR 76)
Finance Revenue Board (PT 76)
Financial Management Bureau (PGV 164/7)
Financial Management Office (PCO 76/7)
Fire Protection Bureau (PSP 76)
Fire Safety Services Office (PY E53/4)
Fiscal Management Bureau (PCO 76)
Fiscal Management Office (PPW 76)
Fish Commission (PY F532)
Fish Commission Waterways Bureau (PY F532/9)
Flood Control Divsision (PFW 77)
Food and Chemistry Bureau (PA 77)
Food Marketing Advisory Council (PA 142/7)
Food Programs for Women, Infants and Children Bureau [WIC] (PHE 248)
Food Protection Division (PER 77/9)
Forest Advisory Services Division (PFW 78)
Forest Advisory Services (PER 78)
Forest Protection Division (PFW 78/8)
Forestry Bureau (PER 78/3) (PFW 78/3)
Forestry Division (PA 78)
Forests and Waters (PFW)
Free Library Commission (PY F853)

G

Game Commission (PY G192)

General and Academic Education Bureau (PE 84) (PPI 84)

General and Special Hospitals Office (PPW 98)

General Assembly (PGA)

General Publications (P)

General Services (PGS)

General State Authority (PGS 84) (PY G326)

Geographic Board (PY G3448)

Geologic Survey, 1st (PY G345/1), 2d (PY G345/2), 3d (PY G345/3), 4th (PY G345/4), see also Topographic and Geologic Survey

Gettysburg Battlefield Commission (PY G394)

Gettysburg Battlefield Memorial Commission (PY G3947)

Gettysburg, Commission on the 100th Anniversary of the Battle and Lincoln's Address (PY G3948)

Gettysburg, Commission on 50th Anniversary of the Battle (PY G3944)

Giant Power Board (PY G434)

Giant Power Survey Board (PY G4348)

Government Donated Food Bureau (PA 88)

Governor (PGV)

Governor's Action Center (PGV 164/2/8)

Governor's Advisory Citizen Committee on the Mid-Century White House Conference on Children and Youth (PY C536/2)

Governor's Advisory Committee for Comprehensive Mental Health Planning (PY M549/5)

Governor's Advisory Committee for Comprehensive Mental Retardation Planning (PY M549/8)

Governor's Advisory Committee on Constitutional Revision (PY C7581)

Governor's Advisory Committee on Natural Resources and Beauty (PY N285)

Governor's Advisory Committee on Public Education (PY E24/89)

Goveronr's Advisory Committee on School Building Statndards (PY S372/2)

Governor's Advisory Committee on Water Vehicle Safety (PY W3249)

Governor's Advisory Council on Statistical Information (PY S797)

Governor's Board for Study Pennsylvania Mental Hospitals (PY M549/6)

Governor's Citizens' Committee on Housing (PY H842)

Governor's Commis Investigating Recent Events in Chester (PY C5248)

Governor's Commission for Modern State Government "Little Hoover Committee" (PY M689)

Governor's Commission on Constitutional Revision (PY C7585)

Governor's Commission on Fire Prevention and Control (PY F523)

Governor's Commission on Higher Education (PY E24/5)

Governor's Commission on Industrial Race Relations (PY R118)

Governor's Commission on Labor Legislation (PY L123)

Governor's Commission on Mortgage and Interest Rates (PY M887)

Governor's Commis on Penal and Correctional Affairs (PY P397/5)

Governor's Commission on Revised Penal Code (PY P397/3)

Governor's Commission to Revise the Public Employee Law of Pennsylvania (PY P9764)

Governor's Committee for the Handicapped (PY H236)

Governor's Committee for the Physically Handicapped (PY H2368)

Governor's Committee for the Preservation of Agricultural Land (PY P933)

Governor's Committee for the Study of the Problem of Uninsured Motorists (PY U58)

Governor's Committee for Transportation (PY T772)

Governor's Committee of One Hundred for Better Education (PY E24/8)

Governor's Committee of 100,000 Pennsylvanians for the Promotion of Economic Growth (PY O 58)

Governor's Committee on Health Education (PY H4344)

Governor's Committee on Agriculture (PY A278/3)

Governor's Committee on Children and Youth (PY C536/5)

Governor's Committee on Education (PY E24)

Governor's Committee on Educational Television for Pennsylvania (PY T269)

Governor's Committee on Employment of the Handicapped (PY H2364)

Governor's Committee on Employment of the Physically Handicapped (PY H2367)

Governor's Committee on Merger of the Department of Welfare and Public Assistance (PY M559)

Governor's Committee on Migratory Labor (PY M636)

BEST COPY AVAILABLE

Governor's Committee on Public Television (PY T269/8)
Governor's Committee on Tax Administration (PY T235/2)
Governor's Committee on Unemployment Compensation (PY U56/3)
Governor's Committee to Investigate the Affairs of the Philadelphia Registration Commission (PY P5443)
Governor's Commonwealth Conf on Higher Education (PY E24/5/3)
Governor's Conference for Industrial Development (PY I423)
Governor's Conference of Public Library Trustees (PY L697)
Governor's Conference on Employment Skills (PY E55/8)
Governor's Conference on Handicapped Individuals (PY H2366)
Governor's Conference on Libraries and Information Services (PY L6972)
Governor's Conference on Pneumoconiosis (PY P738)
Governor's DUI Task Force (PY D782)
Governor's Conference on Solid Waste Management (PY S686)
Governor's Conference on Unemployment (PY U565)
Governor's Coordinating Committee for the 1960 White House Conference on Children and Youth (PY C536/9)
Governor's Coordinating Committee for the 1970 White House Conference on Children and Youth (PY C536/92)
Governor's Council for Human Services (PY H918)
Governor's Council of Business and Industry (PY B979/6)
Governor's Council of Science and Technology (PY S416)
Governor's Council on Drug and Alcohol Abuse (PY D7942)
Governor's Council on Drugs (PHE 57) (PY D7943)
Governor's Council on the Hispanic Community (PGV 164/9/7)
Governor's Council on Physical Fitness and Sports (PY P578)
Governor's Council on Pneumoconosis (PY P738)
Governor's Economic Advisory Council (PY E189)
Governor's Energy Council (PY E56)
Governor's Fact Finding Committee to Investigate Alleged Health Effects of the Shippingport Nuclear Power Station (PY S557)
Governor's Health Task Force (PY H4348)
Governor's Heritage Affairs Advisory Commission (PY H548)
Governor's Highway Safety Advisory Committee (PY 6382)
Governor's Highway Safety Council (PY H6383)
Governor's Hospital Study Commission (PY H828)
Governor's Housing Task Force (PY H8421)
Governor's Interagency Task Force on Highway Safety for Children (PY H6383/4)
Governor's Justice Commission (PJ 484)
Governor's Justice Commission. Allegheny Regional Advisory Committee (PJ 484/2)
Governor's Justice Commission. Central Regional Planning Council (PJ 484/3)
Governor's Justice Commission. Northeast Regional Planning Council (PJ 484/7)
Governor's Justice Commission. Northwestern Regional Planning Council (PJ 484/7/5)
Governor's Justice Commission. Philadelphia Regional Planning Council (PJ 484/8)
Governor's Justice Commission. South Central Regional Planning Council (PJ 484/8/3)
Governor's Justice Commission. Southeast Regional Planning Council (PJ 484/8/4)
Governor's Justice Commission. Southwest Regional Planning Council (PJ 484/9)
Governor's Liquor Code Advisory Committee (PY L7672)
Governor's Manpower Task Force (PY M285)
Governor's Milk Control Inquiry Committee (PY M644)
Governor's Office for Human Resources (PGV 164/9)
Governor's Office of Administration (PGV 164)
Governor's Office of Policy and Planning (PY P712)
Governor's Office of State Planning and Development (PY P712)
Governor's Reorganization and Classification Committee (PY R424)
Governor's Review of Government Management (PY G7217)
Governor's School Finance Survey Committee (PY S372/4/6)
Governor's Science Advisory Committee (PY S416/2)
Governor's Small Business Council (PY S635)
Governor's Study Commis on Public Employe Relations (PY P9763)
Governor's Study Commission On Capital Punishment (PY C2443)

Governor's Task Force on Drunk Driving (PY D897)

Governor's Task Force on Employment Services to Displaced Homemakers (PY E55/8/3)

Governor's Task Force on Housing [1982] (PY H8423)

Governor's Task Force on Crim Just Information Systems (PY C9294)

Governor's Task Force on Driving Under the Influence of Alcohol and other Controlled Substances (PY D782)

Governor's Task Force on Equal Rights (PY E64)

Governor's Task Force on Mental Health of Juvenile Offenders (PY M5497)

Governor's Task Force on Hypertension (PY H998)

Governor's Task Force on Maximum Security Psychiatric Care (PY P974)

Governor's Task Force on Rehabilitation (PY R345)

Governor's Task Force on Rural Transportation (PY R948)

Governor's Tax Reform Committee (PY T2356)

Governor's Tax Study and Revision Commission (PY T2355)

Governor's Textile Study Committee (PY T355)

Governor's Traffic Safety Council (PY T764)

Governor's Trans Task Force on the Department of Aging (PY A267)

Governor's White House Conference on Aging (PY W593/2)

Great Lakes Basin Compact (YG 787)

Greater Pennsylvania Council (PY G786)

Gypsy Moth Task Force (PY G89)

H

Hazardous Substances Transportation Advisory Committee (PTR 92)

Health (PHE)

Health Communications Bureau (PHE 48/25)

Health Data Center (PHE 94)

Health Financing and Programs Development Bureau (PHE 94/4)

Health Insurance Commission (PY H434/6)

Health Risk Reduction Program (PHE 94/7)

Health Services Bureau (PHE 177/5)

Health Services Research Division (PHE 194)

Health Statistics Division (PHE 208)

High Speed Intercity Rail Passenger Commission (PY H634)

Higher Education Assistance Agency (PY H638)

Higher Education Financing Office (PE 96/4)

Higher Education Office (PE 96) (PPI 96)

Higher Education Planning and Research bureau (PE 96/8)

Higher Educational Facilities Authority (PY H637/7)

Highway Design Bureau (PTR 54)

Highway Planning Commission (PY H6384)

Highway Services Bureau (PTR 97)

Highways (PHI)

Highways Library (PHI 136)

Historical and Museum Commission (PY H673)

Home for the Training in Speech of Deaf Children (PPW 45/5)

House of Representative (PGA 98)

Housing and Development Bureau (PCA 98)

Housing and Environmental Control Bureau (PHE 98/4)

Housing Finance Agency (PY H8422)

Human Relations Commission (PY H9183)

Human Relations Commission Community Services Division (PY H9183/3)

Human Relations Commission Research Division (PY H9183/8)

Human Resources Bureau (PCA 99)

Human Resources Office (PGV 164/9)

Huntingdon Industrial School (PPW 45/6)

I

Income Maintenance Office (PPW 107)

Indian Forts Commission (PY I39)

Indiana University of Pennsylvania (PY H637/6) (PE 210/6)

Independent Regulatory Review Commission (PY R319)

Industrial Accidents Commission (PY I422)

Industrial Board (PL 106)

Pennsylvania Joint Council on the Criminal Justice System, see: Committee for Criminal Justice Standards and Goals

Industrial Development Bureau (PCO 107)

Industries Division (PCR 107)

Information and Pubications Bureau (PE 105)

Information Services Center (PCA 107)

Informationa Systems Bureau (PE 106)

Inheritance Taxes Bureau (PR 106)

Inspection Bureau (PL 107)

Institute for the Deaf and Dumb, Philadelphia (PE 211/32)

1757

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Institutional Collections Bureau (PR 107)
Institutional Studies and Services Bureau (PPI 107)
Instructional Media Services Bureau (PE 107)
Insurance (PI)
Intergovernnmental Council (PY I613)
Internal Affairs (PIA)
International Commerce Bureau (PCO 107/8)
Interstate Advisory Committee on the Susquehanna River Basin (PY S964)
Interstate Commission on the Delaware River Basin (PY D343)
Interstate Commission on the Potomac River Basin (YP 864) (PY P864)
Interstate Compact for Education (YE 25)
Interstate Oil and Gas Compact Commission (YO 39)
Interstate Conference on Employment Security Agencies (PY E55/7)
Investigation Bureau (PAU 107)
Investigations Bureau (PJ 107)
Investigation of Alleged Disfranchisement of Electors in Philadelphia (PYD 611)

J

James A. Finnegan Fellowship Foundation (PY J315)
Jamestown Exposition Commission (PY J31)
Job Mobilization Committee (PY J62)
Job Training Partnership Bureau (PL 118)
Johnstown Flood Relief Commission (PY J73)
Joint Commission on Administration of Criminal Justice (PGA 48)
Joint Committee on Documents (PGS 48)
Joint Committee on Educ'l Telev for Pennsylvania (PY T2692)
Joint State Government Commission (PGA 88) [Various Committees, PGA 88/#]
Joint State Government Commission Advisory Pannel (PGA 88/23)
Joseph T. Rothrock Memorial Commission (PY R846)
Judiciary (PJU)
Justice (PJ)
Juvenile Court Judges' Commission (PGV 84/11/9) (PJ 120)

K

Kutztown University (PY H637/6/9)(PE 210/6/9)

L

Labor and Industry (PL)
Labor and Industry Library (PL 136)
Labor Relations Board (PL 132)
Labor Relations Bureau (PGV 164/13)
Labor Standards Bureau (PL 132/8)
Labor Statistics and Agriculture Bureau (PL 209)
Laboratories Bureau (PER 137)
Laboratories Bureau (PHE 132)
Lake Erie and Ohio River Canal Board (PY L192)
Land Protection and Reclamation Bureau (PER 138)
Land Records Bureau (PCA 132) (PIA 132)
Landscape Development Bureau (PTR 132)
Law Library Bureau [Law Section] (PE 136/4)
Legal Bureau (PTR 134)
Legislative Budget and Finance Committee (PGA 1.27:CT B927)
Legislative Data Processing Center (PGA 133)
Legislative Reference Bureau (PGA 134)
Legislative Services Office (PE 134)
Legislative-Executive Task Force on Reorganization Corrections (PY R4243/4)
Library Development Bureau (PE 136/5)
Library Services Division (PE 136/8)
Licensure and Certification Division (PHE 136)
Liquid Fuel Tax Bureau (PR 136)
Liquor Control Board (PY L767)
Liquor Control Board. Bureau of Enforcement (PY L767/6)
Liquor Control Board. Bureau of Licensing (PY L767/13)
Liquor Control Board. Bureau of Personnel (PY L767/17)
Liquor Control Board. Office of Comptroller (PY L767/4)
Local Government Commission (PGA 138)
Local Government Financial Statistics Division (PIA 138)
Local Government Services Bureau (PCA 138)
Lock Haven University (PY H637/7) (PE 210/7)
Louisiana Purchase Exposition Commission (PY L888)

M

Maintenance Bureau (PTR 140)
Management and Administration Bureau (PCO 142)
Management Information Systems Bureau (PGV 164/14)
Management Planning Division (PJ 142)
Management Services Bureau (PCA 142)
Management Services Bureau (PE 142)
Management Services Bureau (PGV 164/15)
Manpower Coordination Office (PGV 164/14/4)
Manpower Office (PGV 164/14/2)
Mansfield University (PY H637/7/2) (PE 210/7/2)
Marketing Bureau (PA 142)
Mass Transit Systems Bureau (PTR 141)
Materials, Research and Planning Bureau (PTR 142)
Materials, Testing and Research Bureau (PHI 142)
Maternal and Child Health Division (PHE 142')
Meade Memorial Commission (PY M481)
Mediation Bureau (PL 144)
Medical Assistance Office (PPW 134/2)
Medical Council of Pennsylvania (PY M489)
Medical Services and Facilities Office (PPW 144)
Medicare Office (PHE 144)
Mental Health Office (PPW 145)
Mental Retardation Office (PPW 1457)
Military Affairs (PMA)
Military and Civil Defense Committee (PY D3136)
Milk Marketing Board (PY M6443)
Millersville University (PY H637/7/6) (PE 210/7/6)
Milrite Council (PY M661)
Mineral and Forest Land Taxation Commission (PY M664)
Minerals Division (PFW 146)
Mines and Mineral Industries (PMI)
Mines Division (PER 146)
Mining and Reclamation Bureau (PER 1467)
Minor Judiciary Education Board (PJU 146)
Minority Business Development Authority (PCO 146/3/2)
Minority Business Development Office (PCO 146/3)
Minority Business Enterprise Office (PCO 146/4)
Model and Partner Cities Office (PCA 148)
Motor License Funds Bureau (PR 48)
Motor Vehicles and Licensing Bureau (PTR 148)
Municipal Affairs Bureau (PIA 149)
Municipal Information Center (PCA 149)
Municipal Police Officers' Education and Training Commission (PSP 149)
Municipal Retirement Board (PY M9661)
Municipal Services Bureau (PTR 149)

N

National Conference of Commissioners on Uniform State Laws (PY L4257)
National Conference on Uniform Divorce Laws (PY D6187)
Navigation Commission for the Delaware River and its Tibutaries (PY N325)
Negro Research and Planning Division (PL 154)
New Western Penitentiary, Rockview (PJ 48/7)
Nursing Home Loan Agency (PCO 159)
Nutrition Division (PHE 159)

O

Oakbourne Epileptic Hospital and Colony Farm (PPW 144/8)
Occupational Health Division (PER 163)
Occupational Health Division (PHE 163)
Office for the Aging (PPW 25)
Office for the Blind (PPW 37)
Office of Consumer Advocate (PY C7589)
Office of Manpower (PGV 164/14/2)
Office of Medicare (PHE 144)
Office of Planning (PTR 177)
Office Services Bureau (PTR 167)
Ohio River Valley Sanitation Commission (YO 36)
Oil and Gas Division (PMI 166)
Oil and Gas Management bureau (PER 1637)
Old Age Assistance Commission (PY O 44)
Old Age Pensions Commission (PY O 44/8)
One Hundreth anniversary of the Battle of Gettysburg and Lincoln's Gettysburg Address Commission (PY G3948)
Operations Division (PCR 168)

P

Panel on Rural Poverty (PY R9482)
Parks Bureau (PFW 172)
Parole Board (PY P257)
Parole Commission (PY P257/3)
Patrol Bureau (PSP 172)
PDE Resource Center (PE 136/6)

Penal Commission (PY P397)
Penn Landing Commission (PY P4123)
Pennhurst State School (PPW 145/8)
Pennsylvania and New York Joint Boundary Commission (PY B765)
Pennsylvania Commission on Charitable Organizations (PS 45) (PY C4732)
Pennsylvania Commission on Crime and Delinquency (PY C9297)
Pennsylvania Conference on Education (PY E24/88)
Pennsylvania Conservation Corps (PER 49)
Pennsylvania Crime Victims Compensation Board (PGV 84/4/9)
Pennsylvania Emergency Management Agency (PY E53)
Pennsylvania Energy Development Agency [Authority] (PCO 67)
Pennsylvania Film Bureau (PCO 75)
Pennsylvania Health Council, Inc. (PY H434/5)
Pennsylvania Health Council (PY H434)
Pennsylvania Hospital for the Insane, Philadelphia (PPW 145/83)
Pennsylvania Industrial Development Authority (PCO 107/2)
Pennsylvania Minority Business Development Authority (PCO 146/3/2)
Pennsylvania Nursing Home Loan Agency (PCO 159)
Pennsylvania State Council on Year-Round Education (PE 263)
Pennsylvania State Employment and Training Council (PL 62)
Pennsylvania Statewide Health Coordinating Council (PHE 208/9)
Pennsylvania Technical Assistance Program (PCO 174)
Pennsylvania Working Home for Blind Men (PPW 37/8)
PENNTAP (PCO 174)
Pennypacker Memorial Commission (PY P416)
Personal Income Tax Bureau (PR 174)
Personnel Bureau (PE 174)
Personnel Bureau (PGV 164)
Personnel Bureau (PHE 174)
Personnel Bureau (PR 174/7)
Personnel Management and Staff Division (PCR 174)
Personnel Services Office (PPW 174)
Pharmaceutical Assistance Bureau (PAG 175)
Philadelphia House of Refuge (PPW 45/8)
Philadelphia Mental Health Survey Committee (PY P544)
Philadelphia Municipal Court (PJU 175)
Physical Plant and Construction Division (PE 175)
Physical Therapy Division (PHE 175)
Pittsburgh House of Refuge (PPW 45/82)
Planning and Education Statistics Bureau (PE 177/8)
Planning and Evaluation Bureau (PE 177)
Planning and Research Office (PER 177)
Planning and Reserach Office (PA 176)
Planning Bureau (PCA 177)
Planning Bureau (PHE 176)
Planning Division (PHI 177)
Planning Office (PTR 177)
Plans and Preparedness Office (PY E53/7)
Plant Industry Bureau (PA 177)
Police and Fire Audits Bureau (PAU 77)
Policy and Planning Office (PHE 177)
Policy and Planning Secretariat (PGV 164/17/2)
Policy Development Office (PCA 178/3)
Policy Development Office (PGV 164/17/2)
Policy Planning and Evaluation Bureau (PHE 177)
Policy Planning and Evaluation Office (PPW 178/8)
Policy Planning and Information Bureau (PCA 178)
Policy, Planning and Monitoring Bureau (PAG 178)
Poor Law Commission (PY P823)
Post-War Planning Commission (PY P7123)
FPBS Project Office (PGV 164/16)
Press and Communications Office (PE 177/8/4)
Press and Legislative Affairs Office (PTR 178)
Prevailing Wage Division (PL 242)
Private Schools and Veterans Education Bureau (PE 178)
Probation and Parole Board (PY P257)
Procurement Systems and Procedures Division (PP 178)
Professional and Occupational Affairs Bureau (PS 178)
Professional Education Division (PHE 177/8)
Professional Licensing Bureau (PPI 178)
Professional Statndards and Practice Commission (PY P178)
Program and Management Bureau (PGV 164/17/3)
Program Division (PCR 178)
Program Evaluation Bureau (PHE 178)
Program Planning and Development Office (PCO 178)
Programs to Advance Veterans Education/PAVE (PE 178/9)

Property and Supplies (PP)
Public Assistance and Relief (PY A848)
Public Assistance Office (PPW 28)
Public Education Office (PPW 179)
Public Employee Retirement Study Commission (PY P97635)
Public Health Education Division (PHE 179/4)
Public Health Nursing Division (PHE 179/7)
Public Information Division (PA 179)
Public Information Office (PER 179)
Public Information Office (PR 179)
Public Information Office (PTR 179)
Public Instruction (PPI)
Public Records Division (PY H673/17)
Public School Employees' Retirement Board (PY R4381) (PPI 203)
Public School Employees' Retirement System (PY P179)
Public Service Institute (PE 179/6)
Public Television Network Commission (PY T269/7)
Public Transit and Goods Movement Systems Bureau (PTR 179/9/5)
Public Utility Commission (PY P9768)
Public Utility Commission, Bureau of Engineering (PY P9768/4)
Public Utility Commission, Bureau of Rates and Research (PY P9768/8)
Public Welfare (PPW)
Publications Bureau (PP 17)
Publications and Paper Work Management Bureau (PGS 179)
Publicity and Information Bureau (PIA 179)
Pupil Personnel Services Bureau (PE 179)
Purchases Bureau (PP 179)

Q

Quality Assurance Office (PHE 189)
Quarantine Board (PY Q1)
Quartermaster General's Office (PMA 189)

R

Radiation Protection Bureau (PER 192)
Railways Bureau (PIA 192)
Recreation and Conservation Bureau (PCA 193)
Rehabilitation Bureau (PL 93)
Research and Development Bureau (PSP 194)
Research and Statistics Bureau (PL 194)
Research and Statistics Division (PPW 194)
Research and Statistics Division (PR 194)
Research and Training-Mental Health Bureau (PPW 1943)
Research Bureau (PCA 194)
Research Bureau (PPI 194)
Resources Management Office (PER 194)
Revenue (PR)
Revenue Commission (PY R451)
Right of Way Bureau (PTR 196) (PHI 196)
Roadside Environmental Division (PTR 198)
Rural Affairs and Marketing Services Bureau (PA 199)

S

Safety Programming and Analysis Bureau (PTR 202)
Salary Survey Commission (PY S161)
Salisbury Memorial Commission (PY S167)
Sanitary Engineering Bureau (PER 202)
Sanitary Engineering Division (PHE 202)
Sanitary Water Board (PHE 242)
Sanitation Division (PHE 202/2)
School Administrative Services Bureau (PE.203/2)
School Business Services Bureau (PPI 203/2)
School Commission (PY S372)
School Construction Bureau (PE203/3)
School District Organizations Bureau (PPI 203/3)
School for Veterans' Children, Scotland (PE 211/8)
School Improvement Bureau (PE 203/6)
School Library Media Services Division (PE 136/6)
School Libraries Division (PE 84/7)
Science and Technology Office (PCO 203)
Secretary of the Commonwealth (PS 204)
Securities Commission (PY S446)
Senate (PGA 204)
SERS (PY R438)
Sesqui-centennial Commission (PY S493)
Shiloh Battlefield Commission (PY S556)
Shippensburg University (PY H637/8) (PE 210/8)
Slippery Rock University (PY H637/8/7) (PE 210/8/7)
Small Business Actions Center (PCO 206/9)
Snowmobile Unit (PER 207)
Social Programs Office (PPW 203)
Social Security for Public Employees Bureau (PL 208)
Social Services Office (PPW 207/8)

Soil and Water Conservation Bureau (PER 207/8)
Soldiers and Sailors Home, Erie (PY S6844)
Solid Waste Management Bureau (PER 207/9)
Solid Waste Management Division, Land Protection and Reclamation Bureau (PER 138/20)
Southeastern Pennsylvania Transportation Authority (PY S727)
Special Education Bureau (PE 208)
Special Services Division (PCR 207)
Special Services for Pupils Bureau (PPI 179)
Special Services Division of Social Work (PHE 207/8)
Special Urban and Rural Programs (PCA 228)
Staff Services Bureau (PE 209)
Standard Weights and Measures Bureau (PA 244)
Standards Bureau (PIA 207)
Standards Bureau (PP 208)
State (PS)
State Advisory Committee on Aging (PPW 25/2)
State Advisory Council for Vocational Educationl (PY E24/9)
State Advisory Council on Unemployment Compensation (PL 266)
State and Federal Economic Aid Bureau (PCO 207)
State and Federal Programs Bureau (PE 74)
State and Federal Relations Office (PE 74/8)
State and Local Welfare Commission (PPW 208)
State and Local Welfare Commission, Southeastern Region (PPW 208/4)
State Asylum for Chronic Insane, South Mountain (PPW 145/88)
State Board for Vocational Education (PY E24/93)
State Board of Auctioneers (PS 178/2/9)
State Board of Barber Examiners (PS 178/3)
State Board of Censors (PY C396)
State Board of Chiropratic Examiners (PS 178/4)
State Board of Cosmetology (PS 178/4/8) (PPI 178/3)
State Board of Education (PY E24/92)
State Board of Examiners of Architects (PS 178/2)
State Board of Examiners of Public Accountants (PS 178/17/9)
State Board of Examiners of Architects (PPI 178/2)
State Board of Funeral Directors (PS 178/7)
State Board of Housing (PHE 98)
State Board of Landscape Architects (PS 178/13)
State Board of Law Examiners (PY L4252)
State Board of Medical Education and Licensure (PS 178/14) (PPI 178/7)
State Board of Motor Vehicle Salesmen (PS 178/14/8)
State Board of Nurse Examiners (PS 178/15) (PPI 178/6)
State Board of Nursing Home Administrators (PS 178/15/5)
State Board of Occupational Therapist Examiners (PS 178/15/9)
State Board of Optimetrical Examiners (PS 178/16) (PPI 178/8)
State Board of Osteopathic Medical Examiners (PS 178/16/80
State Board of Pharmacy Examiners (PS 178/17)
State Board of Physical Therapy Examiners (PS 178/17/5)
State Board of Podiatry Examiners (PS 178/17/8)
State Board of Private Correspondence Schools (PE 178/3)
State Board of Private Schools (PE 178/8/9)
State Board of Private Trade Schools (PE 178/8)
State Board of Psychologist Examiners (PS 178/17/8/9)
State Board of Public Welfare (PY P977)
State Board of Veterinary Medical Examiners (PS 178/23)
State Building Code Commission (PY B932)
State Civil Service Commisson (PY C5823)
State College and University Directors (PE 210)
State Commission on Academic Facilities (PY A168)
State Committee on Unemployment Reserves (PY U568)
State Conservation Commission [Conservation Corps] (PER 49)
State Conservation Needs Inventory Committee (PY C755)
State Correctional Institutions [SCI] (PCR 208)
  SCI Camp Hill (PCR 208/3)
  SCI Dallas (PCR 208/3/2)
  SCI Grateerford (PCR 208/5)
  SCI Huntingdon (PCR 208/5/9)
  SCI Muncy (PCR 208/7)
  SCI Pittsburgh (PCR 208/8)
  SCI Rockview (PCR 208/8/8)
  SCI Waynesburg (PCR 208/9)
State Council of Civil Defense (PY D3133)
State Council of Defense (PY D313)
State Council of Defense Advisory Committee on Consumer Interests (PY D313/4)
State Dental Council and Examining Board (PS 178/5)
State Dependents' Commission (PY D419)
State Emergency Relief Board (PY R382)
State Emergency Relief Board. Allegheny County (PY R382/2)

State Emergency Relief Board. Distribution Department (PY R382/5)
State Emergency Relief Board. Division of Research and Statisitics (PY R382/19)
State Employees Credit Union (PY C912)
State Employees' Retirement Board (PY R438)
State Employees' Retirement System (PY R438)
State Employment Commission (PL 67/3)
State Employment Service (PL 67/8)
State Ethics Commission (PY E68)
State Fair Commission (PY F163)
State Farm Products Show Commission (PA 208/4)
State Forest Management Division (PFW 208)
State Government Survey Committee (PY G721)
State Harness Racing Commission (PA 92)
State Health Coordinating Council (PHE 208/9)
State Health Data Center (PHE 94)
State Health Planning and Development Agency (PY H4349)
State Highway and Bridge Authority (PTR 96) (PY H6385)
State Horse Racing Commission (PA 98) (PY H817)
State Hospital for the Insane, Danville (PPW 145/3)
State Hospital, Harrisburg (PPW 145/5)
State Hospital, Norristown (PPW 145/7)
State Hospital, Warren (PPW 145/9)
State Hospital, Wernersville (PPW 145/92)
State Institution for the Feeble Children Minded (PPW 145/82)
State Jop Training Coordinating Council (PL 118/8)
State Library (PE 136)
State Library. Division of School Library Media Services (PE 136/6)
State Library. Division of Library Services (PE 136/8)
State Library. General Library Bureau (PE 136/8)
State Library. Law Section (PE 136/4)
State Library. Newspaper Section (PE 136/7)
State Library. Visual Aids Section (PE 136/9)
State Live Stock Sanitary Board (PY L784)
State Lotteries Bureau (PR 138)
State Navigation Commission for the Bay and River Delaware (PS 178/14/9)
State Occupational Information Coordinating Committee (PL 163)
State Oral School for the Deaf, Scranton (PE 211/33)
State Park and Harbor Commission at Erie (PFW 174)
State Parks Bureau (PER 208) (PFW 172/3)
State Pharmaceutical Examining Board (PS 178/17) (PY P536)
State Pharmacy Laboratory (PPI 178/85)
State Planning and Develcpment Office: see Policy and Planning Sectretariate
State Planning Board (PY P712)
State Police (PSP)
State Public School Building Authority (PY S3723)
State Publicity Commission (PY P9769)
State Real Estate Commission (PS 178/19) (PPI 178/89)
State Registration Board for Professional Engineers (PPI 178/88)
State Registration Board of Professional Engineers (PS 178/6)
State Regional Correctional Facilities [SRCF] (PCR 209)
  SRCF Greensburg (PCR 209/5)
  SRCF Mercer (PCR 209/7)
State School for the Deaf, Scranton (PE 211/33)
State Soil and Water Conservation Commission (PY S683)
State System of Higher Education (PY H637)
State Tax Equalization Board (PY T2354)
State Temporary Commission on the Conditions of the Urban Colored Population (PY C719)
State Transportation Advisory Committee (PTR 219)
State Transportation commission (PTR-219/3)
State Transportation Advisory Committee (PY T7122)
State Veteran's Commission (PMA 234)
State Workmen's Insurance Fund (PL248/6)
State-owned Schools (PE 211)
Statewide Health Coordinating Council (PY H4349)
Statistics Bureau (PIA 208)
Statistics Bureau (PPI 208)
Statistics Research and Planning Bureau (PCO 208)
Superintendent of Public Printing and Binding (PY P9767)
Superior Court (PJU 209)
Supreme Court (PJU 210)
Surgeon-General's Office (PMA 209)
Susquehanna River Basin Commission (YS 9642) (PY S9642)
Systems Analysis Bureau (PGV 164/20)

T

Task Force on Elderly Crime Prevention (PY E37)
Tax Advisory Committee (PY T2352)
Tax Commission (PY T235)
Tax Law Revision Commission (PY T2357)
Tax Policy Advisory Committee (PY T23578)
Tax Study Committee (PY T2358)
Taxes for Education Bureau (PR 202)
Taxpayer Information Program [TIP] (PAU 212)
Teacher Education Bureau (PE 214)
Teacher Education Bureau (PPI 214)
Teacher Preparation and Certification Bureau (PE 213)
Technical Services Bureau (PSP 214)
Technological Development Bureau (PCO 214)
Temporary Commission on the Conditions of the Urban Colored Population (PY C719)
Thaddeus Stevens School of Technology (PE 211/9 & PE 211/9/8)
TIP [Taxpayer Information Program] (PAU 212)
Three-hundreth Anniversary Commission (PY T531)
Toll Road Commission (PY T651)
Topographic and Geologic Survey (PER 218) (PY G345)
Topographic and Geological Survey Commission, 3rd (PY G345/3)
Topographic and Geological Survey Commission, 4th (PY G345/4)
Township Law Revision Commission (PY T754)
Traffic Division (PHI 217)
Traffic Engineering Bureau (PTR 217) (PHI 218)
Traffic Safety Bureau (PTR 218)
Training and Education Bureau (PSP 218)
Training Information and and Education Office (PY E53/8)
Training School for Feeble Minded, Elwyn (PPW 145/4)
Transportation (PTR)
Transportation Assistance Authority (PY T7721)
Travel Development Bureau (PCO 218)
Treasurer (PT)
Tuberculosis Control Division (PHE 212)
Turnpike Commission (PY T956)
Turnpike Joint Safety Research Group (PY T956/8)

U

U.S. Commission on Civil Rights. Pa. State Advisory Committee (PY C5822)
U.S. Selective Service System. Pennsylvania (PY S464)
Unemployment Compensation Board of Review (PL 227)

V

Vaccination Commission (PY V116)
Valley Forge Park Commission (PFW 232)
Veteran Education Division (PE 178)
Victory Garden Committee (PY D313/23)
Vietnam Herbicides Information Commission (PHE 235)
Vital Statistics Bureau (PHE 236)
Vocational Education Bureau (PE 238) (PPI 238)
Vocational Rehabilitation Office (PL 238)
Vocational, Technical and Continuing Education Bureau (PE 238)

W

War History Commission (PY W253)
Washington Crossing Park Commission (PY W319)
Waste Water Management Bureau (PER 241)
Water and Power Resources Board (PFW 242)
Water Development Coord Committee for Appalachia (PY W3243)
Water Quality Management Bureau (PER 242)
Water Projects Bureau (PER 2428)
Water Resources Committee (PY W3247)
Water Resources Coordinating Committee (PY W3245)
Water Resources Management Bureau (PER 2429)
Water Supply Commission (PY W3248)
Waterways Bureau (PY F532/9)
Wayne Monument Commission (PY W359)
Weather Modification Board (PA 243)
West Chester University (PY H637/9) (PE 210/9)
Western Pennsylvania Hospital for the Insane, Dixmont (PPW 145/3/6)
Western Pennsylvania School for the Blind (PPW 37/6)
Western Pennsylvania School for the Deaf (PE 214/3)
Western State Penitentiary (PJ 48/8)
Western State School and Hospital, Greensburg (PPW 145/2)
Wheeling Creek Watershed Protection and Flood Prevention District Compact (YW 561)

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White Haven State School and Hospital (PPW 145/95)
WIC [Food Programs for Women, Infants and Children Bureau] (PHE 248)
Women and Children Bureau (PL 247)
Woodhaven Center, Philadelphia (PPW 145/98)
Workers' Compensation Bureau (PL 248)

Y

Youth Advisory Council (PGV 164/26)

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Serial title: _ .

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Serial title: _ .

Frequency/date: _ .

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Questions/Comments--

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STATE OF RHODE ISLAND

IN GENERAL ASSEMBLY

JANUARY SESSION, A.D. 1983

AN ACT

RELATING TO STATE PUBLICATIONS

Introduced By: Representatives Maigret and McMahon

Date Introduced: March 9, 1983

Referred To: House Committee on Finance

It is enacted by the General Assembly as follows:

SECTION 1. Title 29 of the General Laws entitled "Libraries" is hereby amended by adding thereto the following chapter:

CHAPTER 29-7

STATE PUBLICATIONS CLEARINGHOUSE FOR LIBRARIES

29-7-1. Purpose. -- The purpose of this act is to establish a state publications clearinghouse for libraries which shall systematically collect and distribute state publications to libraries throughout the state in order to facilitate public access to publications issued by state agencies.

29-7-2. Definitions. -- As used in this chapter:

(a) "State agency" means any state office, whether legislative, executive or judicial, including, but not limited to, any constitutional officer, department, division, bureau, board, commission, and/or any other agency which expends state appropriated funds.

(b) "State publication" means any publication printed, purchased or authorized for distribution by a state agency.

(c) "Printed" means any form of printing and duplicating, regardless of format or purpose, with the exception of correspondence, interoffice and intraoffice memoranda.

(d) "Depository library" means a library designated to collect, maintain and make available state publications to the general public.

29-7-3. State publications clearinghouse for libraries. -- There is hereby created, as a section of the department of state library services, and under the direction of the director of the department, a state publications clearinghouse for libraries, hereinafter referred to as the clearinghouse. The clearinghouse shall promote the establishment of an orderly depository library system and shall maintain a complete and permanent collection of state publications. To this end, the director of the department of state library services shall adopt rules and regulations necessary to carry out the provisions of this chapter.

29-7-4. Deposits of state publications -- Each state agency shall designate one person as its documents officer and shall notify the clearinghouse of his/her identity. The documents officer shall, upon release of a state publication, deposit with the clearinghouse copies of the publication in quantities certified to the documents officer by the clearinghouse as required to meet the needs of the depository library system.

29-7-5. Depository library agreements. -- The clearinghouse may enter into depository agreements with any municipal library, public library, state college or state university library, private college or university library or research library in the state of Rhode Island, and shall provide for distribution of

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state publications to the center for research libraries and the library of congress. The requirements for eligibility to become and continue as a depository library shall be established by the clearinghouse. The standards shall include and take into consideration the type of library, ability to preserve such publications and to make them available for public use, and also such geographical locations as will make the publications conveniently accessible to residents in all areas of the state except as otherwise provided by law.

29-7-6. List of state publications. -- The clearinghouse shall publish and distribute to depository libraries, other libraries, state agencies and legislative council, a monthly checklist of state publications with an annual cumulation.

29-7-7. Appropriations and disbursements. -- The general assembly shall, annually, appropriate such sums as it deems necessary for operation of the state publications clearinghouse for libraries within the department of state library services. The state controller shall draw his orders upon the general treasurer for the payment of all sums appropriated under the authority of this chapter or so much as may be, from time to time, required upon receipt by him of proper vouchers approved by the director of the department of state library services.

SECTION 2. Section 29-3.1-7 of Chapter 29-3.1 of the General Laws entitled "Department of State Library Services" is hereby amended by adding the following paragraph:

(13) To provide a state publication depository system for access to state publications through a clearinghouse for libraries in cooperation with any and all other state or municipal libraries, public libraries, academic libraries or other agencies wherever practical.

SECTION 3. This act shall take effect upon passage.

EXPLANATION

BY THE LEGISLATIVE COUNCIL

OF

AN ACT
RELATING TO STATE PUBLICATIONS

***

This act would establish a State Publications Clearinghouse for Libraries to collect and distribute state publications to libraries throughout the state.

The act would take effect upon passage.

ES021

AS AMENDED

RI85:F02

83-H 5840
AS AMENDED

STATE OF RHODE ISLAND

IN GENERAL ASSEMBLY

JANUARY SESSION, A.D. 1983

AN ACT

RELATING TO STATE PUBLICATIONS

Introduced By: Representatives Maigret and McMahon

Date Introduced: March 9, 1983

Referred To: House Committee on Finance

It is enacted by the General Assembly as follows:

SECTION 1. Title 29 of the General Laws entitled "Libraries" is hereby amended by adding thereto the following chapter:

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STATE PUBLICATIONS CLEARINGHOUSE FOR LIBRARIES

29-7-1. Purpose. -- The purpose of this act is to establish a state publications clearinghouse for libraries which shall systematically collect and distribute state publications to libraries throughout the state in order to facilitate public access to publications issued by state agencies.

29-7-2. Definitions. -- As used in this chapter:

(a) "State agency" means any state office, whether legislative, executive or judicial, including, but not limited to, any constitutional officer, department, division, bureau, board, com-

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mission, and/or any other agency which expends state appropriated funds.

AS AMENDED (b) "State publication" means any publication printed, purchased or authorized for distribution by a state agency, except those determined by the issuing agency to be required for official use only for administrative or operational purposes. AS AMENDED

(c) "Printed" means any form of printing and duplicating, regardless of format ~~or purpose~~, with the exception of correspondence, interoffice and intraoffice memoranda.

(d) "Depository library" means a library designated to collect, maintain and make available state publications to the general public. The director shall consider the geography of the state when designating depository libraries.

AS AMENDED

29-7-3. State publications clearinghouse for libraries. -- There is hereby created, as a section of the department of state library services, and under the direction of the director of the department, a state publications clearinghouse for libraries, hereinafter referred to as the clearinghouse. The clearinghouse shall promote the establishment of an orderly depository library system and shall maintain a complete and permanent collection of state publications. To this end, the director of the department of state library services shall adopt rules and regulations necessary to carry out the provisions of this chapter.

AS AMENDED

29-7-4. Deposits of state publications. -- Each state agency shall designate one person as its documents officer and shall notify the clearinghouse of his/her identity. The documents officer shall, ~~upon~~ prior to public release of a state publication, deposit with the clearinghouse copies of the publication in quantities, not to exceed twenty (20) copies certified to the documents officer by the clearinghouse as required to meet the needs of the depository library system.

AS AMENDED

29-7-5. Depository library agreements. -- The clearinghouse may enter into depository agreements with any municipal library, public library, state college or state university library, private college or university library or research library in the state of Rhode Island, and shall provide for distribution of

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state publications to the center for research libraries and the library of congress. The requirements for eligibility to become and continue as a depository library shall be established by the clearinghouse. The standards shall include and take into consideration the type of library, ability to preserve such publications and to make them available for public use, and also such geographical locations as will make the publications conveniently accessible to residents in all areas of the state except as otherwise provided by law.

29-7-6. List of state publications. -- The clearinghouse shall publish and distribute to depository libraries, other libraries, state agencies and legislative council, a monthly checklist of state publications with an annual cumulation.

AS AMENDED 29-7-7. ~~Appropriations and disbursements. -- The general~~ AS AMENDED

"Survey. The department of library services is to conduct a study to: (a) determine the proposed cost of the depository library program; (b) determine the interrelationship of the depository library program with other laws concerning the distribution of state publications; and (c) the type and amount of regulations needed to implement the depository library program. The report of the department of library services shall be submitted to the general assembly on or before February 1, 1984."

AS AMENDED AS AMENDED AS AMENDED

~~the director of the department of state library services.~~

SECTION 2. Section 29-3.1-7 of Chapter 29-3.1 of the General Laws entitled "Department of State Library Services" is hereby amended by adding the following paragraph:

(13) To provide a state publication depository system for access to state publications through a clearinghouse for libraries in cooperation with any and all other state or municipal libraries, public libraries, academic libraries or other agencies wherever practical.

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SECTION 3. This act shall take effect upon passage.

EXPLANATION

BY THE LEGISLATIVE COUNCIL

OF

AN ACT
RELATING TO STATE PUBLICATIONS

***

This act would establish a State Publications Clearinghouse for Libraries to collect and distribute state publications to libraries throughout the state.

The act would take effect upon passage.

ES021

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SECRETARY OF STATE
PROVIDENCE, R.I.

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AS AMENDED

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AS AMENDED

STATE OF RHODE ISLAND

INTRODUCED AT THE REQUEST OF THE SECRETARY OF STATE

IN GENERAL ASSEMBLY

JANUARY SESSION, A.D. 1985

AN ACT

RELATING TO STATE PUBLICATIONS

Introduced By: Senators Farnum, Lederberg, Carlin, Stewart and Goldberg et al.
Date Introduced: February 1, 1985
Referred To: Senate Special Legislation

It is enacted by the General Assembly as follows:

SECTION 1. Sections 29-1-7, 29-1-8, and 29-1-9 of Chapter 29-1 of the General Laws entitled "State Library" are hereby repealed in their entirety.

SECTION 2. Chapter 29-7 of the general laws entitled "STATE PUBLICATIONS CLEARINGHOUSE FOR LIBRARIES" is hereby amended to read as follows:

CHAPTER 29-7

STATE PUBLICATIONS CLEARINGHOUSE FOR LIBRARIES

29-7-1. Purpose. -- The purpose of this chapter is to establish a state publications clearinghouse for libraries which will systematically collect and distribute state publications to libraries throughout the state in order to facilitate public access to publications issued by state agencies and for exchange of publications with agencies outside of the state under the direction of the state

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librarian as provided in section [illegible].

29-7-2. Definitions. -- As used in this chapter,

(a) "State agency" means any state office, whether legislative, executive or judicial, including, but not limited to, any constitutional officer, department, division, bureau, board, commission, and/or any other agency which expends state appropriated funds.

(b) "State publication" means any publication printed, purchased or authorized for distribution by a state agency, except those determined by the issuing agency to be required for official use only for administrative or operational purposes.

(c) "Printed" means any form of printing and duplicating, regardless of format, with the exception of correspondence, interoffice and intraoffice memoranda.

(d) "Depository library" means a library designated to collect, maintain and make available state publications to the general public. The clearinghouse director shall consider the geography of the state when designating depository libraries.

29-7-3. State publication ~~clearinghouse for libraries~~ depository and distribution center. -- There is hereby created, as a section of the ~~department of~~ state library ~~services~~, and under the direction of the ~~director of the department~~ state librarian, a state publications clearinghouse for libraries, hereinafter referred to as the clearinghouse. The clearinghouse shall promote the establishment of an orderly depository library system and shall maintain a complete and permanent collection of state publications. To

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this end, the ~~director-of-the-department-of~~ state ~~library-services~~ librarian with the assistance of the director of the state publications clearinghouse for libraries shall adopt rules and regulations necessary to carry out the provisions of this chapter.

29-7-4. Director of state publications depository and distribution center. -- The state librarian ~~is~~ SHALL DESIGNATE FROM THE STATE LIBRARY STAFF ~~authorized and empowered to appoint~~ a director of the state publications clearinghouse for libraries. Said director shall hold a graduate degree in library science from an accredited library school. ~~and shall be in the unclassified service.~~

AS AMENDED Judith Hass 2/28/85 Senate CHO

AS AMENDED Judith [illegible] 2/28/85 Senate CHO

29-7-~~4~~5. Deposits of state publications. -- Each state agency shall designate one (1) person as its documents officer and shall notify the clearinghouse of his/her identity. The documents officer shall, prior to public release of a state publication, deposit with the clearinghouse ~~copies-of-the-publication-in-quantities not-to-exceed-twenty-(20)~~ a minimum of twenty-five (25) copies certified to the documents officer by the clearinghouse as required to meet the needs of the depository library system.

29-7-~~5~~6. Depository library agreements. -- The clearinghouse may enter into depository agreements with any municipal library, public library, private college or university library or research library in the state of Rhode Island, and shall provide for distribution of state publications to the center for research libraries and the library of congress. The requirements for eligibility to become and continue as a depository library shall be established by the clearinghouse. The

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standards shall include and take into consideration the type of library, ability to preserve such publications and to make them available for public use, and also such geographical locations as will make the publications conveniently accessible to residents in all areas of the state except as otherwise provided by law.

~~29-7-7. Survey. -- The department of library services is to conduct a study to: (a) determine the proposed cost of the depository library program; (b) determine the interrelationship of the depository library program with other laws concerning the distribution of state publications; and (c) [determine] the type and amount of regulations needed to implement the depository library program. The report of the department of library services shall be submitted to the general assembly on or before February 1, 1984.~~

29-7-~~6~~7. List of state publications. -- The clearinghouse shall publish and distribute to depository libraries, all other libraries, state agencies and legislators, a quarterly checklist of state publications with an annual cumulation.

~~29-7-8. Appointment and disbursement. -- The general assembly shall, annually, appropriate such sums as it deems necessary for operation of the state publications clearinghouse~~ for ~~libraries within the state library. The state controller shall draw his/her orders upon the general treasurer for the payment of all sums appropriated under the authority of this chapter or so much as may be, from time to time, required upon receipt by him/her of proper vouchers approved by the~~

AS AMENDED
2/28/85
Senate

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AS AMENDED Judith Hastings 2/29/85 Senate

~~state librarian and the secretary of state.~~

Section 3. Section 29-3.1-7 of the General Laws in Chapter 29-3.1 entitled "Department of State Library Services" is hereby amended to read as follows:

29-3.1-7. Duties of director. -- The director of state library services shall be the executive and administrative officer in charge of of the department of state library services. He shall also carry out the duties required of him by this chapter and by chapter 5 and 6 of this title. He shall also have the authority:

(1) To supervise and control the department of state library services;

(2) To promote and develop the department of state library services;

(3) To promote and develop library services throughout the state in co-operation with any and all other state or municipal libraries, public libraries, schools or other agencies wherever practical;

(4) To promote the establishment of cooperative library systems and the establishment of regional libraries as conditions within particular areas of the state may require;

(5) To make rules and regulations and establish standards of administration of the department of state library services and for the control, distribution and lending of books and materials to libraries, groups, or individuals;

(6) To make rules and regulations under which state or federal funds which may now or hereafter be appropriated to further library development or use within the state, shall be granted to cities and towns

or other agencies for improved library services (except that this provision shall not apply to appropriations made directly to any other agency or institution);

(7) To cooperate with the state department of education and the supervisor of school libraries in the development of statewide school library services;

(8) To give assistance, advise and counsel to all public libraries of any type within the state and to all communities or persons proposing to establish such libraries and to conduct courses and institutes in the approved methods of operation, selection of books, or other activities necessary to the proper administration of a library,

(9) To require that information and statistics necessary to the work of the state department of library services be collected, to publish findings and reports thereon, and to require careful and complete records to be kept of the condition and affairs of the department of state library services;

(10) To make an annual report concerning the activities of the department of state library services to the governor, as he may require;

(11) To develop standards for public libraries and to adopt rules and regulations for the certification of library positions and/or personnel, except that such rules and regulations shall provide that all library personnel employed on July 1, 1964 shall be automatically certified for the positions they then hold;

(12) To provide eligible blind and physically handicapped citizens with library services through a

Regional Library for the Blind and Physically Handicapped in cooperation with the Library of Congress National Library Service for the Blind and Physically Handicapped.

~~(13) To provide a state publication depository system for access to state publications through a clearinghouse for libraries in cooperation with any and all other state or municipal libraries, public libraries, academic libraries or other agencies wherever practical.~~

Section 4. This act shall take effect upon passage.

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AS AMENDED

EXPLANATION
OF
AN ACT

* * *

This act would establish the State Library as the regulatory body for the State Publications Clearinghouse, rather than the Rhode Island Department of State Library Services.

This act would take effect upon passage.

8

RI85:M01

State of Rhode Island and Providence Plantations
OFFICE OF THE SECRETARY OF STATE
STATE HOUSE
PROVIDENCE
02903

Susan L. Farmer
Secretary of State

Rhode Island State Library

August 30, 1985

The Department of State Library Services coordinated an Ad Hoc Committee in 1983 to explore the possibility of a State Publications Clearinghouse. In the 1985 legislative session the Rhode Island State Library received the nod to proceed with its establishment. Your library is being considered as one of twenty-five depository libraries in the State.

The Ad Hoc Committee's proposed regulations are enclosed. They include requirements for full and selective depository status, maintenance of the collection and expections of State agencies.

The regulations and core collection will be finalized after reviewing library responses to the enclosed forms. As the proposed regulations state, final determination of which libraries become depositories will be made by the Clearinghouse.

Please review the enclosed material and respond by September 30, 1985.

Sincerely,

MaryAnne Golda

Mary Anne Golda
Clearinghouse Director

STATE PUBLICATIONS CLEARINGHOUSE

PROPOSED CORE COLLECTION

PLEASE CHECK ITEMS HELD BY YOUR LIBRARY:

1) GENERAL LAWS OF RHODE ISLAND

2) PUBLIC LAWS OF RHODE ISLAND

3) RHODE ISLAND SUPREME COURT REPORTS

4) RHODE ISLAND MANUAL

5) STATE BUDGET

6) ANNUAL FINANCIAL REPORT

7) RHODE ISLAND DIRECTORY OF MANUFACTURERS

8) RHODE ISLAND BASIC ECONOMIC STATISTICS

9) DIRECTORY OF HUMAN SERVICE AGENCIES

10) DIRECTORY OF CITY-TOWN OFFICIALS

11) ADMINISTRATIVE PROCEDURES ACT

12) STATE BUILDING CODE

STATE PUBLICATIONS CLEARINGHOUSE

DEPOSITORY LIBRARY APPLICATION

LIBRARY: ____

DEPARTMENT: ____

ADDRESS: ____

CONTACT: _________________________ PHONE: ________________

DEPOSITORY STATUS:

FULL ____ SELECTIVE ____ NOT INTERESTED ____

IF SELECTIVE, TYPES OF PUBLICATIONS DESIRED (PLEASE CHECK):

____ ANNUAL REPORTS

____ TECHNICAL REPORTS

____ STATISTICAL REPORTS

____ GENERAL ASSEMBLY LEGISLATIVE REPORTS

____ NEWSLETTERS/BULLETINS

____ BROCHURES/PAMPHLETS

SPECIFIC SUBJECTS, PLEASE LIST:

____

____

____

____

COMMENTS:

DIRECTOR'S SIGNATURE ______________________ DATE ____________

STATE PUBLICATIONS CLEARINGHOUSE

PROPOSED REGULATIONS

I. State Agencies/Departments' Deposit of Publications.

A. State Agencies, departments, and commissions supported wholly or in part by state funds are required by Chapter 29-7 to deposit prior to publication a minimum of twenty-five (25) copies of their publications with the State Publications Clearinghouse.

II. Publications Required to be Deposited:

A. State publications include any material published by authority of a state agency/department, regardless of the source of funds, which is intended for distribution outside the agency/department and not published solely to meet the internal operating needs of the agency. State publications which are required to be deposited include annual reports, technical papers, bulletins, special reports, newsletters, brochures, and other documents that would be of interest to the general public. Materials may be in any format, reproduced by any methods and may deal with any subject matter.

B. Informational materials specified by federal or state law to be distributed to the public falls under this definition and are required to be sent to the Clearinghouse.

III. State Publications not Required to be Deposited:

A. Agencies/departments may publish some items which are not appropriate for deposit. These items would include internal memoranda, correspondence, administrative forms, internal confidential publications, minutes of meetings, blueprints, and internal announcements.

B. The publications liaison officer should consult with the Clearinghouse staff to determine if an item falls under one of these categories. An appeal to the Director (State Librarian or DSLS) is an option for any agency/department which disagrees with the decision of the Clearinghouse staff.

IV. Number of Copies to be Deposited:

A. At least twenty-five copies of each publication are required to be deposited with the Clearinghouse for distribution to depository libraries. At times more than twenty-five copies of a publication will be necessary for distribution. The head of the Clearinghouse will be responsible for determining which publications fall under this category and will inform the agencies/departments prior to publication of the said documents.

B. Publications should be deposited with the Clearinghouse prior to publication. The documents may be delivered directly to the Clearinghouse or sent by any other means available to the agency/department.

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C. If any agency/department does not send a publication to Clearinghouse, a claims form (ATTACHED) will be sent to agency/department publications liaison officer reminding he/she of the provisions of the law and of their duty to deposit publications.

V. Publications Liaison Officers:

A. A publications liaison officer will be named by each agency/department. An agency/department with many sub-departments may want to name more than one publications liaison in order to facilitate the deposit of their publications.

B. The duties of the publications liaison officer will be to ensure that his/her agency/department deposits all publications that are required to be deposited with the Clearinghouse. It will also be the officer's responsibility to ensure that a standard format is followed in the publications. Other duties of this officer will include maintaining a record of receipts received from the Clearinghouse for documents deposited, acting as a liaison between the agency/department and the Clearinghouse, and attending meetings of publications liaison officers as called by the head of the Clearinghouse.

C. The head of the Clearinghouse will maintain an up-to-date list of publications liaison officers and it will be the responsibility of the agency/department to inform the Clearinghouse of any change to the list.

VI. Index:

A. A quarterly checklist will be prepared by the Clearinghouse. Bibliographic information will be included in this checklist.

B. The checklist will be cumulated annually and will include title and subject indexes.

VII. Depository Libraries' Designation and Responsibilites:

A. Depository libraries will be designated by the Director of the Clearinghouse. Taken into consideration when designating depositories will be location, size of population served, space available in the library for state publications and the availability of a professional to take responsibility of the collection.

B. There will be full depositories and selective depositories. Selective depositories must accept the designated core collection and then choose categories of publications that will meet their patrons' needs. Full depositories will accept all state documents.

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C. Responsibilities of the depository libraries will include:

1. Provide space to house the documents; they need not be housed in a separate collection.
2. Maintain an orderly, systematic record of receipt of documents.
3. Process and make available all state documents within a reasonable period.
4. The state documents collection must be assigned to a department headed by a professionally - trained librarian.
5. Documents may only be disposed of in accordance with an established disposal policy.
6. Accept and maintain the core collection.
7. Provide that the documents are available during evening and weekend hours.
8. Agree to permit the Clearinghouse director to inspect the document collection periodically.

VIII. Designation Procedures:

A. The depository libraries will be designated by the Director of the Clearinghouse.

B. Libraries may apply to be full or selective depositories.

IX. Termination of Depository Designations:

A. A depository has the right to terminate its status as a depository by letter to the head of the Clearinghouse.

B. The Director of the Clearinghouse may terminate the status of a library as a depository upon proof of unsatisfactory performance.

C. The Clearinghouse can also terminate a library's depository status if statewide consideration of the location of depositories is necessary.

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Rhode Island Department of State Library Services
95 Davis Street, Providence, RI 02908
277-2726

REPORT TO THE GENERAL ASSEMBLY OF THE STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

ON

P. L. 1983, CHAPTER 254 "STATE PUBLICATIONS CLEARINGHOUSE FOR LIBRARIES"

Respectfully Submitted by
Fay Zipkowitz, Director
Department of State Library Services

February 1, 1984

TABLE OF CONTENTS

PREFACE.. 1

BACKGROUND..................................... 2

METHODOLOGY.................................... 4

COST CONSIDERATIONS............................ 5

LEGISLATIVE CONSIDERATIONS..................... 8

PROPOSED GUIDELINES............................16

PROPOSED REGULATIONS...........................20

RECOMMENDATIONS................................26

APPENDIX.......................................28

Results of the Surveys of State Agencies....29
Checklist of Rhode Island State Documents...35
American Library Association Guidelines.....43
Ad Hoc Advisory Committee for the State
Publications Clearinghouse................44

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PREFACE

As a significant and integral part of a state's information resources, state publications are essential for historical research, public affairs, and informed public decision-making. The best and most practical way for a state to make its publications available to those who need them is through utilization of its libraries as depositories. A depository library program for state publications is a plan, established by law, that governs the flow of state publications from the state agencies, through a distribution center, to designated libraries for use to the public. 1 Such a plan guarantees a state's commitment to meeting this very specific information need of its citizenry.

Responding to the well documented need to incorporate state publications into the mainstream of library service in Rhode Island, the General Assembly and the Governor have enacted Public Law 1983, Chapter 254, Sections 1 and 2, "State Publications Clearinghouse for Libraries" in May of 1983. The legislation establishes a state publications clearinghouse for libraries, the purpose of which is to "systematically collect and distribute state publications to libraries throughout the state in order to facilitate public access to publications issued by state agencies." The law also designates the Rhode Island Department of State Library Services (DSLS) to be the responsible, regulatory agency for the clearinghouse and mandates a study by DSLS to "(a) determine the proposed cost of the depository library program; (b) determine the interrelationship of the depository library program with other laws concerning the distribution of state publications; and (3) determine the type and amount of regulations needed to implement the depository library program."

The study, and the recommendations included in it, represents the fulfillment by the Department of State Library Services of its responsibility to report to the General Assembly by February 1, 1984. It also represents the thoughts and opinions not only of the Department of State Library Services but also of the ad hoc Advisory Committee for the State Publications Clearinghouse, whose members represent a cross section of libraries in Rhode Island.

---

1 Margaret T. Lane. State Publications and Depository Libraries (Westport, Ct.: Greenwood Press, 1981), p. 4

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BACKGROUND

Prior to 1983, responsibility for collecting and distributing state publications has been the legal responsibility of the State Librarian through the State Library, which functions as part of the Department of State. No state publications clearinghouse per se existed, but state publications were collected and distributed on a small scale in accordance with the following sections of the General Laws of Rhode Island:

> 29-1-7. **Supply of state publications.** -- It shall be the duty of each state officer and director, upon the requisition of the state librarian, to supply the state library with a sufficient number of each publication issued from his department to enable him to carry into effect the provisions of chapters 1 and 2 of this title.
>
> 29-1-8. **Distribution within state of state publications.** -- The state librarian shall distribute to the several libraries of the state, as may apply for them, copies of the laws, reports of departments and institutions, and all other books and pamphlets published by the state except such as are distributed by public law.
>
> 29-1-9. **Exchange copies of state publications.** -- Copies of every volume published through the aid of the state shall upon requisition of the state librarian be transmitted to the state librarian for exchange with other libraries.

Despite these provisions of the law (which are still in effect), state publications have been recognized by the library community as perhaps the most neglected and underutilized information resource available to Rhode Islanders. The State's lack of a depository system, the State Library's lack of personnel and financial resources, and the general ineffectiveness of the statutes mentioned above dictated that the citizenry (and the librarians whose jobs it was to serve them) had little awareness of, or access to, the publications generated by Rhode Island departments of government, agencies, and commissions.

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Efforts to improve access to and awareness of state documents date back to the early 1960's. John Humphry's 1963 study of library service in Rhode Island entitled, Library Cooperation, contained specific recommendations regarding the documents function of the State Library as did the Report of the Legislative Commission on Libraries to the General Assembly of the State of Rhode Island published in 1964. None of the recommended changes in these two reports were implemented because funds authorized were not appropriated.

In 1975, a study entitled Rhode Island Records and the Rhode Island Documents Depository System: Study and Recommendations was issued by the State Documents Project Committee of the Consortium of Rhode Island Academic and Research Libraries. The State Documents Project Committee based its report on the findings of Roger McDonough of New Jersey, a consultant who was hired by the Committee to investigate the problem. In his study, McDonough noted that "libraries, which traditionally serve in a brokerage role between the agencies which produce official reports and the public which wants and needs them, frequently cannot find out what reports are being issued" and "if they do become aware of the fact that a given commission has completed a study on an important public question and has issued a report, libraries may be completely frustrated in not being able to obtain even one copy for reference purposes." Writing in 1973, McDonough was optimistic that an early solution to this problem could be found based on the "positive desire of the professional library community of Rhode Island to strengthen and improve the statewide documents distribution system and the equally clear commitment on the part of the State Librarian and his staff to carry out their assigned mission" given the resources to do so.

The passage of P.L. 1983, Chapter 254, "State Publications Clearinghouse for Libraries," engenders renewed optimism that a viable system for the collection and distribution of state publications is at hand. The new law is a study bill, however, and mandates an analysis of the budgetary, regulatory, and legal implications of its provisions by the Department of State Library Services. Such an analysis should include a complete review of the ramifications of this legislation both as regulated by the Department of State Library Services (as the law now stipulates) and as regulated by the State Librarian of the State Library, which has traditionally been responsible for access to state publications, albeit in a limited fashion. This type of approach is deemed necessary (a) because transfer of the responsibility for a state publications clearinghouse from the State Library to the Department of State Library Services dramatically contradicts the recommendations of previous studies, reports, and legislative efforts by the library community and (b) because recent changes at the State Library strongly indicate that it may be capable of carrying out the provisions of the legislation.

This report will attempt to answer the question of which is the most efficient and cost effective way to implement the state publications clearinghouse and will recommend action by the General Assembly to move this important program forward.

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METHODOLOGY

The Department of State Library Services began its information gathering by surveying all state agencies to identify the key persons responsible for the compilation, production and distribution of appropriate publications. These are the people who can provide the information about types of publications, volume generated, frequency, intended audience, and current distribution methods. They will also be the people with whom the Clearinghouse will have to maintain contact to be sure the program remains effective. This initial survey produced a list of people representing 33 agencies.

The Department was fortunate to have a graduate student intern, Ms. Cynthia Robinson, working with the project during the fall semester of 1983. Working with Mr. Frank P. Iacono, Reference Librarian for the Department, Ms. Robinson contacted the key persons identified in the initial survey to get detailed information about their agencies' publications.

The results of both surveys are appended to this report.

At the same time, discussions in meetings of the Coordinating Council for State Library, Archives, and Information Services yielded suggestions about developing standards for publications which would help in identifying and cataloging materials, as well as in designating and preparing guidelines and regulations for the depository libraries. A library delivery system already is in place, as part of the Rhode Island Interrelated Library System, which reaches almost all public and academic libraries in the state. Quality cataloging service is available through OCLC, in which three state agencies are now participating: the Department of State Library Services, the State Law Library, and the State Library. The Council has been a very effective means of cooperation and mutual support for the member agencies, and has benefited greatly from the advice of its advisory members and from interested parties such as Senator Robert McKenna, representatives of the Secretary of State's Office, interested libraries, and staff of the General Assembly.

Simultaneously, major changes have taken place in the State Library. The Secretary of State has recruited and hired a number of highly qualified and dedicated professional staff for the State Library as well as for the documents distribution area in the State House. These people have all participated in discussions of the Clearinghouse project and have had a major influence on our deliberations.

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COST CONSIDERATIONS

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During legislative hearings in 1983, the Secretary of State stated her commitment to the State Library and the documents program; she has carried out that pledge by the actions she has taken to strengthen the two areas.

In light of the fact that the State Library has been greatly strengthened in terms of professional personnel and that it already is involved in the collection and distribution of some state publications, we have determined that the State Library merits reconsideration as the regulatory body responsible for the State Publications Clearinghouse. This determination is further supported when costs for the program are taken into account. While costs for cataloging state publications, production of a checklist, and distribution of the publications would be relatively equal at both the State Library and the Department of State Library Services, costs for personnel and costs for housing state publications would be considerably different.

THE STATE LIBRARY

At the present time, the State Library employs three professional librarians (Legislative Reference Librarian, Assistant Legislative Reference Librarian, and Technical Services Librarian) and will soon be appointing a new State Librarian. In addition, two professionals are responsible for the operation of the Documents Distribution office in the State House. These people, together with the State Library's current support staff, represent an existing personnel component readily able to handle the implementation of the state publications clearinghouse program -- a fact confirmed in discussions with State Library staff members. Specifically, the State Library has suggested that the Assistant Legislative Reference Librarian position be upgraded to require a master's degree in library science and that the position be assigned the responsibility of coordinating the state publications clearinghouse. The position would be titled State Documents Librarian/Reference Librarian and its duties would include: (a) establishing a file of documents officers at each state agency, commission, etc.; (b) coordinating the cataloging and distribution of state publications; and, (c) compiling the checklist of state publications. Meanwhile, the State Library has been carrying out its legally assigned duties regarding the collection and distribution of state publications and has also produced a checklist of publications received during the period July 1982 - December 1983 (Appendix, pg.35).

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With regard to housing state publications and maintaining a permanent collection of them, the facilities already exist within the State Library and the Documents Distribution office. This responsibility, therefore, is seen as having no specific new costs attached to it if the State Library assumes the function of clearinghouse.

Finally, with regard to costs for the State Library to implement the state publications clearinghouse, a budget for postage and photocopying of state publications would be necessary, especially if distribution to depository libraries in Rhode Island could not be made entirely through the delivery system of the Rhode Island Interrelated Library Network. These costs, however, would probably be negligible in either case.

THE DEPARTMENT OF STATE LIBRARY SERVICES

With regard to personnel, the Department of State Library Services (DSLS), having no previous responsibility regarding the collection and distribution of state publications and having no existing staff members who could easily assume such responsibility, would require that two new positions be created within it. The new positions would require one professional librarian (Coordinator, State Publications Clearinghouse) and one library technician (Assistant Coordinator, State Publications Clearinghouse). The Coordinator, State Publications Clearinghouse would be a grade 18 position (salary range $15,486 - 17,356) and the Assistant Coordinator, State Publications Clearinghouse would be a grade 11 position ($13,010 - 14,232). Both positions would be unclassified as are all positions at DSLS. These positions would be in the Division of Library Planning, Development and Information Services. The Coordinator would be responsible for the acquisition, cataloging and processing of state publications, the preparation of a quarterly checklist, the distribution of state publications to depository libraries, reference and loan service for users of state publications, and retention of state publications in a permanent collection. The Assistant Coordinator would be a support person for each of the above activities, including assistance in cataloging on OCLC.

With regard to storage space and the permanent retention of state publications, DSLS presently does not possess the space necessary to add stack storage to adequately house state publications. Any plan for DSLS to accomplish this task, therefore, would involve structural changes to the building, i.e., decking the main floor of the building, designing and constructing a facility, furnishing the facility with shelving, file cabinets, and other office furniture, and providing some kind of public service area for study, including appropriate furniture. This plan would involve considerable expense to say the least. Thus, the indications are that DSLS faces very significant cost considerations in terms of personnel and facilities if it is to be responsible for the state clearinghouse.

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LEGISLATIVE CONSIDERATIONS

A. LEGISLATION SUPERSEDED BY THE NEW LAW

In a view of the fact that Public Law 1983, Chapter 254 authorizes and establishes a "State Publications Clearinghouse for Libraries," previously mentioned additional state laws regarding the collection and distribution of state publications should be repealed. These laws are:

> 29-1-7. **Supply of state publications.** -- It shall be the duty of each state officer and director, upon the requisition of the state librarian, to supply the state library with a sufficient number of each publication issued from his department to enable him to carry into effect the provisions of chapters 1 and 2 of this title.
>
> 29-1-8. **Distribution within state of state publications.** -- The state librarian shall distribute to the several libraries of the state, as may apply for them, copies of the law, reports of departments, and institutions, and all other books and pamphlets published by the state except such as are distributed by public law.
>
> 29-1-9. **Exchange copies of state publications.** -- Copies of every volume published through the aid of the state shall upon requisition of the state librarian be transmitted to the state librarian for exchange with other libraries.

B. THE NEW LAW AND THE DEPARTMENT OF STATE LIBRARY SERVICES

If the Rhode Island Department of State Library Services is reaffirmed by the General Assembly as the agency responsible for regulating and implementing Public Law 1983, Chapter 254, "State Publications Clearinghouse for Libraries," no major changes to this legislation are deemed necessary. The provisions of this law as are follows:

P.L. 1983, Chapter 254

SECTION 1. Title 29 of the General Laws entitled "Libraries" is hereby amended by adding thereto the following chapter:

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CHAPTER 29-7

STATE PUBLICATIONS CLEARINGHOUSE FOR LIBRARIES

29-7-1. **Purpose.** -- The purpose of this chapter is to establish a state publications clearinghouse for libraries which shall systematically collect and distribute state publications to libraries throughout the state in order to facilitate public access to publications issued by state agencies.

29-7-2. **Definitions.** -- As used in this chapter.
(a) "State agency" means any state office, whether legislative, executive or judicial, including, but not limited to, any constitutional officer, department, division, bureau, board, commission, and/or any other agency which expends state appropriated funds.
(b) "State publication" means any publication printed, purchased or authorized for distribution by a state agency, except those determined by the issuing agency to be required for official use only for administrative or operational purposes.
(c) "Printed" means any form of printing and duplicating, regardless of format, with the exception of correspondence, interoffice and intraoffice memoranda.
(d) "Depository library" means a library designated to collect, maintain and make available state publications to the general public. The director shall consider the geography of the state when designating depository libraries.

29-7-3. **State publications clearinghouse for libraries.** -- There is hereby created, as a section of the department of state library services, and under the direction of the director of the department, a state publications clearinghouse for libraries, hereinafter referred to as the clearinghouse. The clearinghouse shall promote the establishment of an orderly depository library system and shall maintain a complete and permanent collection of state publications. To this end, the director of the department of state library services shall adopt rules and regulations necessary to carry out the provisions of this chapter.

29-7-4. **Deposits of state publications.** -- Each state agency shall designate one (1) person as its documents officer and shall notify the clearinghouse of his/her identity. The documents officer shall, prior to public release of a state publication, deposit with the clearinghouse copies of the publication in quanities not to exceed twenty (20) copies certified to the documents officer by the clearinghouse as required to meet the needs of the depository library system.

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29-7-5. **Depository library agreements.** -- The clearinghouse may enter into depository agreements with any municipal library, public library, state college or state university library, private college or university library or research library in the state of Rhode Island, and shall provide for distribution of state publications to the center for research libraries and the library of congress. The requirements for eligibility to become and continue as a depository library shall be established by the clearinghouse. The standards shall include and take into consideration the type of library, ability to preserve such publications and to make them available for public use, and also such geographical locations as will make the publications coveniently accessible to residents in all areas of the state except as otherwise provided by law.

29-7-6. **List of state publications.** -- The clearinghouse shall publish and distribute to depository libraries, other libraries, state agencies and legislative council, a monthly checklist of state publications with an annual cumulation.

29-7-7. **Survey.** -- The department of library services is to conduct a study to: (a) determine the proposed cost of the depository library program; (b) determine the interrelationship of the depository library program with other laws concerning the distribution of state publications; and (c) [determine] the type and amount of regulations needed to implement the depository library program. The report of the department of library services shall be submitted to the general assembly on or before February 1, 1984.

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SECTION 2. Section 29-3.1-7 of Chapter 3.1 of the General Laws entitled "Department of State Library Services" is hereby amended by adding the following paragraph:

> (13) To provide a state publication depository system for access to state publications through a clearinghouse for libraries in cooperation with any and all other state or municipal libraries, public libraries, academic libraries or other agencies whereever practical.

C. THE NEW LAW AND THE STATE LIBRARY

Designating the State Library as the regulatory body responsible for the State Publications Clearinghouse for Libraries makes it necessary to focus on the legal ramifications of such an action. Essentially, a new law would have to be enacted -- one that would not vary significantly from P.L. 1983, Chapter 254, with the exception of the designation of DSLS as responsible for regulating and implementing the clearinghouse. At the same time the new law would eliminate the superseded laws (pg. 9) previously mentioned. The new law could read as follows:

It is enacted by the General Assembly as follows:

SECTION 1. Sections 29-1-7, 29-1-8, and 29-1-9 of Chapter 29-1 of the General Laws entitled "State Library" are hereby repealed in their entirety.

SECTION 2. Title 29 of the general laws entitled "Libraries" is hereby amended by adding thereto the following chapter:

CHAPTER 29-7

STATE PUBLICATIONS CLEARINGHOUSE FOR LIBRARIES

> 29-7-1. Purpose. -- The purpose of this act is to establish a state publications clearinghouse for libraries which shall systematically collect and distribute state publications to libraries throughout the state in order to facilitate public access to publications issued by state agencies and exchange of publications with agencies outside of the state under the direction of the state librarian as provided in section 29-1-5.

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29-7-2. **Definitions.** -- As used in this chapter.
(a) "State agency" means any state office, whether legislative, executive or judicial, including, but not limited to, any constitutional officer, department, division, bureau, board, commission, and/or any other agency which expends state appropriated funds.
(b) "State publications" means any publication printed, purchased or authorized for distribution by a state agency, except those determined by the issuing agency to be required for official use only for administrative or operational purposes.
(c) "Printed" means any form of printing and duplicating, regardless of format, with the exception of correspondence, interoffice and intraoffice memoranda.
(d) "Depository library" means a library designated to collect, maintain and make available state publications to the general public. The clearinghouse director shall consider the geography of the state when designating depository libraries.

29-7-3. **State Publications depository and distribution center.** -- There is hereby created, as a section of the state library, and under the direction of the state librarian, a state publications clearinghouse for libraries, hereinafter referred to as the clearinghouse. The clearinghouse shall promote the establishment of an orderly depository library system and shall maintain a complete and permanent collection of state publications. To this end, the state librarian with the assistance of the director of the state publications clearinghouse for libraries shall adopt rules and regulations necessary to carry out the provisions of this chapter.

29-7-4. **Director of state publications depository and distribution center.** -- The state librarian is authorized and empowered to appoint a director of the state publications clearinghouse for libraries. Said director shall hold a graduate degree in library science from an accredited library school and shall be in the unclassified service.

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29-7-5. **Deposits of state publications.** -- Each state agency shall designate one person as its documents officer and shall notify the clearinghouse of his/her identity. The documents officer shall, prior to public release of a state publication, deposit with the clearinghouse a minimum of twenty-five (25) copies certified to the documents officer by the clearinghouse as required to meet the needs of the depository library system.

29-7-6. **Depository library agreements.** -- The clearinghouse may enter into depository agreements with any municipal library, public library, state college or state university library, private college or university library or research library in the state of Rhode Island, and shall provide for distribution of state publications to the center for research libraries and the library of congress. The requirements for eligibility to become and continue as a depository library shall be established by the clearinghouse. The standards shall include and take into consideration the type of library, ability to preserve such publications and to make them available for public use, and also such geographical locations as will make the publications conveniently accessible to residents in all areas of the state except as otherwise provided by law.

29-7-7. **List of state publications.** -- The clearinghouse shall publish and distribute to depository libraries, other libraries, state agencies and legislators, a quarterly checklist of state publications with an annual cumulation.

29-7-8. **Appointment and disbursement.** -- The general assembly shall, annually, appropriate such sums as it deems necessary for operation of the state publications clearinghouse for libraries within the state library. The state controller shall draw his/her orders upon the general treasurer for the payment of all sums appropriated under the authority of this chapter or so much as may be, from time to time, required upon receipt by him/her of proper vouchers approved by the state librarian and the secretary of state.

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SECTION 3. This act shall take effect upon passage.

EXPLANATION
BY THE LEGISLATIVE COUNCIL
OF
AN ACT
RELATING TO STATE PUBLICATIONS

This act would establish a State Publications Clearinghouse for Libraries to collect and distribute state publications to libraries throughout the state and to administer the gifts and exchange of documents for the State Library with agencies outside of the state.

The act would take effect upon passage.

In addition, the General Assembly would have to enact legislation to amend 29-3.1-4 by deleting paragraph 13 which includes the responsibility for the state publications Clearinghouse in the duties of the director of the Department of State Library Services quoted on page 12 of this report.

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PROPOSED GUIDELINES

A. State agencies/departments shall deposit with the Clearinghouse a minimum of twenty-five (25) copies of their publications. State publications that are required to be deposited are defined in Chapter 29-7 as "any publication printed, purchased or authorized for distribution by a state agency except those characterized by the issuing agency to be required for official use only, for administrative or operational purposes". The professional librarian who is in charge of the clearinghouse will also attempt to identify new publications through news releases, personal visits to agencies/departments and through any other means available to him/her. It will be the librarian's responsibility to be aware of the frequency of regularly published documents and to see that the agencies/departments are sent reminders of their responsibility to deposit publications with the Clearinghouse.

B. State publications will be classified by the Swank classification scheme for state documents. This classification scheme was specifically developed for state documents and in this scheme Rhode Island is assigned number 39 as a state designation. The Clearinghouse will input full original cataloging in the MARC format based on the latest edition of the Anglo-American Cataloging Rules into the OCLC bibliographic database. (OCLC is an automated cooperative cataloging network which permits title and author searching by 3000 member institutions nationwide.) This will provide information to libraries in Rhode Island and in other states which might be interested in obtaining or borrowing RI state publications. Catalog cards are generated by OCLC, and this cataloging information will also be made available to the depository libraries, thereby enabling them to quickly make the publications available to the public with only minimal processing time and cost. In addition, the machine readable data created through use of OCLC may be used at any time for other purposes, such as the creation of checklists and union lists.

C. The Clearinghouse will also be responsible for compiling, publishing, and maintaining an authority file of state agencies, citing the name of the agency as it is to be used for cataloging. The authority file will be based on the latest edition of the Anglo-American Cataloging Rules. Any necessary cross references and a brief history of the agency/department will also be included in this file.

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D. A record shall be kept of each document which is received by the Clearinghouse. The record will include the title of the document, issuing body, personal author, or authors, if any, publication date, pagination, classification number and number of copies received by the Clearinghouse. A copy of the receipt will be returned to each agency/department as proof of their compliance with the law.

E. A quarterly checklist of state documents will be prepared for publication. The checklist will be prepared by or supervised by the professional librarian. Included in the checklist will be a policy statement developed by the Clearinghouse delineating the agencies/departments and types of publications excluded from the list, period of time covered by the list, and the treatment of serials (whether or not each issue is listed or if they are only listed annually). Bibliographic information given for each document will include issuing body, personal author, or authors, if any, title, imprint (including copyright if applicable), collation, series, price, availability, and stock number. An order form will be included with each issue of the checklist. This checklist will be sent to all libraries in the state, state agencies/departments, legislative, executive and judical branches of the state, other state library agencies, the Library of Congress, and the Center for Research Libraries in Chicago. The checklist will be cumulated annually and distributed in the above mentioned order. The annual cumulation of the checklist will include an title index and a subject index.

F. Distribution of state publications will be the responsibility solely of the Clearinghouse staff. Agencies/departments will send their publications to the Clearinghouse on or about the date of publication. After the Clearinghouse has recorded and cataloged the item, it will then distribute a copy of the publication to each designated depository library. Cataloging information will accompany each document sent to the depository libraries along with a shipping list.

G. A core collection of state documents will be designated to be deposited in all participating libraries. The libraries may then select categories of documents that will meet the needs of their patrons. Some libraries will choose to be full depositories and as such will receive all the state publications deposited with the Clearinghouse. The State Library, the Clearinghouse, the Library of Congress, and the Center for Research Libraries will be full depositories.

H. Documents distributed to depository libraries shall remain the property of the Clearinghouse. As such, permission from the Clearinghouse will be required in order to dispose of them. Documents must be kept for five years unless superseded by another publication. Certain documents will be designated for permanent retention and the State Library and the Clearinghouse will retain documents permanently.

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I. A standard format will be followed by all agencies/departments in publishing their documents. Information that must be on the title page includes: title of the document, name of agency responsible for publication, personal authors (if applicable), date of publication, place of publication, copyright (if applicable), and any other information that might be helpful. If the publication is a serial (i.e. a publication which is issued in successive parts and intended to be continued indefinitely such as periodicals, proceedings, newspapers, annuals, and journals), then the issue number and date should be given on the title page. In the case of a title change, the Clearinghouse should be notified prior to the arrival of the serial.

J. Reference and loan services will be provided by the depository libraries. A trained professional librarian will be responsible for maintaining the state document collection in every depository library. The librarian will be responsible for providing reference service to patrons and for providing materials for interlibrary loan. Interlibrary loan services will follow established guidelines and will conform to all forms currently in use in the state.

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PROPOSED REGULATIONS

I. State Agencies/Departments' Deposit of Publications.

A. State Agencies, departments, and commissions supported wholly or in part by state funds are required by Chapter 29-7 to deposit prior to publication a minimum of twenty-five (25) copies of their publications with the State Publications Clearinghouse.

II. Publications Required to be Deposited:

A. State publications include any material published by authority of a state agency/department, regardless of the source of funds, which is intended for distribution outside the agency/department and not published solely to meet the internal operating needs of the agency. State publications which are required to be deposited include annual reports, technical papers, bulletins, special reports, newsletters, brochures, and other documents that would be of interest to the general public. Materials may be in any format, reproduced by any methods and may deal with any subject matter.

B. Informational materials specified by federal or state law to be distributed to the public falls under this definition and are required to be sent to the Clearinghouse.

III. State Publications not Required to be Deposited:

A. Agencies/departments may publish some items which are not appropriate for deposit. These items would include internal memoranda, correspondence, administrative forms, internal confidential publications, minutes of meetings, blueprints, and internal announcements.

B. The publications liaison officer should consult with the Clearinghouse staff to determine if an item falls under one of these categories. An appeal to the Director (State Librarian or DSLS) is an option for any agency/department which disagrees with the decision of the Clearinghouse staff.

IV. Number of Copies to be Deposited:

A. At least twenty-five copies of each publication are required to be deposited with the Clearinghouse for distribution to depository libraries. At times more than twenty-five copies of a publication will be necessary for distribution. The head of the Clearinghouse will be responsible for determining which publications fall under this category and will inform the agencies/departments prior to publication of the said documents.

B. Publications should be deposited with the Clearinghouse prior to publication. The documents may be delivered directly to the Clearinghouse or sent by any other means available to the agency/department.

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C. If any agency/department does not send a publication to the Clearinghouse, a claims form (ATTACHED) will be sent to the agency/department publications liaison officer reminding he/she of the provisions of the law and of their duty to deposit publications.

V. Publications Liaison Officers:

A. A publications liaison officer will be named by each agency/department. An agency/department with many sub-departments may want to name more than one publications liaison in order to facilitate the deposit of their publications.

B. The duties of the publications liaison officer will be to ensure that his/her agency/department deposits all publications that are required to be deposited with the Clearinghouse. It will also be the officer's responsibility to ensure that a standard format is followed in the publications. Other duties of this officer will include maintaining a record of receipts received from the Clearinghouse for documents deposited, acting as a liaison between the agency/department and the Clearinghouse, and attending meetings of publications liaison officers as called by the head of the Clearinghouse.

C. The head of the Clearinghouse will maintain an up-to-date list of publications liaison officers and it will be the responsibility of the agency/department to inform the Clearinghouse of any change to the list.

VI. Index:

A. A quarterly checklist will be prepared by the Clearinghouse. Bibliographic information will be included in this checklist.

B. The checklist will be cumulated annually and will include title and subject indexes.

VII. Depository Libraries' Designation and Responsibilites:

A. Depository libraries will be designated by the Director of the Clearinghouse. Taken into consideration when designating depositories will be location, size of population served, space available in the library for state publications and the availability of a professional to take responsibility of the collection.

B. There will be full depositories and selective depositories. Selective depositories must accept the designated core collection and then choose categories of publications that will meet their patrons' needs. Full depositories will accept all state documents.

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C. Responsibilities of the depository libraries will include:

1. Provide space to house the documents; they need not be housed in a separate collection.

2. Maintain an orderly, systematic record of receipt of documents.

3. Process and make available all state documents within a reasonable period.

4. The state documents collection must be assigned to a department headed by a professionally - trained librarian.

5. Documents may only be disposed of in accordance with an established disposal policy.

6. Accept and maintain the core collection.

7. Provide that the documents are available during evening and weekend hours.

8. Agree to permit the Clearinghouse director to inspect the document collection periodically.

VIII. Designation Procedures:

A. The depository libraries will be designated by the Director of the Clearinghouse.

B. Libraries may apply to be full or selective depositories.

IX. Termination of Depository Designations:

A. A depository has the right to terminate its status as a depository by letter to the head of the Clearinghouse.

B. The Director of the Clearinghouse may terminate the status of a library as a depository upon proof of unsatisfactory performance.

C. The Clearinghouse can also terminate a library's depository status if statewide consideration of the location of depositories is necessary.

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ATTACHMENT

CLAIM FORM FOR STATE DOCUMENTS

TO: Agency/Department Name
Address

FROM: State Publications Clearinghouse

We have not received the publication noted below which is usually sent to us as a depository item. Please send twenty-five copies of the publication in order to comply with Public Law 1983, Chapter 254, Sections 1 and 2.

Thank you for your cooperation.

Sincerely yours,

Publication:

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RECOMMENDATIONS

On behalf of the Department of State Library Services, I make the following recommendations to the General Assembly:

1. That the General Assembly enact the legislation outlined on page 12 of this report (Legislative Considerations, Section C) to repeal sections 29-1-7, 29-1-8, and 29-1-9 and to amend 29-7 to place full responsibility for the State Publications Clearinghouse for libraries in the State Library, and to strengthen its authority to carry out that responsibility;

2. That the General Assembly enact legislation to amend 29-3.1-4 by deleting paragraph (13) which includes the responsibility for the state publications clearinghouse in the duties of the Director of the Department of State Library Services (quoted on page 12 of this report); and,

3. That the General Assembly appropriate sufficient funds for the State Library to carry out the Clearinghouse function.

On behalf of the Department of State Library Services, I make the following recommendations to the Secretary of State.

1. That job descriptions for the Clearinghouse comparable to those in the State Law Library and the Department of State Library Services be prepared as provided for in the unclassified service;

2. That specific assignments of responsibility be made for operation of the Clearinghouse - collection, cataloging, and distribution - as well as for reference service relating to state publications;

3. That specific allocation of stack space, work area, and office furnishings and equipment be made for the collection, cataloging and distribution of state publications, as well as allocation of necessary funds for postage and for wrapping and shipping materials;

4. That the Rhode Island Interrelated Library Network delivery system and state interdepartmental delivery services be used for the distribution of state documents and related materials whenever possible;

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5. That a permanent Advisory Committee on the State Publications Clearinghouse be established to represent the library community and to advise the Clearinghouse on policies, procedures, guidelines and compliance; and,

6. That the State Library utilize graduate student interns from the University of Rhode Island Graduate Library School to assist in both the Clearinghouse and legislative reference, especially in the busy time when the General Assembly is in session.

Fay Zipkowitz
Director
Department of State Library Services

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APPENDIX

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RESULTS OF THE SURVEYS OF STATE AGENCIES

There are approximately forty-five state agencies, departments, and commissions. Of these forty-five, thirty-three responded to an initial survey which requested the names of individuals responsible for publications. Several of the larger departments such as Administration and Health named more than one individual as responsible for publications.

The second survey was directed to the individuals who had been named as publication liaison officers. Approximately sixty surveys were sent out and thirty-nine responses were received. This survey requested specific information about state publications such as: how many, how are they distributed, what type of publications are they, etc.

According to the survey results there are 277 publications produced per year. Of these twenty-nine are annual reports, five are technical papers, nine are bulletins, thirteen are special reports, ten are newsletters, eleven are brochures and twenty-nine fall into the other category. A problem with the survey was that many agencies/departments did not specify how many of each category are produced but simply checked the category as one that their documents fit into.

Another question on the survey was concerned with how agencies/departments currently distribute documents. Out of thirty-nine responses, thirty-four maintain an agency/department mailing list while only fifteen send documents to the State Library for distribution. Twenty-nine agencies/departments send out documents on an individual request basis and two do not distribute their documents at all.

In comparison, the Checklist of Rhode Island State Documents produced by the State Library lists only 163 documents for a time period of July 1982 - December 1983 (page 35). The discovery that only fifteen agencies/departments send their publications to the State Library could account for the low number.

In conclusion, the volume of publications produced by Rhode Island state agencies/departments does not appear to be overwhelming. The survey does show, though, that these documents are not reaching the general public or librarians for that matter because many agencies/departments do not send their publications to the State Library for distribution.

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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

DEPARTMENT OF STATE LIBRARY SERVICES
95 Davis Street
Providence, R. I. 02908
(401) 277-2726

July 20, 1983

In order to make state publications available to the public and to control costs, the General Assembly recently passed legislation entitled "State Publications Clearinghouse for Libraries", Chapter 29-7 of the General Laws. Very briefly, this legislation directs the Department of State Library Services to systematically collect and distribute to libraries state publications in order to facilitate public access to publications issued by state agencies. The legislation further requires that my Department design the clearinghouse and determine the costs of its operation, reporting back to the General Assembly no later than February 1, 1984.

Besides the advantages of ready public access to reports, studies and other important public materials that this clearinghouse and depository library system would provide, many agencies may realize substantial cost savings on printing and distribution of these documents by limiting the press runs without fear of limiting public use. The depository libraries as well as the Department of State Library Services will assure that the materials are permanently available for use by legislators, the press, students, and all citizens of Rhode Island.

I am writing to you to ask that you forward to me the names and addresses of all persons in your agency who have responsibility for preparing, printing, publishing and distributing reports and other publications, excluding, of cours correspondence, interoffice and intraoffice memoranda. I will be pleased to send you a copy of the new legislation if you would like to see it, and to answer any other questions you may have.

This is an important and exciting project in which the state agencies and the libraries of the state may contribute jointly to public access to state publications. I count on your cooperation in the establishment of the clearing house, and I look forward to hearing from you soon.

Sincerely yours,

Fay Zipkowitz

Fay Zipkowitz
Director

FZ:lam

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SURVEY I

RETURN TO: FAY ZIPKOWITZ
R.I. DEPARTMENT OF STATE LIBRARY SERVICES
95 DAVIS STREET
PROVIDENCE, RI 02908
277-2726

FOR THE STATE PUBLICATIONS CLEARINGHOUSE FOR LIBRARIES:

The following people in our agency are responsible for preparing, printing, publishing and distributing reports and other publications on behalf of the agency:

Name	Title	Division	Address and Phone

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(if additional space is needed, please use reverse side or attach the [illegible] list to this sheet)

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

DEPARTMENT OF STATE LIBRARY SERVICES
95 Davis Street
Providence, R.I. 02908
401-277-2726

November 4, 1983

Dear Colleague,

In order to make state publications available to the public and to control costs, the General Assembly recently passed legislation entitled, "State Publications Clearinghouse for Libraries," Chapter 29-7 of the General Laws. This legislation directs the Department of State Library Services to collect and distribute state publications to designated libraries throughout the state. The legislation also requires that this Department design the clearinghouse and determine its operating costs, reporting back to the General Assembly no later than February 1, 1984.

We are in the midst of gathering information to prepare the report to the General Assembly and your name was forwarded to us as a contact person for your agency. We are asking that you take the time to complete the enclosed questionnaire and return it to us as soon as possible.

Thank you for your cooperation in this project and we look forward to hearing from you in the near future.

Sincerely yours,

Fay Zipkowitz
Director

Enc.

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SURVEY II

AGENCY ______________________________

Number of Publications Per Year: ______________________

Type of Publication (please check) and Number of Copies on Average:

		# of copies			# of copies
___	Annual Report	________	___	Special Reports	________
___	Technical Papers	________	___	Newsletters	________
___	Bulletins	________	___	Brochures	________
___	Other (list below)				
		________			
		________			

Frequency of Publications:

How many annual publications ____ How many monthly publications ____

How many weekly publications ____ How many daily publications ____

Purpose of Publication(s): (please check)

Annual Report to the Legislature ____

Public Information ____

Final Report of a Study/Project ____

Other (please explain) ______________________________

Size of Publication(s) on the Average:

Number of Pages: ____

Page size: ____

How Publications are Distributed at Present: (please check)

Maintain a department/ agency mailing list ____

Send to State Library ____

No Distribution ____

Distributed on an Individual Request Basis ____

(over)

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Are your Department's/Agency's publications revised or superseded. If so, how frequently?

Are there any other publications you could describe that do not fit into any of the above categories?

Comments:

Please return to: Fay Zipkowitz, Director
R.I. Dept. of State Library Services
95 Davis St.
Providence, RI 02908

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State of Rhode Island and Providence Plantations
OFFICE OF THE SECRETARY OF STATE
STATE HOUSE
PROVIDENCE
02903

Susan L. Farmer
Secretary of State

December 13, 1983

Compiled by:
Rhode Island State Library
Helena R. Costa
Technical Services Librari

July 1982 - December 1983

Documents received at the State Library during July 1982 - December 1983, compiled by the Technical Services Librarian.

NOTE: If you have any questions about the Checklist, or about sending your materials to the State Library, please contact Helena Costa (277-2475).

REMINDER: Selective documents are available for distribution through the State Library, or contact the state agencies which have prepared them.

*Starred items represent newsletters and/or bulletins which are not cataloged but kept on file.

ACCOUNTANCY, STATE BOARD OF - 100 North Main Street, Providence 02903
Register of holders of permits to practice as certified public accountants or public accountants. 1982. (R336A17a)
ADJUTANT GENERAL, OFFICE OF - Armory of Mounted Commands, 1051 North Main Street, Providence 02904
Annual report. 1981/82. (R7A23)
ADMINISTRATION, DEPARTMENT OF - 118 State House, Providence 02903
Annual report. 1981/82. (R7A238)
Accounts and Control, Division of. State Controller - 544 Elmwood Avenue, Providence 02907
Annual financial report. 1981/82. (R7F49)
Budget, Division of the - 143 State House, Providence 02903
Digest of annual reports of state agencies. (R7R47)
Personnel Appeal Board.
Annual report. 1981/82. (R356P45)
State Planning, Office of. Statewide Planning Program - 265 Melrose Street, Providence 02907
Annual report. 1981/82. (R7A23s)
Blackstone Valley River Basin water quality management plan.
Nov. 1981. June. 1982 (R628S79B)

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Highway functional classification system for the State of Rhode Island, 1995-2005. Technical paper, no. 100. 1982. (R386S79H)

Kingston connection : transportation opportunities for University of Rhode Island commuters. Technical paper, no. 99. March, 1982. (R386S79U)

Organization of state government. July, 1982. (R350S79o)

Report of the Committee on transportation for the elderly and handicapped. April, 1983. (R386E37)

Rhode Island state rail plan. 1983. (R309S77R)

Rhode Island travel demand update : corridor specific analyses. May, 1983. (R386S79Ea)

State housing information system : federally-assisted rental housing. Technical paper, no. 107. March, 1983. (R613.5S79F)

Summary and analysis of state law relating to water supply and drinking water quality. Technical paper, no. 104. July,1982. (R628S79L)

Transit financing in Rhode Island. Technical paper, no. 102. September, 1982. (R386S79F)

ARCHITECTS, BOARD OF EXAMINATION AND REGISTRATION OF - 2 John Street, Providence 02906

Annual report. 1981/82. (R7A67)

ARTS, STATE COUNCIL ON THE - 4365 Post Road, East Greenwich 02818

Annual report. 1981/82. (R7A79)

ATTORNEY GENERAL, DEPARTMENT OF - 250 Benefit Street, Providence 02903

Report on communications. 1983. (R364A88)

AUDITOR GENERAL, OFFICE OF - 87 Park Street, Providence 02908

Administration, Department of. Division of Personnel, Administrative Section. Audit. August, 1983. (R336A91PE)

Administration, Department of. Division of Personnel, Training Section. Audit. August, 1983. (R336A91pt)

Blackstone Valley District Commission. Blackstone Valley District Fund. Audit. 1982/82. (R336A91B)

Capital development program report. 1981/82. (R336A91c)

Children and their Families, Department for. Audit. September, 1982. (R336A91ch)

Development disabilities program. Federal. Audit. March, 1983. (R336A91DD)

Donley, Dr. John E. Rehabilitation Center. Audit. August, 1983. (R336D67)

Education, Department of. Board of Regents for Elementary and Secondary Education. State aid for school operations. September, 1983. (R336A91es)

Financial control of federal grants. Audit. March, 1983. (R336A91fc)

Financial statements and supplementary information. 1981/82. (R336A91f)

Joint Committee on Legislative Affairs. Annual Report. 1982 (R7A91G)

Joint Committee on Legislative Affairs. Supplemental health insurance for the elderly. Special report. July, 1982. (R336A91EH)

Mental Health, Retardation and Hospitals, Department of. Residential Services. Audit. July, 1983. (R336A91Msr)

Mental Health, Retardation and Hospitals, Department of. Division of Retardation. Social and Development Services. Audit. November, 1982. (R336A91Ms)

Rhode Island Lottery Commission. Audit. July-December, 1982. (R336.1A9

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Rhode Island Public Buildings Authority. Audit. 1982. (R336A91PB)
University of Rhode Island. Board of Governors for Higher Education. Contractual Personal Services. Audit. February, 1983. (R336A91UC)
University of Rhode Island. Board of Governors for Higher Education. Vehicle Management. Audit. November, 1982. (R336A91Uv)
Water Development Fund. Audit. 1981/82. (R336A91W)
BUSINESS REGULATION, DEPARTMENT OF - 100 North Main Street, Providence 02903
Annual report. 1981/82. (R7B97a)
Banking Division.
Annual report. 1981. (R7B21)
Public Utilities Commission and Division of Public Utilities.
Annual report. 1981/82. (R7P97u)
CHILD ADVOCATE, OFFICE OF - 86 Weybosset Street, Providence 02903
Task force report on the death of a four-year old child. 1983. (R363A24f)
CHILDREN AND THEIR FAMILIES, DEPARTMENT FOR - 209 Cannon Building, Davis Street, Providence 02908
Plan for children : a building block. 1982. (R363C53p)
COASTAL RESOURCES MANAGEMENT COUNCIL - State House, Providence 02903
*Newsletter.
Preliminary draft of revisions to the Rhode Island Coastal Resources Management Council.
COMMISSIONS (Includes permanent and temporary commissions, grouped alphabetically by main word)
Atomic Energy Commission - South Ferry Road, Narragansett 02882
Annual report. 1981/82. (R541.2A88)
Auto Theft, Special Commission to Combat.
Report. March, 1983. (R364.1A93P)
Blackstone Valley Sewer District Commission - 102 Campbell Avenue, East Providence 02916
Annual report. 1981/82. (R628B63SB)
Boxing and Wrestling, Commission to Study Professional.
Final report. 1983. (R796R47) (Special report ; no. 1312)
Children's Code Commission.
Annual report. 1983. (R363C53cc)
Conflict of Interest Commission - 76 Dorrance Street, Providence 02903
Annual report. 1981/82. (R7C74)
Deaf and Hearing Impaired, Commission of the.
Annual report. 1981/82. (R7D27H)
Health Care Capital Expenditures, Special Legislative Commission to Study.
Final report. 1983. (R614H43HE) (Special report ; no. 1309)
Human Rights, Commission for - 334 Westminster Mall, Providence 02903
Annual report. 1981/82. (R7F16)
Laws as They Pertain to and Are Effected by American Bar Association Standards, Special Senate Commission on State.
First annual report. 1983. (R340R47A) (Special report ; no. 1310)
Legislative Oversight Commission.
Review criteria for occupational regulation in Rhode Island. 1983. (R354096o) (Special report ; no. 1316)
Review of health occupational regulatory boards in Rhode Island. 1983. (R354096r) (Special report ; no. 1325)
Lottery Commission - 39 Warren Avenue, East Providence 02914
Annual report. 1981/82. (R336.1L88)
Motor Vehicle Dealer's License Commission.
Annual report. 1981/82. (R7M92D)

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- Racing and Athletic Commission - Roger Williams Building, Hayes Street Providence 02908
  - Annual report. 1981/82. (R7R12)
- Religious, Racial and Ethnic Harrassment, Commission on.
  - Report. 1983. (R7H29)
- Strategic Development Commission.
  - The Greenhouse compact : cultivating Rhode Island's fourth economy. 1983. (R330G81) (Special report ; no. 1324)
  - The Greenhouse compact executive summary : a report. 1983. (R330G81e) (Special report ; no. 1326)
  - Tourist and Commuter Rail Service between the Cities of Newport, Rhode Island and Fall River, Massachusetts, Special Legislative Commission on.
    - Report. April, 1983. (R385R15c) (Special report ; no. 1314)
  - Workers' Compensation Commission - J. Joseph Garrahy Judicial Complex, Dorrance Plaza, Providence 02903
    - Annual report. 1981/82. (R7W92)

COMMUNITY AFFAIRS, DEPARTMENT OF - 150 Washington Street, Providence 02903

- Annual report. 1981/82. (R7C73)
- Directory of city-town officials. 1983. (R352C73)
- *Municipal memo.
- Housing and Government Services, Division of.
  - Tax Equalization Section.
    - Annual state report on local finances and tax equalization. 1982. (R7A231)

CORRECTIONS, DEPARTMENT OF - 75 Howard Avenue, Cranston 02920

- Annual report. 1981/82. (R7C82)

COURTS - 250 Benefit Street, Providence 02903

- Superior Court. Office of State Court Administrator.
  - Annual report of the activities of the Superior Court under the "Criminal Injuries Act of 1972". 1983. (R7S95A)
- Supreme Court.
  - Report of cases heard and determined. (Rhode Island reports) (R6S95)

DEFENSE CIVIL PREPAREDNESS AGENCY. (See EMERGENCY MANAGEMENT AGENCY)

DONLEY, DR. JOHN E. REHABILITATION CENTER. (See LABOR, DEPARTMENT OF)

ECONOMIC DEVELOPMENT, DEPARTMENT OF - Jackson Walkway, Providence 02903

- Basic economic statistics. 1982/83. (R313D48)
- Research Division.
  - *Rhode Island economic trends.

EDUCATION, DEPARTMENT OF - 199 Promenade Street, Providence 02908

- Annual report. 1981/82. (R7E24an)
- In-site Rhode Island : the Rhode Island book. 1980. (R350I59)
- Rhode Island educational directory. 1982/83. (R30E25)
- Statistical tables. 1981/82. (R370R47s)
- Board of Governors for Higher Education.
  - Annual report. 1981/82. (R7E24H)
  - Public higher education in Rhode Island : a status report. March, 1983. (R378H63S)
- Board of Regents for Education.
  - Coordination of public higher education in Rhode Island. 1980 (R378H63c)
- Office of Higher Education.
  - Affirmative action plan. July, 1983-June, 1985. (R378H63A)

ELDERLY AFFAIRS, DEPARTMENT OF - 79 Washington Street, Providence 02903

- Annual report. 1981/82. (R7C73a)

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EMERGENCY MANAGEMENT AGENCY (Formerly DEFENSE CIVIL PREPAREDNESS AGENCY) - 27 State House, Providence 02903
Annual report. 1981/82. (R7A23c)
EMPLOYMENT SECURITY, DEPARTMENT OF - 24 Mason Street, Providence 02903
Annual report. 1981/82. (R7U56)
*Employment bulletin.
Laws of Rhode Island relating to employment security and temporary disability. Supplement. 1982. (R5U56a)
Statistical and fiscal digest. 1982. (R331E55s)
ENGINEERS, PROFESSIONAL, AND LAND SURVEYORS, BOARD OF REGISTRATION OF - 308 State Office Building, Providence 02903
Annual report. 1981/82. (R7E57)
ENVIRONMENTAL MANAGEMENT, DEPARTMENT OF - 83 Park Street, Providence 02908
Plan for recreation, conservation and open space. 1983. (R309N28)
EXECUTIVE DEPARTMENT.
Fire Safety, Division of. State Fire Marshall - 12 Humbert Street, North Providence 02911
Annual report. 1981/82. (R7F52m)
Governor, Office of (J. Joseph Garrahy) - 222 State House, Providence 02903
A bottle bill for Rhode Island : perspectives on the issues, February, 1982. (R628B75) (Special report ; no. 1322)
Budget. 1983/84. (R7B92)
Message. 1983. (R7C72)
Mini-budget. 1983/84. (R7B92)
Personnel supplement. 1983/84. (R7B92)
Governor's Advisory Commission to Study the Financial Operations of State and Local Governments and the Interrelationships in Delivering Public Services.
Summary : State and local government finances in Rhode Island in the 1980's : major findings and recommendations. 1982. (R336G72A) (Special report ; no. 1307)
Governor's Block Grant Advisory Committee.
Report. May, 1983. (R363G72A)
Governor's Committee on Employment of the Handicapped - 150 Washington Street, Providence 02903
*Disabled dispatch.
Governor's Justice Commission.
Annual report. 1981/82. (R364.1C93a)
Rhode Island Litter Task Force.
Report. March, 1980. (R628L77) (Special report ; no. 1321)
Task Force to Study the Operations of the Division of Motor Vehicles.
Report. August, 1983. (R386M91r) (Special report ; no. 1319)
FIRE SAFETY. (See EXECUTIVE DEPARTMENT)
GENERAL ASSEMBLY.
House Fiscal Advisory Staff - State House, Providence 02903
Comparison of all major taxes levied in the nine state Northeast Region. 1983. (R336.2R47H)
Select House Committee on Credentials in the Matter of William H. Bailey.
Report. January, 1977. (R364.1B15)
Special Legislative Commission to Monitor the Clear Zone and the Relocation of the Families within the State.
Interim report. January, 1983. (R629.13Z87) (Special report ; 1311)
GOVERNOR. (See EXECUTIVE DEPARTMENT)

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- HEALTH, DEPARTMENT OF - Davis Street, Providence 02908
    - Annual report. 1981/82. (R7H433)
    - Medical Care Standards, Division of.
        - Institutional short and long range plans of skilled nursing and intermediate care facilities. 1981 summary. (R614H43I)
    - Vital Statistics, Division of.
        - Vital statistics. 1981. (R7H43s)
- HISTORICAL PRESERVATION COMMISSION - 150 Benefit Street, Providence 02903
    - Annual report. 1981/82. (R7H67p)
    - Foster, Rhode Island. (Statewide Historical Preservation Commission Report ; P-F-1) 1982. (R930F75H)
    - Historic and architectural resources of Tiverton, Rhode Island : a preliminary report. 1983. (R930T62H)
    - Lincoln, Rhode Island. (Statewide historical preservation report ; P-L-1) 1982. (R930L73H)
- INDUSTRIAL BUILDING AUTHORITY - (Address varies)
    - Report. Peat, Marwick, Mitchell & Co. 1981/82. (R338I42p)
- JUDICIAL COUNCIL - (Address varies)
    - Annual report. 1982. (R7J92)
- LABOR, DEPARTMENT OF - 220 Elmwood Avenue, Providence 02907
    - Digest of labor laws. 1981. (R5L12d)
    - Donley, Dr. John E. Rehabilitation Center.
        - Annual report. 1981/82. (R363L12)
- LEGISLATIVE COUNCIL - 308 State House, Providence 02903
    - Digest of public laws enacted at the January Session of the General Assembly. 1982. (R3L42d)
    - Quahog depuration. 1983. (Research report ; no. 17) (Special report ; no. 1323) (R597Q1)
- MENTAL HEALTH, RETARDATION AND HOSPITALS, DEPARTMENT OF - Aime J. Forand Building, 600 New London Avenue, Cranston 02902
    - Annual report. 1981/82. (R7M54)
- PORT AUTHORITY AND ECONOMIC DEVELOPMENT CORPORATION - Jackson Walkway, Providence 02903
    - Combined financial statements with report of certified public accountants. 1981/82. (R330A79)
- PUBLIC BUILDING AUTHORITY - State House, Providence 02903
    - Annual report. 1981. (R7P97B)
- RECREATIONAL BUILDING AUTHORITY - State House, Providence 02903
    - Recreational Building Mortgage Insurance Fund.
        - Annual report. 1981/82. (R330R31)
- RETIREMENT BOARD. (See TREASURY DEPARTMENT)
- SECRETARY OF STATE. (See STATE, DEPARTMENT OF)
- SOCIAL AND REHABILITATIVE SERVICES, DEPARTMENT OF - Aime J. Forand Building, 600 New London Avenue, Cranston 02920
    - Bureau of Family Support.
        - Annual report. 1981/82. (R7S67fs)
    - Community Services, Division of. Office of Planning, Program Development and Evaluation.
        - Annual report. 1981/82. (R7S67sp)
    - Community Services, Division of. Veterans Affairs.
        - Annual report. 1981/82. (R7S67v)
    - Family and Adult Services.
        - Annual report. 1981/82. (R7S67ad)
    - Family and Adult Services. Day Care Services.
        - Annual report. 1981/82. (R7S67dc)
    - Food Stamp Program.
        - Annual report. 1981/82. (R7S67f)

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- Management Information Systems Unit. Chief Business Management Officer.
  - Annual report. 1981/82. (R7S67bm)
- Management Services, Division. Assistance Payments.
  - Annual report. 1981/82. (R7S67ms)
- Management Services, Division. Financial control.
  - Annual report. 1981/82. (R7F49c)
- Medical Services, Division of.
  - Annual report. 1981/82. (R7S67ma)
- Services for the Blind and Visually Impaired.
  - Annual report. 1981/82. (R7S67b)
- Vocational Rehabilitative Services.
  - Annual report. 1981/82. (R7V87)
- Work Incentive Program.
  - Annual report. 1981/82. (R7S67m)

STATE, DEPARTMENT OF - 219 State House, Providence 02903
- Election laws. 1982. (R5E39)
- Secretary of State, Office of (Susan L. Farmer)
  - Designated hazardous substances. 1983. (R331H42)
  - Lobbyist registrations. 1983. (R328L79)
  - What's on the ballot? 1983. (R324B17)

STATE LIBRARY - 208 State House, Providence 02903
- The printers marks in the State Library / Elliot E. Andrews, State Librarian. 1982. (R929A56p)

STATE LIBRARY SERVICES, DEPARTMENT OF - 95 Davis Street, Providence 02908
- Annual report. 1981/82. (R7L69s)
- *Newsletter.
- Standards for Rhode Island public libraries. 1983. (R20R47p)

TRANSPORTATION, DEPARTMENT OF - 210 State Office Building, Providence 02903
- Office of the Director.
  - Annual report. 1981/82. (R7T77)
  - Airport noise compatibility program, T.F. Green State Airport. March, 1983. (R629B69)
- Planning Division.
  - Rhode Island state rail plans. 1983. (R309S77R)

TREASURY DEPARTMENT - 102 State House, Providence 02903
- Annual report. 1981/82. (R7T78)
- Retirement Board.
  - Annual report. 1981/82. (R7R43a)
  - Annual report municipal employees' retirement system. 1981/82. (R7R43M

TURNPIKE AND BRIDGE AUTHORITY - P.O. Box 437, Jamestown 02835
- Annual report. 1981/82. (R386rR47t)
- Mount Hope Bridge Division.
  - Statement of revenue and expenses. 1983. (R336T94)
- Newport Bridge Division.
  - Statement of revenue and expenses. 1983. (R336T94)

WATER RESOURCES BOARD - 265 Melrose Street, Providence 02907
- Annual report. 1981/82. (R628W31B)

COLLEGES AND UNIVERSITIES

RHODE ISLAND COLLEGE - 600 Mt. Pleasant Avenue, Providence 02908
- Bulletin : general catalog. 1983-1985. (R7C70c)

UNIVERSITY OF RHODE ISLAND - Kingston 02881
- Catalog. (R7C69c)
  - Graduate school. V. 78 ; no. 4. October, 1982.
  - Undergraduate school. V. 79 ; no. 2. August, 1983.
- *Marine advisory service newsletter.
- *Marine resources information.

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*Speakers bureau, 1983-84. (Leaflet)

Graduate School of Oceanography.

*Maritimes.

URI Commercial Fisheries.

*Newsletter.

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GUIDELINES FOR MINIMUM STATE SERVICING OF STATE DOCUMENTS

1. IN EACH STATE AN AGENCY OR AGENCIES SHOULD BE DESIGNATED BY LAW TO ACT AS THE DEPOSITORIES FOR THE DOCUMENTS PUBLISHED BY THE STATE TO MAINTAIN A COLLECTION OF AND TO DISTRIBUTE COPIES OF SUCH DOCUMENTS WITHIN THE STATE AND TO EXCHANGE COPIES WITH OTHER STATES. THE FUNCTIONS OF SUCH DEPOSITORY SHOULD BE ADEQUATELY DEFINED AND DETERMINED IN LEGISLATION.

2. THE APPROPRIATE STATE AGENCY SHOULD MAINTAIN A LIST OF IN-STATE DEPOSITORIES TO WHICH IT REGULARLY SENDS SOME OR ALL STATE DOCUMENTS, AND SHOULD RECEIVE A SUFFICIENT NUMBER OF COPIES TO SERVE THOSE DEPOSITORIES.

3. THE APPROPRIATE STATE AGENCY SHOULD BE PREPARED TO EXCHANGE DOCUMENTS WITH OTHER STATES, OR AT LEAST TO HAVE AN ADEQUATE SUPPLY OF COPIES AVAILABLE TO MEET OUT-OF-STATE REQUESTS. WHAT IS AN ADEQUATE SUPPLY WILL DEPEND ON THE NATURE OF THE DOCUMENTS AND ITS POTENTIAL INTEREST TO PERSONS IN OTHER STATES.

4. THE APPROPRIATE STATE AGENCY SHOULD COMPILE AND DISTRIBUTE A CHECKLIST AND/OR SHIPPING LIST OF ITS STATE PUBLICATIONS.

4a. SUCH LISTS SHOULD APPEAR AT LEAST QUARTERLY.

5. THE APPROPRIATE STATE AGENCY SHOULD DEPOSIT AT LEAST ONE COPY OF ALL ITS STATE PUBLICATIONS WITH THE LIBRARY OF CONGRESS, AND SEND AT LEAST ONE COPY TO AN ADDITIONAL DESIGNATED NATIONAL DEPOSITORY, IF AND WHEN ONE IS CREATED.

6. THE APPROPRIATE STATE AGENCY SHOULD MAINTAIN AND HAVE AVAILABLE FOR DISTRIBUTION AN AUTHORITY LIST OF STATE AGENCIES.

7. IN THE APPROPRIATE STATE AGENCY AT LEAST ONE PROFESSIONAL PERSON (FULL TIME OR EQUIVALENT) SHOULD BE ASSIGNED TO THE STATE DOCUMENTS FUNCTION, AND THAT PERSON SHOULD HAVE ADEQUATE SUPPORTIVE STAFF.

Approved by Government Documents Round Table, Association of State Library Agencies (ASLA), Resources and Technical Services Division (RTSD), and the Indervisional Committee on Public Documents, July 1974. Approved by Reference and Adult Services Division (RASD), American Library Association (ALA) Executive Board and ALA Council, January 1975.

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AD HOC ADVISORY COMMITTEE FOR THE STATE PUBLICATIONS CLEARINGHOUSE

Edgar Bailey, Providence College

Paul Drake, Western Interrelated Library System

Frank Iacono, Chair, Department of State Library Services

Christine Lamar, Rhode Island Historical Society

Ethel Lee, Brown University

Janet Levesque, Cumberland Public Library

Karen Light, Westerly Public Library

Marlene Lopes, Rhode Island College

Susan Reed, Pawtucket Public Library

Cynthia Robinson, Graduate Student Intern

Kendall Svengalis, State Law Library and Advisory Council

Dale Thompson, Providence Public Library

Anne Toll, Newport Public Library

Michael Vocino, University of Rhode Island

Linda Walton, State Library

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A BIT OF SOUTH DAKOTA: a brief bibliography of South Dakota state government publications

Compiled by Margaret Bezpaletz

GOVERNMENT DOCUMENTS
GAME FISH & PARKS
BUSINESS
EDUCATION
ARTS
LABOR
HISTORY
AGRICULTURE

South Dakota State Library
800 Governors Drive
Pierre, SD 57501-2294
1986

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1839

A BIT OF SOUTH DAKOTA:

a brief bibliography of South Dakota state government publications

Compiled by Margaret Bezpaletz

South Dakota State Library

800 Governors Drive

Pierre, SD 57501-2294

1986

1840

TABLE OF CONTENTS

Business and labor 4

The State 5

Education 7

  Curriculum guides--Preschool-Kindergarten 7

  Curriculum guides--Elementary level 8

  Curriculum guides--Middle grades and secondary level 10

  Curriculum guides--K-12 inclusive 11

  Curriculum guides--Special studies 14

  Curriculum Planning and Evaluations Guides for Teachers and Administrators 17

  Libraries 19

Outdoors and Wildlife 21

Where to purchase 22

INTRODUCTION

What is the South Dakota Documents Depository System?

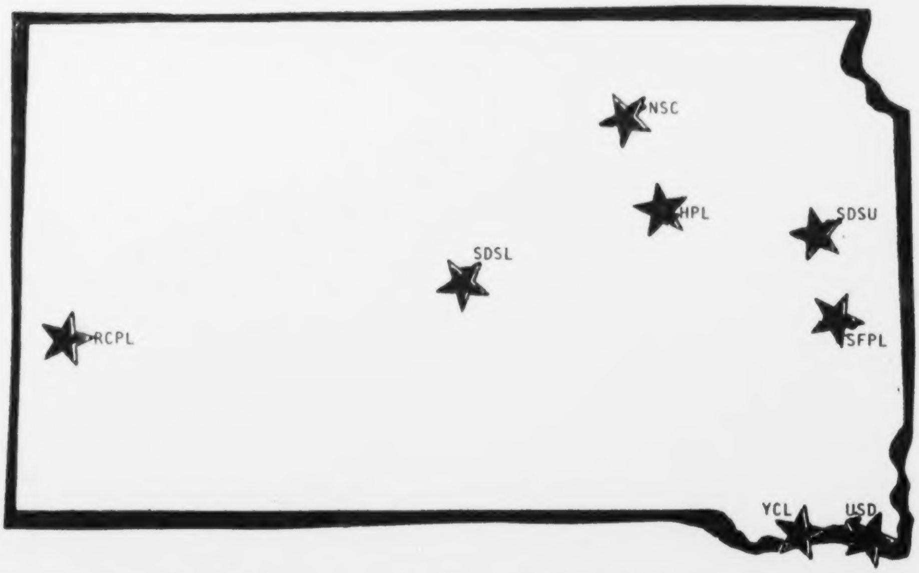
Each month, a shipment of newly released state government publications is mailed to member libraries.

When was it started and where are the depository libraries?

The South Dakota Documents Depository System was organized in 1974. A depository library was sited in each of the old state planning districts and two out-of-state locations. The map shows the locations of the in-state depository libraries.

SOUTH DAKOTA STATE DOCUMENTS

DEPOSITORY LIBRARIES



HPL-- Huron Public Library
521 Dakota Ave. South
Huron, SD 57350-2858

NSC-- Williams Library
Northern State College
Aberdeen, SD 57401-7198

RCPL- Rapid City Public Library
610 Quincy
Rapid City, SD 57009-0914

SDSL- South Dakota State Library
800 Governors Drive
Pierre, SD 57501-2294

SDSU- H. M. Briggs Library
South Dakota State University
Brookings, SD 57007-1098

SFPL- Sioux Falls Public Library
201 North Main
Sioux Falls, SD 57101-0386

USD-- I. D. Weeks Library
University of South Dakota
Vermillion, SD 57069-2390

YCL-- Yankton Community Library
515 Walnut
Yankton, SD 57078-4142

Out-of-state members

CRL-- Center for Research Libraries
5721 Cottage Grove Ave.
Chicago, IL 60637-1415

LC-- Library of Congress/Gift&Exchange Div.
Washington, DC 20540-0001

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Any South Dakota resident may look at items in the documents collection of any of the member libraries. Check with the Reference Librarian for the location of the documents collection in the library. To borrow an item, check with the person in charge of circulation.

This list contains a small portion of the documents shipped to depository libraries. Items in this list may be useful to teachers, school administrators, school and public librarians, and students.

Not all items will be available at all depository libraries. Items marked with a double asterisk (**) indicates that the item may be available only from State Library. Prices are given only for items still available for sale.

Classification numbers given are for State Library collection only. Check with the depository library for location of their state documents collection.

When borrowing items from the State Library, please include the classification number.

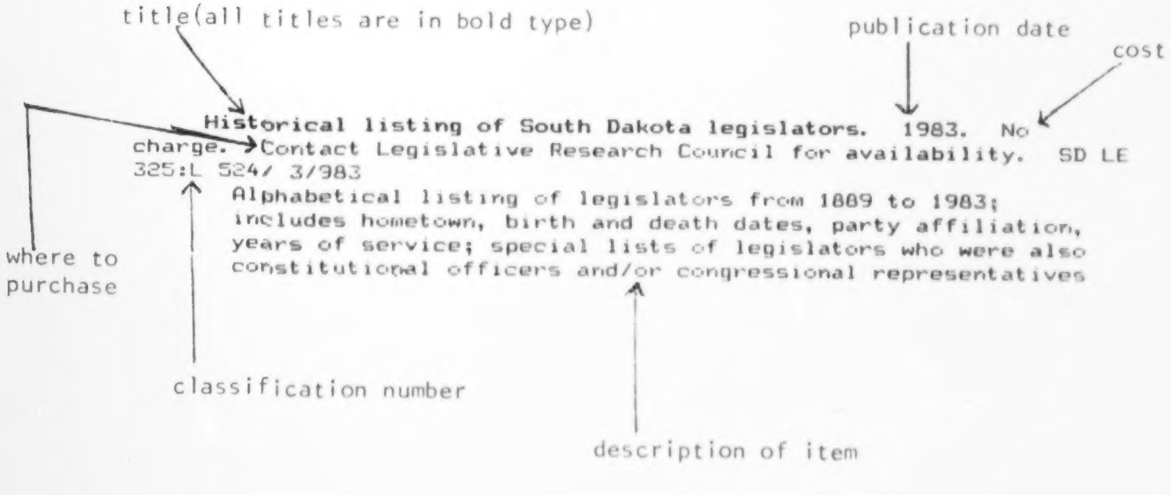
PURCHASING INFORMATION

To purchase items listed for sale in this bibliography, send a check or money order made out to the issuing agency. Prices given include postage and handling. Prepayment is required. Addresses for the agencies are listed on page .

State Library has copies for loan only.

EDUCATORS PLEASE NOTE: When ordering free items from Instructional Services, please include the school district name and number. There is no charge for items ordered by educators employed in a South Dakota school district.

Each entry is in the following format.



Historical listing of South Dakota legislators. 1983. No charge. Contact Legislative Research Council for availability. SD LE 325:L 524/ 3/983

Alphabetical listing of legislators from 1889 to 1983; includes hometown, birth and death dates, party affiliation, years of service; special lists of legislators who were also constitutional officers and/or congressional representatives

BEST COPY AVAILABLE

BUSINESS AND LABOR

Manufacturers and processors directory. Published biennially. $14.50. Order from State Development. SD ED 150:M 319/year

Lists manufacturers located in South Dakota; includes the product, address, and number of employees

South Dakota business review. Published quarterly. No charge. Order from Business Research Bureau, University of South Dakota. SD ED 375:B 874/vol./no.

Source for statistics on sales revenues in the state; includes one or two in-depth articles on a topic relating to business or government

South Dakota data supplement. Published bimonthly. $6.00 a year, $1.00 per single copy. Order from Business Research Bureau, University of South Dakota. SD ED 375:D 262/vol./no.

Source of statistics on sales revenues and population changes in the state

South Dakota in comparison. Revised irregularly. No charge. Order from Labor Market Information Office. SD LB 150:C 138/year

Various national and regional statistics dealing employment, education, demographics,and other factors of interest to industrial developers and job seekers; contains some comparisons with the surrounding states

South Dakota labor bulletin. Published monthly. No charge. Order from Labor Market Information Office. SD LB 125:B 874/yr/mo.

Monthly statistics on the employment situation in South Dakota and brief articles on various labor topics

South Dakota occupational outlook handbook. Revised irregularly. No charge. Order from Labor Market Information Office. SD LB 150:Oc 2/year

Facts on the future for various careers in South Dakota; each entry includes training/qualifications, job outlook for the state and the nation, working conditions and potential earnings

1844

THE STATE

Constitution of the State of South Dakota. Reprinted irregularly. No charge. Order from Secretary of State. SD ST 125:C 766/year

Our state constitution

Estimated per capita income and estimated household income: South Dakota 1979 to 1983. 1986. various paging. Contact State Data Center for availability of copies. SD ED 380:C 171

Estimated per capita income statics in South Dakota; figures derived from Bureau of Census data

Historical listing of South Dakota legislators. 1983. No charge. Contact Legislative Research Council for availability. SD LE 325:L 524/ 3/983

Alphabetical listing of legislators from 1889 to 1983; includes hometown, birth and death dates, party affiliation, years of service; special lists of legislators who were also constitutional officers and/or congressional representatives

Legislative manual (also known as the **Blue Book**). Published biennially. No charge, available on first come, first serve basis. Order from Central Supply. SD LE 125:year

The directory of state officials, county officials, latest adopted party platforms, county names, state seal, state emblems, and state institutions

South Dakota county population estimated 1984 (age by race by sex). 1986. unpaged. Contact State Data Center for availability of copies. SD ED 380:C 832

Statistical breakdown of all South Dakota counties; categorized by race, age, sex

South Dakota school district demographics: race, family income, poverty, type of income. 1986. 28p. Contact State Data Center for availability of copies. SD ED 380:Sc 65

School district figures broken down by race, age, poverty level, and source of income

South Dakota state capitol. 1985. color. Limited copies available from State Development. SD ED 150:C 172

Full color brochure on our State Capitol building

South Dakota tourism posters. 1986. Full color. Posters sold individually. Order from State Development.

This item not available from State Library and some depository libraries; check for availability

1845

South Dakota driver license manual. Revised irregularly. No charge. Order from Drivers License Office. SD SA 275:M 319/D 833/year

The manual to study in preparation for taking the South Dakota driver's license test

South Dakota motorcycle operator manual. Revised irregularly. No charge. Order from Drivers License Office. SD SA 275:M 319/M 857/year

The manual to study in preparation for taking the South Dakota motorcycle license test

South Dakota vital statistics. *Published annually. $6.00. Order from Department of Health.* SD HE 125:V 83/year

Statistical source for births, deaths, marriages, and divorce in South Dakota

1846

EDUCATION

CURRICULUM GUIDES–PRESCHOOL–KINDERGARTEN

****The kindergarten teachers guide.** Not dated. 162p. SD ED 525:K 575

Guide to assist school district staff with planning of kindergarten programs

Kindergarten skills list. 1981. 17p. ill. $ .80. Order from Instructional Services, DOE. SD ED 525:K 575/3

Curriculum for kindergarten; lists skills to be mastered before kindergarten, during kindergarten, and after the kindergarten year

Kindergarten today: a guide to curriculum development. 1986. various paging. ill. $2.00, free of charge to educators. Order from Instructional Services, DOE. SD ED 525:K 575/4

Guidelines to assist planning of kindergarten curriculum; includes activities and skills list

Reading readiness guidelines and workshop activities. 1982. 76p. ill. $3.00. Order from Instructional Services, DOE. SD ED 525:R 227/4

Guides to help assess readiness of each child's reading readiness; includes ideas for expanding word skills, visual skills, and coordination

Stepping stones to kindergarten: readiness handbook. 1981. 16p. ill. Free in limited quantities. Order from Instructional Services, DOE. SD ED 525:K 575/2

Ideas, games, and activities for parents to use in testing a child's readiness for kindergarten

****Word power.** 1982. 41p. SD ED 525:W 891

Designed for vocabulary development: grades K-1

CURRICULUM GUIDES–ELEMENTARY LEVEL

Bucket brigade manual. Third revision, 1979. 78p. ill. $ .50. Order from Instructional Services, DOE. SD ED 525:B 855

Designed for use with K-3 students with learning problems that interfere with academic progress. Some reprinting permitted

Crossroads: a handbook for effective classroom management. 1981. 191p. No charge. Order from Instructional Services, DOE. SD ED 525:M 312

Classroom management techniques, classroom discipline and teacher burn-out; reprinted by permission Oklahoma Department of Education

Energy activities, K-6. 1980. 128p. SD ED 525:En 27/2/K-6.

Curriculum guide to teach energy and energy related concepts

Hey, I'm an original. 1980. 58p. $1.50. Order from Instructional Services, DOE. SD ED 525:Or 16

Designed to teach sense of personal self: grades K-6

****Food fun with Foodella.** 1981. 57p. ill. SD ED 525:F 739

Nutrition instruction for elementary grades

Moonbeams, rockets and stars. 1981. 20p. $1.50. Order from Instructional Services, DOE. SD ED 525:M 778

Designed for use in creative writing instruction: elementary level

****Old dogs, new tricks.** 1981. 9p. ill. SD ED 525:Ol 1

Designed for use in language arts, reading and writing curriculum: elementary level

Open the door for reading. 1982. 53p. ill. $2.00. Order from Instructional Services, DOE. SD ED 525:R 227/2

Designed for reading motivation of grades K-6

The rainbow never ends. 1982. 61p. $2.00. Order from Instructional Services, DOE. SD ED 525:R 134

Educational games for grades K-6

****Rhyme time.** 1978. 109p. ill. SD ED 525:R 349

Poems and poetry activities for the classroom: elementary level

Secrets, silent thoughts, and whispers. 1980. 23p. ill. $1.00. SD ED 525:Se 25

Designed for language arts curriculum: grades K-8

The South Dakota story. 1985. 204p. ill. $2.50. Order from Instructional Television, DOE. SD ED 525:St 76

History of South Dakota; intended for grade 6 but could be adapted for higher levels

****A suggested health education guide, South Dakota K-3.** not dated. 103p. SD ED 525::H 349/K-3/draft

Draft of proposed health education curriculum guidelines

****A suggested health education guide, South Dakota 4-6.** not dated. 121p. SD ED 525:H 349/4-6/draft
Draft of proposed health education curriculum guidelinesx

****Teachers guide to economic concepts: grades K-3.** 1975. 219p. SD ED 525:Ec 74/K-3

Bibliography of materials for use in teaching economic concepts

****Teachers guide to economic concepts: grades 4-6.** 1975. 525p. SD ED 525:Ec 74/4-6

Bibliography of materials for use in teaching economic concepts

1849

CURRICULUM GUIDES–MIDDLE GRADES AND SECONDARY LEVEL

Color your world with imagination. 1980. unpaged. $2.00. Order from Instructional Services, DOE. SD ED 525:C 719

Designed for use with language arts curriculum: grades 7-12

****Energy activities, 7-12.** 1980. 108p. $1.20. Order from Instructional Services, DOE. SD ED 525:En 27/2/7-12

Curriculum guide to teach energy and energy related concepts

Novel reactions. 1980. unpaged. ill. $2.00. Order from Instructional Services, DOE. SD ED 525:N 857

Designed for use with language arts: grades 5-12

****Performance based instructional plans.** 1982. 32p. SD ED 525:P 416

Guide to assist driver education teachers in teaching and evaluating student competency behind the wheel

Reflections. 1980. unpaged. $1.00. Order from Instructional Services, DOE. SD ED 525:R 259

Journal writing and writing in other curriculum areas: grades 7-12

The return of the unicorn. 1982. 41p. $1.12. Order from Instructional Services, DOE. SD ED 525:W 939

Designed for use in language arts: grades 7-12

****South Dakota map study and activities, middle grades.** 1982. 47p. SD ED 525:M 32/982

Guide to help teach map skills, special emphasis on using the South Dakota highway map

****A suggested health education guide, South Dakota 7-9.** not dated. 143p. SD ED 525:H 349/7-9/draft

Draft of proposed health education curriculum guidelines

****A suggested health education guide, South Dakota 10-12.** not dated. 190p. SD ED 525:H 349/10-12/draft

Draft of proposed health education curriculum guidelines

Unified judicial system: a guide to your South Dakota unified judicial system. not dated. 14p. No charge. Order from Instructional Services, DOE. SD ED 525:J 898

Explanation of the judicial system in South Dakota; written for upper level grades

1850

CURRICULUM GUIDES–K-12 INCLUSIVE

****South Dakota adventures.** 1980. 35p. SD ED 525:Ad 96

Teacher's guide for the public tv series South Dakota Adventures; grades K-12

****South Dakota adventures: bibliography.** 1981. 31p. SD ED 525:Ad 96/2

Books, instructional materials, and audio-visual material relating to the public tv series South Dakota Adventures

****Art for South Dakota schools.** 1967. SD ED 525:Ar 75

Designed for art curriculum: grades K-12

A curriculum guide for mathematics: kindergarten–twelve. 1981. 107p. $1.50. Order from Instructional Services, DOE. SD ED 525:M 42/2

Guide to help teachers plan mathematics curriculum

Fundamentals of the free enterprise system. 1979. 41p. $1.50. SD ED 525:F 875/2

Item has cover title: SD economics/free enterprise curriculum guide. Economics curriculum for grades K-12

****Intercultural resources: Indian.** 1972. 53p. SD ED 525:In 8

Bibliography of Americas on American Indians, their culture, heritage, and history. Contains bibliography of elementary, high school through adult level books

Language arts curriculum guide K-12: a South Dakota curriculum guide. 1977-78. 40p. $1.50. Order from Instructional Services, DOE. SD ED 525:L 269

Guide to assist teachers with planning language arts curriculum

****Multi-ethnic education: criteria statements.** 1979. 8p. SD ED 525:M 910

Designed for teaching understanding and appreciation of different ethnic groups

****Multi-ethnic placemats.**

Single sheets. Each sheet lists historical highlights for the particular nationality. May be copied for classroom use.

SD ED 525:P 69/Af 83		African Americans
"	C 441	Chinese Americans
"	C 989	Czechoslovakian Americans
"	D 951	Dutch Americans
"	En 36	English Americans
"	F 497	Finnish Americans

"	F 887	French Americans
"	G 317	German Americans
"	G 811	Greek Americans
"	H 894	Hungarian Americans
"	Ir 4	Irish Americans
"	It 1	Italian Americans
"	J 271	Japanese Americans
"	J 556	Jewish Americans
"	M 574	Mexican Americans
"	N 213	Native Americans
"	N 831	Norwegian Americans
"	P 692	Puerto Rican Americans
"	P 758	Polish Americans
"	R 92	Russian Americans
"	Sco 81	Scotch Americans
"	Sw 34	Swedish Americans
"	Uk 7	Ukranian Americans

****Presenting...South Dakota in maps.** 1973. 100p. ill. SD ED 525:M 322

Guide for teaching basic economic concepts and increasing student awareness of economic, social, and political relationships in South Dakota

Reading is musical. 1982. 16p. ill. $1.50. Order from Instructional Services, DOE. SD ED 525:R 227/3

Ideas to improve reading skills by incorporating music and musical activities

Resource material on South Dakota government. 1984. 181p. $2.00. Order from Instructional Services,DOE. SD ED 525:G 746/984

State law and state history on the different departments of South Dakota state government: contains a bibliography of books on this topic in the State Library collection

****South Dakota framework for science curriculum development: K-12.** 1982. 409p. $2.00. Order from Instructional Services, DOE. SD ED 525:R 27/5

Guide to assist schools in planning local science curriculum

South Dakota industrial education: guide for elementary and secondary program development and improvement. 1982. unpaged.$2.50. Order from Instructional Services, DOE. SD ED 525:In 2/2

Designed for use with industrial arts curriculum: grades K-12

****South Dakota poets.** 1979. 9p. SD ED 525:P 752

A select bibliography of South Dakota poets

1852

South Dakota social studies curriculum guide: kindergarten-twelve. 1981. 129p. $2.50. Order from Instructional Services, DOE. SD ED 525:So 13/5

Guide to help schools plan local curriculum

Welcome to South Dakota, your state. 1983 revised edition. 53p. ill. $3.00. Order from Instructional Services, DOE. SD ED 525:So 13/6

Activities and ideas to increase student awareness of South Dakota

The writing sampler K-12. 1982. 114p. ill. $2.00. Order from Instructional Services, Doe. SD ED 525:W 939/2

Writing activity curriculum guide: grades K-12

CURRICULUM GUIDES–SPECIAL STUDIES

INDIAN ETHNIC HERITAGE STUDIES CURRICULUM–Designed for grades 3-8 but can be adapted for higher grades

****Indian studies curriculum material annotated bibliography.** 1975. 41p. SD ED 525:H 425/B 471

Bibliography of print and non-print materials

Government of the Indian people. 1975. 47p. ill. $1.00. Order from Instructional Services, DOE. SD ED 525:H 425/G 746

Designed for study of government of the Indian people from early times to the present

Learning of the Indian people. 1975. 54p. ill. $1.00. Order from Instructional Services, DOE. SD ED 525:H 425/L 479

Education of Indian people from earliest times to present

Indians speak for themselves (literature booklet). 1975. 92p. ill. $1.00. Order from Instructional Services, DOE. SD ED 525:H 425/L 712

Speeches and poetry from Indians past and present; designed for use with literature studies

Indian memories. 1975. 99p. $1.00. ill. Order from Instructional Services,DOE. SD ED 525:H 425/M 519

Designed to help teach Indian culture

Quiet. 1975. 70p. ill. $1.00. Order from Instructional Services, DOE. SD ED 525:H 425/Q 4

Activity guide for teaching self-concept from the Indian perspective

Science: an Indian perspective. 1975. various paging. ill. $1.00. Order from Instructional Services, DOE. SD ED H 425/Sci 27

Science curriculum incorporated into Indian studies; emphasizes observation skills

Social life of the Indian people. 1975. 87p. ill. $1.00. Order from Instructional Services, DOE. SD ED 525:H 425/So 13

Indian values, leadership, music, dance, art and games; emphasizes the past and what practices continue today

****Historical maps and selected bibliography to accompany poster "How Wounded Knee got its name and related historical incidents."** not dated. 9p. SD ED 525:H 425/W 915

Curriculum guide for teaching the historical events leading up to the Wounded Knee incident

INDIVIDUALIZED EDUCATION PROGRAM–guides for parents, teachers and administrators involved with individualized education students

****Communicating with parents: a learning activity package.** 1980. 23p. SD ED 525:L 479/C 737

Designed for use with handicapped children, emphasizes education and parent/teacher relations

****Error pattern analysis: a learning activity package.** 1980. 21p. SD ED 525:L 479/Er 79

Designed for use in educational testing of handicapped children

****Goals and objectives: learning activity page.** 1980. 21p. SD ED 525:L 479/G 534

Guide to help plan goals for students in individualized instruction programs

****Observations: a learning activity package.** 1980. 15p. SD ED 525:L 479/Ob 7

Guide to train IEP instructors in observation techniques

****P.L. 94-142 and L.R.E.: a learning activity package.** 1980. 19p. SD ED 525:L 479/P 1

Explanation of PL 94-142 and a training guide for IEP instructors

****Parts of the whole: a learning activity package on the components of the I.E.P.** 1980. 25p. SD ED 525:L 479/P 259

Explains the components of and IEP and tests instructor knowledge of IEP

The placement committee and writing the I.E.P. 1980. 64p. No charge. Order from Instructional Services, DOE. SD ED 525:L 479/P 69

Practice guide for the Placement Committee Process and writing an IEP

****Task analysis: a learning activity package.** 1980. 31p. SD ED 525:L 479/T 182

Guide to help teachers understand task analysis in an IEP

Helping classroom teachers prepare for the IEP meeting: a learning activity package. 1980. 28p. No charge. Order from Instructional Services,DOE. SD ED 525:L 479/T 22

Guide to aid educators with their role as members of the Individualized Education programs

****Teacher-made tests: a learning activity package.** 1980. 11p. SD ED 525:L 479/T 22/2

Guide to provide information on teacher-made tests and to describe the construction and administration of these tests

1856

CURRICULUM PLANNING AND EVALUATION GUIDES FOR TEACHERS AND ADMINISTRATORS

****Administrative handbook for special education.** 1979 revised edition. 256p. SD ED 525:Sp 31/3/979

Guidebook for identifying and evaluating handicapped students, setting up a program, parental involvement, and funding the program

****Counselors idea book.** 1975. 32p. ill. SD ED 525:Id 2

Activities, ideas and resources to help counselors plan school guidance programs

Evaluating elementary physical education programs in Wyoming. 1982. 12p. No charge. Order from Instructional Services, DOE. SD ED 525:P 569/3

Guidelines for assessing local physical education program, identifying strengths and making recommendations for change. Reprinted with permission of Michigan Association of Health, Physical Education and Recreation

A guide for instruction in physical education, grades K-6. 1980. 299p. No charge. Order from Instructional Services, DOE. SD ED 525:P 569/K-6/980

Planning guide to assist in formulating local physical education program

A guide for instruction in physical education, grades 7-12. 1980. 283p. No charge. Order from Instructional Services, DOE. SD ED 525:P 569/7-12/980

Planning guide to assist in formulating local physical education program

Guidelines for reintegration: providing for the least restrictive environment. 1979. 53p. No charge. Order from Instructional Services, DOE. SD ED 525:R 277

Mainstreaming exceptional children

The learning center approach. 1982. 33p. ill. $1.50. Order from Instructional Services, DOE. SD ED 525:C 333

Ideas to help with organization of a classroom learning center, record keeping, and evaluation techniques

****Nutrition and feeding for the developmentally disabled, "a how-to manual."** 1985. 154p. SD ED 525:N 959

Guidebook of ideas to help parents and professional staff meet nutritional needs of developmentally disabled persons

The placement committee and writing the I.E.P.(individualized education program). 1980. 63p. No charge. Order from Instructional Services, DOE. SD ED 525:Sp 31/6

Guide to help faculty organize the individualized program for special needs students

1857

****Reading: guidelines, abilities, skills, competencies, resources.** 1978. 136p. SD ED 525:R 227

Guide to help local school districts establish specific guidelines for building reading skills and competencies

****Resource directory.** 1981. 90p. SD ED 525:R 312

Programs that offer services for physically and mentally handicapped persons; includes private and public programs

School district handbook for selection of instructional material. 1980. 29p. No charge. Order from Instructional Services, DOE. SD ED 525:In 7/2

Guide to assist school officials with selection of textbooks, library and audio-visual materials, microcomputer programs, supplementary resources, and commercially developed tests and workbooks

School health guidelines for use in South Dakota schools. 1985. 125p. No charge. Order from Instructional Services, DOE. SD ED 525:H 35

Planning guide for school health nurses and school officials

School science laboratories: a guide to some hazardous substances. 1984. 60p. No charge. Order from Instructional Services, DOE. SD ED 525:Sci 27/6

Identification guide of potentially hazardous substances found in school laboratories

1858

LIBRARIES

Creative summer programming. 1979 reprint. 56p. ill. SD ED 825:Su 64

Ideas for planners of summer library programs; reprinted with permission of Vermont Department of Libraries

****Fanfare: public relations workbook for the library media center.** 1977. 32p. ill. SD ED 525:F 213

Public relations and publicity ideas for school libraries; some material adaptable for public libraries

****Increasing resources on a decreasing budget.** 1979. 20p. SD ED 525:R 312/2

New and inexpensive ideas for library media resources to be used in classroom instruction; some ideas adaptable for public libraries

Information skills for South Dakota students. 1986. 37p. SD ED 525:In 4

Guidelines for teaching library skills to students, teachers, and staff; includes a bibliography of instructional materials

****Kangaroo kapers: or, How to jump into library services for the handicapped.** 1978. 180p. SD ED 525:H 191/2

Ideas on how to provide library services to handicapped persons

****Lively libraries: ideas for elementary school libraries.** 1975? 82p. ill. SD ED 525:L 748

Ideas to arouse student interest in the library; contain activities and brief bibliographies. Adaptable for public libraries

****Library media specialist's handbook for partnerships in learning: an in-service workshop for classroom teachers.** 1980. 45p. SD ED 525:P 258/2

Workshop guide to be used with Partnerships in Learning

****Partnerships in learning: the school library media center helping teachers help students.** 1980. 18p. SD ED 525:P 258

Ideas to increase faculty awareness and use of materials and services offered by the library media center;may be adapted for public libraries

****School library media management: the vertical file.** 1980. 45p. SD ED 525:V 617

How to start a vertical file, how to keep it up, and how to keep it under control

****The storytellers survival kit.** 1977. Looseleaf in folder. SD ED 825:St 76/2

Ideas for story programs in libraries and schools

****Students assistants in a partnership for learning.** 1981. 17p. SD ED 525:St 94/2

Ideas for training student assistants in library skills; adaptable for public libraries

OUTDOORS AND WILDLIFE

South Dakota sportsman's atlas: an outdoorsman's guide to public lands and waters. Revised irregularly. $3.00. Order from Game, Fish & Parks. SD GA 125:At 65/year

Color maps showing location of public lands and waters in South Dakota that are open to sportsmen

Track identification of common South Dakota furbearers. 1979. 1 folded sheet. Order from Game, Fish & Parks. SD GA 125:T 673

Guide to help identify tracks of small common South Dakota animals

The beaver: life history, management and control. 1980. 10p. ill. No charge. Order from Game, Fish & Parks. SD GA 125:T 688

Simple methods of controlling beaver damage

History, ecology and management of the ringnecked pheasant in South Dakota by Carl G. Trautman. 1982. 118p. ill. No charge. Order from Game, Fish and Parks. SD GA 200:P 497/4

Origin, habitat, habits, and management of our state bird

****History and management of South Dakota deer** by Arthur Richardson. 1974. 113p. ill. Photocopies available at no charge. Order from Game, Fish & Parks. SD GA 125:B 874/no.5

Habitat, and history of deer, whitetail and mule deer

South Dakota conservation digest. Published bimonthly. $5.00 per year; $7.50 for 3 years. Order from Game, Fish & Parks. SD GA 125:C 765/vol./no.

Magazine of fishing, recreation, wildlife, and hunting in South Dakota; illustrated with prize-winning photos

Cooking the sportsman's harvest II. 1983. 120p. ill. $3.00. Order from Game, Fish & Parks. SD GA 125:C 776/II

Preparation tips and recipes for cooking wild game

How to trap fox and coyote by "Badlands" Bill Jaborski. 1975. 10p. Order from Game, Fish & Parks. SD GA 125:T 688

Methods of trapping common small South Dakota animals

WHERE TO PURCHASE STATE DOCUMENTS

Central Supply Services
701 E. Sioux
Pierre, SD 57501

Business Research Bureau
USD
Vermillion, SD 57069

Department of Health
Foss Bldg.
Pierre, SD 57501

Drivers License Office
118 W. Capitol Ave.
Pierre, SD 57501

Game, Fish & Parks
Anderson Bldg.
Pierre, SD 57501

Instructional Services, DOE
Kneip Bldg.
700 Governors Drive
Pierre, SD 57501

Instructional TV,DOE
Kneip Bldg.
700 Governors Drive
Pierre, SD 57501

Labor Market Information
Dept. of Labor
607 N. Fourth St.
Aberdeen, SD 57401

Legislative Research Council
Capitol Bldg.
Pierre, SD 57501

Office of State Development
Capitol Lake Plaza
Pierre, SD 57501

Secretary of State
Capitol Bldg.
Pierre, SD 57501

S.D. State Library
800 Governors Drive
Pierre, SD 57501-2294

SD87:B01

SOUTH DAKOTA DEPARTMENT OF EDUCATION AND CULTURAL AFFAIRS
South Dakota State Library
800 Governors Drive • Pierre, SD 57501-2294
(605) 773-3131 • 1-800-592-1841

October 23, 1987

Lauri Sebo
Public Affairs Service, URL
405 Hilgard Ave.
University of California, LA
Los Angeles, CA 90024-1575

Dear Lauri:

I am writing to you to let you know that Rose M. Oniewski is no longer at the South Dakota State Library and Archives; also the correct name is South Dakota State Library and the city changed our street to 800 Governors Drive.

Let me introduce myself. My name is Margaret Bezpaletz and I am in charge of the state and federal documents collections in the South Dakota State Library.

I am enclosing copies of a little "bibliography" that I put together last year. My purpose was to promote some of the lesser known state documents that might be useful to teachers and school students. The State Library cut back its subject search work for non-state employees as of July 1986. One unfortunate result was that teachers and students have difficulty accessing our collection. So, I compiled A Bit of South Dakota. It did what I hoped; circulation of the curriculum guides jumped tremendously. This seems to fit the category Documents on Documents.

SD 87:B01

If I can be of help concerning South Dakota state documents, let me know.

Margaret Bezpaletz

Margaret Bezpaletz
Documents Associate

CELEBRATE THE CENTURY
1889 · 1989
South Dakota

DEPARTMENT OF EDUCATION AND CULTURAL AFFAIRS
SOUTH DAKOTA STATE LIBRARY
800 Governors Drive
Pierre, SD 57501-2294
(605) 773-3131 or 1-800-592-1841

May 23, 1989

Lauri Sebo
Public Affairs Service
405 Hilgard Ave.
University of California, LA
Los Angeles, CA 90024-1575

Dear Lauri:

I don't have anything in way of actual publications to contribute to the Documents on Documents Collection. But I do have something in the way of news.

I am working on making a serials list for South Dakota government publications. It will include dead serials and current serials. Its intent is to provide easier access for the other depositories.

In June 1988, the online system SDPALS came up in fourteen South Dakota libraries (the libraries with the largest holdings). By the end of 1989, the majority of the academic libraries in South Dakota and most of the largest public libraries will have their holdings included in SDPALS. Dial access is available to noncontributing libraries. (SDPALS is modeled on the Minnesota PALS; North Dakota has also expressed interested in the PALS system also.) So, as South Dakota government publications are cataloged, they become part of the SDPALS holdings.

Joseph Edelen, I.D. Weeks Library, University of South Dakota, Vermillion, published the final print index to South Dakota government publications. The final index covered 1988 publications.

Not much else is happening with South Dakota government materials in South Dakota. The big news applies to federal depositories. As of September 1988, South Dakota became a part of the University of Minnesota regional depository system. We can finally weed here in South Dakota; relief is spelled W-E-E-D.

If I can be of further help, please let me know.

Sincerely,

Margaret Bezpaletz

Margaret Bezpaletz
Documents Associate

SD93:B01

South Dakota
GREAT FACES. GREAT PLACES.®

South Dakota State Library
800 Governors Drive
Pierre SD 57501-2294
605-773-3131

Department of Education and Cultural Affairs

2/3/93

Lauri Kram
State & Local Documents Task Force
GODORT/ALA
UCLA Library
University Research Library
405 Hilgard Ave.
Los Angeles CA 90024-1575

With regard to your letter of 1/21/93, South Dakota State Library collects only South Dakota state government publications. No local material is held in our collection.

The only state publication on CD-ROM is the South Dakota Codified Laws. This is the first edition; Michie Publishing produced it. There have been some problems with its software but we hope to solve them soon. The Code Commission which is responsible for revisions of the Code wanted to offer users an alternative to the paper.

I have enclosed a copy of the section of the South Dakota Codified Laws that created the depository system and gives the State Library (me actually) authority to obtain thirteen copies of publications. Our guideline is that a publication must have been produced using state monies.

Does this answer your questions? If not, my e-mail address is MENGLAND@charlie.usd.edu. Our fax number is 605-773-4950.

Margaret England
Margaret England
Documents Librarian

BEST COPY AVAILABLE

TX

1866

TX94:A01

Texas State Government Publications On ...

COMPUTER SCIENCE

Texas Bibliographic Series No.10, March 1994

Is Texas' bureacracy being tamed by technology? Many state government publications contain information about the development and application of computer technology in government programs. Here's a selective list of titles that are available at this library.

Computer Science (General)

Department of Information Resources. *How to conduct a feasibility study.* [1992]. v, 46, [7] p. TEXDOC No.: I525.5 H83.

_____. *How to conduct a system appraisal : can your information systems be improved? / Department of Information Resources.* [1992]. viii, 39 p. Includes bibliographical references (p. 37-39). TEXDOC No.: I525.5 H83S.

_____. *How to plan for information management / Department of Information Resources.* [1992]. vi, 37 p. Includes bibliographical references (p. 35-37). TEXDOC No.: I525.5 H83P.

_____. *Manager's guide to end-user computing / Department of Information Resources.* [1993]. vii, 59 p. Includes bibliographical references (p. 53-59). TEXDOC No.: I525.5 M311.

University of Houston - Clear Lake. Research Institute for Computing and Information Systems. *Review / Research Institute for Computing and Information Systems, University of Houston--Clear Lake.* [1989-]. v. Quarterly. TEXDOC No.: Z U510.6 R419.

Government Administration

Comptroller of Public Accounts. *Against the grain : high-quality low-cost government for Texas : a report of the Texas Performance Review.* [1993]. 2 v. Includes bibliographical references. TEXDOC No.: C2600.8 AG14.

_____. *Breaking the mold : a report of the Texas Performance Review.* [1991]. 2 v. in 3. Includes bibliographical references. TEXDOC No.: C2600.8 B74M.

Department of Information Resources. *DIR tech times* [1989-]. v. Monthly. TEXDOC No.: I525.6 D627T.

_____. *Meeting citizens' needs : a vision for information and technologies to serve tomorrow's Texans : state strategic plan for information resources management.* c1993. 22 p. TEXDOC No.: I525.3 ST29STP 1993.

1867

Department of Information Resources. *State of Texas satellite feasibility study: a report to the governor and Legislature.* [1991]. 62 p. Includes bibliographical references (p.61-62). TEXDOC No.: I525.3 ST29STP 1993.

_____. *Statewide report on information resources technology.* Annual. TEXDOC No.: I525.3 ST29INR.

... In Business

Department of Commerce. *Call to action for Texas technology : a report of the Texas Technology Extension Network Advisory Board.* [1992]. 23 p. Includes bibliographical references. TEXDOC No.: C2300.8 C13.

_____. *Texas marketplace.* [1992?]. [16] p. TEXDOC No.: C2300.1 M341.

... In Education

Collin County Community College District. *Highkey : the magazine of imaging and telecommunications.* v. Quarterly. TEXDOC No.: Z C650.6 H537.

Education Agency. *Data standards for school district data delivery / [Texas Education Agency].* [1990-]. 1 v. (various pagings). Annual. TEXDOC No.: E500.8 D262ST.

_____. *Progress report on the long-range plan for technology : a report / from the State Board of Education ; submitted to the governor, lieutenant governor, speaker and the Seventy-third Texas Legislature.* [1993]. v, 112 p. TEXDOC No.: E500.8 P943RE.

_____. *Texas software reference guide.* 1989. iv, 317, viii, 64 p. TEXDOC No.: E500.8 T312SO.

... In Information Science

Library and Archives Commission. *Electronic records standards and procedures / Texas State Library, State and Local Records Management Division.* 1993. 11 p. (Local government bulletin ; no. 2). TEXDOC No.: L1900.7 L787 NO.2.

_____. *Small libraries online : automating circulation and public access catalogs : based on the workshop developed by C. Rebecca Garcia & Frank R. Bridge.* [New ed.] / revised and updated by Christine Peterson. [1993]. 1 v. (various pagings). Includes bibliographical references. TEXDOC No.: L1900.8 SM18 1993.

1865

TX94:D01

Texas State Library

Lorenzo de Zavala State Archives and Library Building
1201 Brazos

William D. Gooch
Director and Librarian

April 21, 1993

Dear Publications Contact Person:

Our records show that you have been designated as the institution's official representative to the State Publications Depository Program. As the publications contact person, you are responsible for sending multiple copies of college or university publications to the Texas State Library. Once received, these publications are entered into a national bibliographic database and then distributed to specially designated public and university libraries in Texas.

To help you better fulfill this role in the program, I enclose the new edition of the *Manual for Publications Contact Persons*. It explains your responsibilities (pages 5-8) and the kinds of publications and number of copies to send to the Library (pages 9-18).

As the program administrator, I would be happy to discuss deposit requirements as they pertain specifically to your publishing activities. If you need more information, please return the enclosed Request for Information Form or call me at 512/463-5433.

Sincerely,

Chris Fowler

Chris Fowler
Coordinator
Texas State Publications Depository Program

Keep abreast of new state government publications by subscribing to *Texas State Publications*. To receive this **free** monthly checklist, mark item (3) on the Request for Information Form and return it to the Library.

1869

TX94:D02

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

REQUEST FOR INFORMATION FORM

Name: ______________________________ Telephone: ________________

Agency/Institution: ____

Address: ____

Check the appropriate items below:

______ I would be interested in attending a **2-3 hour workshop** to review the general contents and procedures discussed in the *Manual*.

______ I would like someone from the Texas State Library to **call or visit my workplace** to discuss the guidelines in the *Manual* as they pertain specifically to my publishing activities.

______ I would like to receive ***Texas State Publications***, the free monthly index to publications produced by state government agencies, colleges and universities.

Return to: Texas State Publications Depository Program, Texas State Library,
1201 Brazos St. *or* Box 12927, Austin, TX 78711. For more information, call 512/463-5434.

1870

TX94:D03

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM
PUBLICATIONS CONTACT PERSON FORM

General Information

INSTITUTION: ______________________________

U.S. Address: ______________________________

Telephone: ____________________ FAX: ____________________

Contact Person Information

POLICY STATEMENT: By law (V.T.C.A., Government Code 441.103), state-supported colleges and universities are required to designate one or more publications contact persons to act as liaison to the State Publications Depository Program. This person is responsible for sending the institution's publications to the Texas State Library, providing information and resolving problems about them, negotiating exemptions from deposit requirements, and submitting monthly lists. The number of contact persons designated should reflect the size and complexity of the institution's publishing activities. If responsibility for producing and distributing publications is concentrated among a few employees, the college or university may designate only one contact person. In a large university, however, where publishing and distribution are not centralized, an official contact person should be appointed for each college, department, institute, or other center of publishing activity.

INSTRUCTIONS: Please complete the information requested below. If more than one contact person is listed, include each person's address and telephone number (if different from institution's general address and number) and area of responsibility. **Return this completed form to**: Technical Assistant, Texas State Publications Depository Program, Texas State Library, Box 12927, Austin, TX 78711. **Questions? Contact the Program Coordinator at 512/463-5433**.

1. NAME: ____________________ PHONE: ____________

   DEPARTMENT/AREA: ______________________________

   ADDRESS: ______________________________

   ☐ Please send me a copy of the operating manual for publications contact persons.

2. NAME: ____________________ PHONE: ____________

   DEPARTMENT/AREA: ______________________________

   ADDRESS: ______________________________

   ☐ Please send me a copy of the operating manual for publications contact persons.

3. NAME: ____________________ PHONE: ____________

   DEPARTMENT/AREA: ______________________________

   ADDRESS: ______________________________

   ☐ Please send me a copy of the operating manual for publications contact persons.

4. NAME: PHONE:

DEPARTMENT/AREA:

ADDRESS:

☐ Please send me a copy of the operating manual for publications contact persons.

5. NAME: PHONE:

DEPARTMENT/AREA:

ADDRESS:

☐ Please send me a copy of the operating manual for publications contact persons.

6. NAME: PHONE:

DEPARTMENT/AREA:

ADDRESS:

☐ Please send me a copy of the operating manual for publications contact persons.

7. NAME: PHONE:

DEPARTMENT/AREA:

ADDRESS:

☐ Please send me a copy of the operating manual for publications contact persons.

8. NAME: PHONE:

DEPARTMENT/AREA:

ADDRESS:

☐ Please send me a copy of the operating manual for publications contact persons.

9. NAME: PHONE:

DEPARTMENT/AREA:

ADDRESS:

☐ Please send me a copy of the operating manual for publications contact persons.

Return this completed form to Technical Assistant, Texas State Publications Depository Program, Texas State Library, Box 12927, Austin, TX 78711. **Questions? Contact the Program Coordinator at 512/463-5433.**

TX94:D04

SUBSCRIBERS SURVEY

Please help us evaluate *Texas State Publications (TSP)* by answering these seven questions. To return the survey, fold it along the dotted lines so that the Library's address shows, and staple or tape it closed. Thank you for your time.

1. How often do you use *TSP* ...?

	Barely	Occasionally	Frequently
As a current awareness tool	____	____	____
As a reference tool for the office/library	____	____	____
To acquire publications from agencies	____	____	____

2. What sections of *TSP* do you use often or find most useful?

	Barely	Occasionally	Frequently
Agency List	____	____	____
Subject Index	____	____	____
Title Index	____	____	____

3. How long do you keep each monthly issue? (Check one)

____ It's discarded soon after I've reviewed it
____ It's kept until I receive the *Annual Index*
____ It's kept permanently
____ Other: ______________________________

4. What kinds of state publications are you most interested in?

	Not Interested	Somewhat Interested	Very Interested
Publications from specific agencies	____	____	____
Publications on specific subjects	____	____	____
By Format:			
Annual financial reports	____	____	____
Annual reports (agency, program)	____	____	____
Budgets	____	____	____
Directories	____	____	____
Laws and legal documents	____	____	____
Leaflets	____	____	____
Legislative reports	____	____	____
Manuals/Catalogs	____	____	____
Newsletters/Journals	____	____	____
Research reports	____	____	____
State plans/planning documents	____	____	____
Statistical summaries	____	____	____

5. If electronic access to *TSP* were available today, could you access it by direct dial (modem) or Internet connection?

____ Yes. (Circle one): Direct dial only Internet only Both
____ No. Currently, I could not access *TSP* by direct dial or Internet connection

- OVER -

6. If the text of *TSP* were available on-line by direct dial (modem) or Internet connection, would you prefer this electronic access to a paper document?

_____ Yes, I would prefer electronic access _____ No, I would still prefer paper

7. What other sources do you use to get information about Texas state government publications? (Check all sources that you use frequently)

_____ Other agencies' publications lists and newsletters
_____ Electronic resources such as Internet, Thenet, Tenet
_____ Word-of-mouth among co-workers and contacts
_____ None. *TSP* is my only source
_____ Other ____

You represent: (Check one):

_____ an academic library
_____ a public library
_____ a school library
_____ a government agency
_____ the private sector
_____ a personal subscription only
_____ Other: ______________________________

Other Comments:

Texas State Publications Depository Program
Texas State Library, Room 307
P.O. Box 12927, 1201 Brazos St.
Austin, TX 78711

TX94:G01

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

DIRECTORY OF DEPOSITORY LIBRARIES

Texas State Publications Depository Program Library and Archives Commission

1875

The DIRECTORY OF DEPOSITORY LIBRARIES is divided into two parts.

Part one, under the heading of "DESIGNATED DEPOSITORY LIBRARIES," is an alphabetical listing of libraries officially designated by the State Library and Archives Commission to receive state government publications and to maintain them in such a way as to meet minimum operating standards of the State Publications Depository Program. Each designated depository library is also required by 13 TAC §3.10 to name a professional librarian to be responsible for its depository collection and to act as a liaison with the Texas State Library.

Each entry in this section lists the name of the depository liaison, other contacts for technical and reference services, the library's mailing address, and telephone numbers, including one for FAX transactions when available.

Part two, under the heading of "OTHER DEPOSITORY LIBRARIES," lists statutory and unofficial depository libraries. Statutory libraries are those named specifically in the "Depository Law" (V.T.C.A., Government Code. 441.101 et seq) to have priority status in receiving state government publications. Unofficial depositories receive only selected publications as supplies allow and at the convenience of the Texas State Library. Both statutory and unofficial depositories are exempt from the Program's minimum operating standards.

Each entry in this section includes the name(s) of librarians responsible for the depository collection, the library's mailing address, and telephone numbers, including one for FAX transactions when available.

Please note: The staff of the State Publications Depository Program is listed under the Texas State Library. For your convenience, that directory information is also listed below:

DEPOSITORY PROGRAM STAFF DIRECTORY

Chris Fowler, Coordinator	512/463-5433
Michèle Turner, Assistant Coordinator	512/463-5435
Rhonda Gillis, Technical Assistant	512/463-5434
Joshua Brown, Documents Clerk	512/463-5434

DESIGNATED DEPOSITORY LIBRARIES

Abilene Public Library
Documents Dept.
202 Cedar St.
Abilene, TX 79601

Cheryl Kaufman, *Depository Liaison* 915/677-2474
Sharon Enriquez, *Reference Services*............915/677-2474

Amarillo Public Library
Documents Dept.
P.O. Box 2171
Amarillo, TX 79189-2171
FAX: 806/378-4236

Mary Kay Snell, *Depository Liaison*..................806/378-3054
Judith Sample, *Reference Services*................806/378-3054
Marion Cole, *Technical Services*....................806/378-3054
ext. 2269

Angelo State University
Porter Henderson Library
2601 West Avenue N.
San Angelo, TX 76909
FAX: 915/942-2229

Marilyn Dunham, *Depository Liaison* 915/942-2300
TX AN 845-2300
2141

Baylor University
Texas Collection
Box 97142
Waco, TX 76798-7142
FAX: 817/755-1368

Michael L. Toon, *Depository Liaison* 817/755-1268

Beaumont Public Library
Reference Dept.
Box 3827
Beaumont, TX 77704
FAX: 409/838-6838

Kun-Woo Choi, *Depository Liaison*.................409/838-6606
Jean Wallace, *Reference Services*.................409/838-6606

Corpus Christi Public Library
Documents Dept.
805 Comanche
Corpus Christi, TX 78401
FAX: 512/880-7046

Mickey DuVall, *Depository Liaison*..................512/880-7005

Texas A&M University - Corpus Christi (effective September 1, 1993)
(formerly Corpus Christi State University)

Library, Documents Center
6300 Ocean Drive
Corpus Christi, TX 78412
FAX: 512/994-2623

Donald Buchwald, *Depository Liaison*	512/994-2341 TX AN 828-5643

Dallas Public Library

Govt. Publications Division
1515 Young St.
Dallas, TX 75201

Kathy Coppage, *Depository Liaison*	214/670-1460
All in department, *Reference Services*	214/670-1468

East Texas State University

Library, Serials Dept.
Commerce, TX 75428-2951
FAX: 903/886-5723

Susan Andrews, *Depository Liaison*	903/886-5734
Marilyn Hoye, *Reference Services*	903/886-5726
Susan Andrews, *Technical Services*	903/886-5734

Ector County Library

Documents Dept.
321 W. Fifth St.
Odessa, TX 79761
FAX: 915/337-6502

Tim Baker, *Depository Liaison*	915/337-2501
Betty Theda, *Reference Services*	915/332-0634
Terri Decker, *Technical Services*	915/337-6502

El Paso Public Library

Documents Dept.
501 N. Oregon St.
El Paso, TX 79901
FAX: 915/543-5410

Ann Marshall May, *Depository Liaison*	915/543-5475
Maria T. Herrera, *Reference Services*	915/543-5474
Christine Acosta, *Technical Services*	915/543-5473

Fort Worth Public Library

Government Publications
300 Taylor St.
Fort Worth, TX 76102
FAX: 817/871-7734

Philip Davis, *Depository Liaison*	817/871-7721

Houston Public Library

Texas Room
500 McKinney Ave.
Houston, TX 77002
FAX: 713/247-3531

Carol Johnson, *Depository Liaison*	713/247-3562
Will Howard, *Technical Services*	713/247-1665

Lamar University
Gray Library
Documents Dept.
P.O. Box 10021
Lamar Univ. Station
Beaumont, TX 77710
FAX: 409/880-2309

Bert Chapman, *Depository Liaison* 409/880-8261

Legislative Reference Library **(SEE: Other Depository Libraries, page 8)**

Library of Congress **(SEE: Other Depository Libraries, page 8)**

Midwestern State University
Moffett Library
Documents Dept.
3410 Taft Blvd.
Wichita Falls, TX 76308-2099

Melba Harvill, *Depository Liaison* 817/689-4204
Billye W. Jeter, *Technical Services* 817/689-4177

Prairie View A&M University
John B. Coleman Library
Documents Dept.
Prairie View, TX 77446
FAX: 409/857-2755

Seyoum S. Zegiorgis, *Depository Liaison*.......... 409/857-2612

Rice University
Fondren Library
Documents Dept.
P.O. Box 1892
Houston, TX 77251-1892
FAX: 713/285-5902

Barbara Stewart, *Depository Liaison*................ 713/527-8101 ext. 2587
Fannie Haynes, *Technical Services* .... 713/527-8101 ext. 2587

Saint Mary's University
Academic Library
Documents Dept.
One Camino Santa Maria
San Antonio, TX 78228-8608
FAX: 210/436-3782

Kathleen L. Amen, *Depository Liaison*............. 210/436-3441

Sam Houston State University

Newton Gresham Library
Government Documents Dept.
Huntsville, TX 77341
FAX: 409/294-1597

Don H. Ko, *Depository Liaison*	409/294-1629 TX AN 858-1614

San Antonio Public Library

Business and Science Dept.
203 S. St. Mary's St.
San Antonio, TX 78205

Dorothy Blow, *Depository Liaison*	210/299-7800 or 210/299-7802

Southern Methodist University

Fondren Library
Documents Dept.
Dallas, TX 75275-0135
FAX: 214/360-0609

Robin Gruner, *Depository Liaison*	214/768-2561
Brad Wehring, *Reference Services*	214/768-1838

Southwest Texas State University

Albert K. Alkek Library
Documents Dept.
San Marcos, TX 78666-4604
FAX: 512/245-3002

Margaret Wilson, *Depository Liaison*	512/245-3686
Ryana Wright, *Technical Services*	512/245-3686

Stephen F. Austin State University

Library, Documents Dept.
P.O. Box 13055, SFA Station
Nacogdoches, TX 75962-3055
FAX: 409/568-4117

Kayce Halstead, *Depository Liaison*	409/568-1574
Pam Palmer, *Technical Services*	409/568-4307

Sul Ross State University

Bryan Wildenthal
Memorial Library
Documents Dept.
Alpine, TX 79832
FAX: 915-837-8400

Eleanor Wilson, *Depository Liaison*	915/837-8272
Sheree Williams, *Technical Services*	915/837-8125

Tarleton State University

Dick Smith Library
Education Library
Stephenville, TX 76402
FAX: 817/968-9467

Trudy Carlson, *Depository Liaison*	817/968-9869

Texas A&M University - Kingsville (effective September 1, 1993)
(formerly Texas A&I University)
Library, Documents Dept.
Campus Box 197
Kingsville, TX 78363
FAX: 512/595-3500; 512/595-3500

María de Jesús Ayala-Schueneman, *Depository Liaison* 512/595-2918

Texas A&M International University (effective September 1, 1993)
(formerly Laredo State University)
Library, Documents Section
1 West End Washington St.
Laredo, TX 78040-996
FAX: 210/727-7165

Jorge P. Mendoza, *Depository Liaison* .... 210/722-8001 ext. 402 TX AN 820-3400
Pedro G. Vasquez, *Reference Services* 210/721-5270

Texas A&M University
Sterling C. Evans Library
Documents Dept.
College Station, TX 77843-5000
FAX: 409/845-6238

Sandra da Conturbia, *Depository Liaison* 409/845-2551

Texas Christian University
Burnett Library
Documents Dept.
P.O. Box 32904
Fort Worth, TX 76129
FAX: 817/921-7447

Brenda K. Barnes, *Depository Liaison* 817/921-7669

Texas Southern University
Robert James Terry Library
Reference Dept.
3100 Cleburne St.
Houston, TX 77004
FAX: 713/639-1875

Norma Bean, *Depository Liaison* 713/527-7147
Judith Armstrong, *Technical Services* 713/639-4296

Texas Tech University
Library, Serials Maintenance
P.O. Box 40002
Lubbock, TX 79409-0002
FAX: 806/742-1920

Susan A. Mushel, *Depository Liaison* 806/742-2268
Bruce Tharp, *Technical Services* 806/742-2247

Texas Woman's University

Library, Documents Dept.
P.O. Box 23715, TWU Station
Denton, TX 76204-1715
FAX: 817/898-3726

John C. Hepner, *Depository Liaison*	817/898-3708
Christine Springer, *Technical Services*	817/898-3776

Trinity University

Library, Documents Collection
715 Stadium Dr.
San Antonio, TX 78212

Norma Carmack, *Depository Liaison*	210/736-7345
Myrna Langford, *Technical Services*	210/736-7430

University of Houston

Library, Documents Dept.
4800 Calhoun
Houston, TX 77204-2091
FAX: 713/749-3867

Carolyn Meanley, *Depository Liaison*	713/743-9781

University of Houston - Clear Lake

Neumann Library
Documents Dept.
2700 Bay Area Blvd.
Houston, TX 77058-1083
FAX: 713/283-3907

Gay E. Carter, *Depository Liaison*	713/283-3910 TX AN 424-3910
Ann Kimzey, *Technical Services*	713/283-3920 TX AN 424-3920

University of North Texas

Government Documents Dept.
P.O. Box 5188, NT Station
Denton, TX 76203-5188
FAX: 817/565-2599

Paula Bostick, *Depository Liaison*	817/565-2869 TX AN 834-2869

University of Texas at Arlington

Library
Govt. Pubs/Maps Dept.
P.O. Box 19497
Arlington, TX 76019
FAX: 817/273-3392

Sally Gross, *Depository Liaison*	817/273-3393
Dwayne Schrag, *Reference Services*	817/273-3394

University of Texas at Austin

Center for American History
Sid Richardson Hall 2.109
Austin, TX 78713-7330
FAX: 512/495-4542

Mary Beth Fleischer, *Depository Liaison*	512/495-4535; or 512/495-4516
Ralph Elder, *Reference Services*	512/495-4532; or 512/495-4516

University of Texas at Austin Tarlton Law Library

(**SEE:** **Other Depository Libraries, page 9**)

University of Texas at Brownsville

Documents Dept./Serials
1825 May St
Brownsville, TX 78520-4991
FAX: 210/544-5495

Jane Lopez, *Depository Liaison*	210/544-8221 ext. 1145
Greysi Reyna, *Reference Services*	210/544-8221 ext. 1150
Jane Lopez, *Technical Services*	210/544-1145

University of Texas at Dallas

Library, Documents Dept.
P.O. Box 830643
Richardson, TX 75083-0643

Paula Sutherland, *Depository Liaison*	214/690-2627

University of Texas at El Paso

The Library
Documents & Maps Section
El Paso, TX 79968-0582
FAX: 915/747-5327

David Larkin, *Depository Liaison*	915/747-6702
Susan Hicks, *Technical Services*	915/747-6702

University of Texas at San Antonio

Library/Documents
6900 N. Loop 1604 West
San Antonio, TX 78249
FAX: 210/691-4571

Jacquelyn Crinion, *Depository Liaison*	210/691-4575
Stephen Sexton, *Reference Services*	210/691-4583

University of Texas at Tyler

Muntz Library
Documents Dept.
3900 University Blvd.
Tyler, TX 75701
FAX: 903/566-2513

Linda Rima, *Depository Liaison*	903/566-7352 or 903/566-7340
Reference staff, *Reference Services*	903/566-7343

University of Texas of the Permian Basin

Library
4901 E. University Blvd.
Odessa, TX 79762-0001
FAX: 915/367-2115

Kathy Webster, *Depository Liaison*	915/367-2313

University of Texas - Pan American

Library, Documents Dept.
1201 W. University Dr.
Edinburg, TX 78539-2999
FAX: 210/381-5196

George R. Gause, Jr., *Depository Liaison*	210/381-2799 TX AN 826-2799
Hugo Huerta, *Reference Services*	210/381-3304 TX AN 826-3304

Victoria College/University of Houston - Victoria

Library, Documents Dept.
2602 N. Ben Jordan
Victoria, TX 77901
FAX: 512/573-4401 or 512/788-6227

Karen Locher, *Depository Liaison*	512/788-6283

West Texas A&M University (effective June 1, 1993)

(formerly West Texas State University)

Cornette Library
Documents Dept.
WTSU Box 748
Canyon, TX 79016-0748
FAX: 806/656-2231

Gloria Jones, *Depository Liaison*	806/656-2204
Sarah Pfeifer, *Reference Services*	806/656-2205
Linda Kimsey, *Technical Services*	806/656-2219

OTHER DEPOSITORY LIBRARIES

STATUTORY

Legislative Reference Library

P.O. Box 12488
Austin, TX 78711
FAX: 512/475-4626

Brenda Olds, *Depository Liaison*	512/463-1252 TX AN 255-1252

Library of Congress

State Documents Section
Exchange and Gift Division
Washington, DC 20540

John Chin	202/707-9470
Edward Malone	202/707-9468

Texas State Library

P.O. Box 12927
Austin, TX 78711-2927
FAX: 512/463-5436

Diana Houston, *Reference Services*	512/463-5426 TX AN 255-5426
Beverly Shirley, *Reference Services*	512/463-5430 TX AN 255-5430
Sue Troyan, *Reference Services*	512/463-5431 TX AN 255-5431
Sandra Henry, *Reference Services*	512/463-5429 TX AN 255-5429
Estela Reveles, *Interlibrary Loan*	512/463-5429 TX AN 255-5432

Texas State Publications Depository Program

P.O. Box 12927
Austin, TX 78711-2927
FAX: 512/463-5436

Chris Fowler, *Coordinator*	512/463-5433 TX AN 255-5433
Michèle Turner, *Assistant Coordinator*	512/463-5435 TX AN 255-5433
Rhonda Gillis, *Technical Assistant*	512/463-5434 TX AN 255-5434
Joshua Brown, *Documents Clerk*	512/463-5434

UNOFFICIAL

University of Texas at Austin

Tarlton Law Library
727 E. 26th
Austin, TX 78705
FAX: 512/471-0243

Brian Quigley, *Depository Liaison*	512/471-0339 or 512/471-7726
David Gunn, *Reference Services*	512/471-7726

TX94:H01

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

Manual for Publications Contact Persons

State Agency Edition
Revised 1993

Texas State Library and Archives Commission

1886

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

Manual For Publications Contact Persons

State Agency Edition

Printed and distributed by
Texas State Publications Depository Program
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Austin, Texas

Revised 1993

1887

Copies of this publication have been distributed in compliance with the State Depository Law, and are available for public use through the Texas State Publications Depository Program at the Texas State Library and other state depository libraries.

1888

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

TABLE OF CONTENTS

I. PROGRAM INTRODUCTION

Overview.......... 1-2
Goals.......... 2
Essential Components.......... 2

II. AGENCY PARTICIPATION

Which Agencies Participate?.......... 3
Other Entities.......... 3-4
Agency Contact Persons.......... 4

III. AGENCY CONTACT PERSON

Choosing a Contact Person.......... 5
Formal Duties.......... 5-6
Informal Duties.......... 6-8

IV. AGENCY PUBLICATIONS

What is a State Publication?.......... 9
General Criteria.......... 9-10
Table 1: Examples of State Publications.......... 10
Table 2: Standard Exemptions.......... 11
Special Exemptions.......... 12
Criteria for Deposit.......... 12-13
Criteria Not Applicable for Deposit.......... 13-15
Non-Print Formats.......... 15
Publications vs. Records.......... 15

V. NUMBER OF COPIES TO SEND

Table 3: Schedule of Standard Deposit Requirements.......... 17
Table 4: Special Deposit Requirements.......... 17-18
Where Do These Copies Go?.......... 18-19

VI. REPORTING REQUIREMENTS

Monthly Publications List.......... 21-22
Receipt for Contract Printing.......... 22-23
Waiver for Contract Printing.......... 23

I. TABLE OF CONTENTS, cont.

VII. PUBLICATION STANDARDS

Basic Bibliographic Guidelines 25
Other Guidelines 25-26
Guidelines for Serial Publications 26
Compliance Statement 26-27
Compliance + Statement = $ Savings 27-28
Paper Quality 28

VIII. PUBLICATION SHIPMENTS

Interagency Mail 29
U.S. Mail 29
Verification 29-30
Texas State Library Services 30-31

IX. MICROFICHE PROGRAM

Monthly List 33
Special Series 33
For More Information 33

APPENDICES

Appendix A: General Information

1- State Depository Law
2- Program Rules and Regulations
3- List of Depository Libraries

Appendix B: Forms

1- Publications Contact Person Form
2- Publication Exemption Form
3- Monthly Publications List Form (blank)
4- Monthly Publications List Form (completed)

Appendix C: Program Aids

1- *Contact*: "Getting Started and Staying Organized"
2- *Contact*: "Does Your Publication Have the Right Stuff"
3- *Contact*: "Does Your Newsletter Have the Right Stuff"
4- Flowchart: Is It a State Publication?/How Many Copies Do I Send?

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

I. PROGRAM INTRODUCTION

State agencies are required under V.T.C.A., Government Code 441.101 et seq. to send copies of their publications to the Texas State Library.

This *Manual* is designed to assist agencies in meeting the requirements of that law. It describes the State Publications Depository Program, for which the law serves as a basis, and provides guidelines for sending publications to the Library.

Section 441.103 of the law requires that each agency appoint a liaison to the Library for the Program. This *Manual* is intended primarily for the use of these liaisons.

For More Information about the Program

Questions or suggestions concerning either the *Manual* or the State Publications Depository Program should be directed to:

Coordinator
State Publications Depository Program
Texas State Library
P.O. Box 12927, Austin, TX 78711
512/463-5433 TexAn 255-5433.

Overview

What is the State Publications Depository Program?
The State Publications Depository Program is designed to collect and distribute systematically the publications of Texas state government and to promote their use by the citizens of Texas.

1891

I. PROGRAM INTRODUCTION, cont.

Overview (cont.)

The Program is authorized under V.T.C.A., Government Code 441.101 et seq. (commonly referred to as the State Depository Law) and is administered by the Texas State Library.

As the collection and distribution center for state publications, the Library acts as a broker between state agencies which produce these documents and libraries which make them available to citizens in their local areas. By law, agencies are required to send copies of their publications to the Library. Once received, they are distributed to specially designated public and university libraries in Texas, where they are treated like other library materials.

Goals

The Program has three (3) main goals:

1. to provide a mechanism by which state agencies can make infomation about their activities and services available at minimum cost and effort;
2. to provide the citizens of Texas with ready access to the information published by state government; and
3. to provide a means for citizens to learn about the activities of Texas state government through the use of its publications.

Essential Components

The essential components of the Program are the:

Collection of publications from agencies;

Processing of publications and preparation of finding aids to make them accessible;

Distribution of publications to designated libraries throughout the state; and

Retention of and **Access** to publications at designated libraries and the Texas State Library.

II. AGENCY PARTICIPATION

Which Agencies Participate?

The success of the Program depends on the participation of state government agencies. The State Depository Law defines the scope of that participation.

As defined by V.T.C.A., Government Code 441.101, **"state agency"** means:

> *any state office, officer, department, division, bureau, board, commission, legislative committee, authority, institution, sub-state planning bureau, university system, institution of higher education as defined by Section 61.003, Texas Education Code, or a subdivision of one of those entities.*

While this definition may not list every name or type of government body, one of the following statements can be used to determine whether an entity should participate in the Program:

- √ The agency was created by an act or resolution of the Texas legislature or by an executive order issued by the governor.
- √ The Texas attorney general has issued a ruling or opinion affirming the agency's status.
- √ The agency receives state funds in the Appropriations Act.

Other Entities

All nonprofit or private associations which originate from state agencies, or which depend on their personnel, financial backing, sponsorship, or a contractual agreement, are also required to participate in the Program through the sponsoring agency. Although these associations themselves are not agencies of Texas government, the information they produce may come under the definition of a "state publication."

II. AGENCY PARTICIPATION, cont.

Other Entities (cont.)

As defined by the State Depository Law, a "state publication" includes "a publication sponsored by or purchased for distribution by a state agency or released by a research firm, consulting firm, or other similar private institution under contract with a state agency."

Regional Councils of Government

Regional councils of government should also send their publications to the Library. Many publications produced by councils represent original research and are considered valuable resources in regional development and planning. Their full participation guarantees that their publications will receive the same statewide access and distribution as other government materials.

Agency Contact Persons

Each state agency shall appoint one or more persons to serve as liaison to the Program. This person -- officially referred to as the publications contact person -- is responsible for sending publications of the agency and of its affiliated organizations.

SEE Section III, beginning on page 5, for more information about the responsibilities of the publications contact person.

1894

III. AGENCY CONTACT PERSON

Choosing A Contact Person

Each state agency shall appoint one or more persons to serve as liaison to the State Publications Depository Program. The agency should notify the Library in writing at the time of the initial appointment of a contact person(s) as well as when any new appointment is made. Notification is made by submitting the Publications Contact Person Form. **SEE** Appendix B-1 for an example of this form. Copies of the form are available from the Library.

Who serves as the publications contact person is the choice of the agency, however, practicality should dictate who that person should be and how many contact persons an agency should have. For example, if the agency has fewer than approximately one hundred employees, and responsibility for writing or printing publications is concentrated among a few employees, only one contact person may need to be appointed. More than one publications contact person should be named in a large agency where divisions or departments are producing publications independently of one another. In cases where responsibility is not centralized, each division or department should designate a contact person.

Formal Duties

The agency's contact person for the State Publications Depository Program has formal and informal responsibilities. The formal responsibilities are delineated by statute and by Program rules and regulations.

III. AGENCY CONTACT PERSON, cont.

Formal Duties (cont.)

Specifically, V.T.C.A., Government Code 441.103 and 13 TAC § 3.6, require the contact person to:

1. **Send all agency publications to the Texas State Library;** (*Manual*, p. 9-18, 29)
2. **Provide information and resolve problems about them;** (*Manual*, p. 6-8)
3. **Negotiate exemptions from deposit requirements; and** (*Manual*, p. 12)
4. **Submit monthly publications lists.** (*Manual*, p. 21-22)

Informal Duties (cont.)

Informal duties are derived from these formal responsibilities and refer to the general nature of the position.

Communication

The rule which requires the publications contact person to "provide information and resolve problems about agency publications" refers to the importance of communication.

Open communication between the Texas State Library's staff and the publications contact person is essential. Inquiries from the contact person may include whether an agency document meets the criteria of a "state publication"; how many copies of a publication should be sent to the Library; where to send shipments; or whether specific publications have been supplied.

Conversely, the Library may remind the contact person to submit monthly publications lists; request a publication that has not been deposited; request more copies of a publication already received; or request information about the identification and description of materials.

III. AGENCY CONTACT PERSON, cont.

Informal Duties (cont.)

In order to answer such inquiries, the contact person should have knowledge of the general publishing activities of the agency. The publications contact person should know what is being published, keep records on production and distribution, and advise on publishing standards. Many of these informal responsibilities are a direct result of statutory or regulatory requirements of the position.

Developing an Internal Network of Contacts

The publications contact person is required to deposit copies of a publication once it is released by an agency. If a system of communication has been developed, the contact person will know when a new document has been produced and distributed. Devising an internal communication and support network within an agency, therefore, is an informal responsibility of the contact person. **SEE** Appendix C-1 for more information about this process.

Maintaining Records of Publishing Activities

Another requirement of the position is to compile and forward a monthly publications list. In order to provide accurate information on this report, the contact person should know when a document has been produced and distributed and should maintain records of that activity. Establishing a record keeping system of publishing activities is another informal responsibility of the position.

III. AGENCY CONTACT PERSON, cont.

Informal Duties (cont.)

Enforcing Publication Standards

The agency should also be concerned about including certain bibliographic information on its publications. The publications contact person is the most likely person to enforce these publishing standards. Monitoring the descriptive information on publications is another informal responsibility of the position.

For more information about publication standards, **SEE** Section VII, beginning on page 25, and Appendix C-2 and C-3.

IV. AGENCY PUBLICATIONS

What Is A State Publication?

Under V.T.C.A., Government Code 441.101, **"state publication"** means:

> *... printed matter that is produced in multiple copies by the authority of or at the total or partial expense of a state agency, including a publication sponsored by or purchased for distribution by a state agency or released by a research firm, consulting firm, or other similar private institution under contract with a state agency. The term does not include correspondence, an interoffice memorandum, or a routine business form.*

In preparing the statutory definition of "state publication," the Legislature deliberately chose to define it broadly. It is believed that the most effective way to comprehensively collect state government publications is to begin with a broad definition of what is to be acquired, and then to eliminate specific materials from collection efforts as it becomes necessary or desirable.

This section of the *Manual* is intended to clarify this definition by identifying the kinds of publications which agencies are required to send to the Library. It also eliminates materials which may or may not fall under this definition and are excluded from Program requirements.

General Criteria

Focusing specifically on the statutory definition, agencies should send a publication if it meets the following three criteria:

√ It is printed in paper or microform.

√ It is produced at the total or partial expense of an agency or is published under its authority.

√ It is distributed outside of the creating agency on request or in multiple copies.

These three key elements provide a good basis for understanding the scope of this definition. In more practical application, it may be more helpful to review the two tables that follow. These tables provide examples of the kinds of informational materials which are required to be sent to the Library and those which have been formally excluded from Program requirements.

Table 1

Examples of state publications that agencies are required to send to the Texas State Library.

- annual/biennial reports
- audits (financial and management)
- bibliographies
- books
- budget requests
- codes
- conference proceedings
- consultant contract reports
- curriculum catalogs (graduate, undergraduate only)
- directories
- financial reports
- handbooks/guides
- journals
- laws
- legal reports
- magazines
- manuals
- maps
- minutes
- newsletters (distributed externally)
- opinions (official)
- pamphlets/brochures
- performance and funds managment reports
- planning/evaluation documents
- posters
- publication catalogs
- publication lists
- research reports
- rosters
- rules and regulations (compilation of)
- standards
- state plans
- statistical compilations
- studies
- technical bulletins
- telephone directories (distributed externally)
- university press books (nonfiction only)

revision and updates of all the above
microfiche and microfilm converted from all the above

1900

IV. AGENCY PUBLICATIONS, cont.

While occasionally there may be some ambiguity about whether a publication should be sent to the Library, Program regulations are specific about the kinds of materials that agencies are not to send. These materials include records compiled or produced solely to meet the agency's internal operating needs and those items listed below.

Table 2

Examples of state publications that agencies are not required to send to the Texas State Library. They are standard exemptions from Program requirements.

- agendas
- advertisements
- alumni materials
- announcements
- artwork
- audiovisual materials
- calendars
- charts
- contracts
- correspondence
- course schedules
- curriculum catalogs (department level only)
- drafts of plans, reports
- fiction
- forms
- fund raising materials
- grant proposals, bids
- hearings (transcripts of)
- job announcements
- literary criticisms
- memorabilia
- memoranda
- news or press releases
- newsletters (meant only for employee, faculty, or student use)
- notices of sale
- daily or weekly periodicals (which are summarized in monthly or quarterly publications)
- personnel manuals
- photographs
- poetry
- policy handbooks (employee, student and faculty)
- programs (announcements of)
- recruitment materials
- reprints (reissue without change)
- stationery
- student publications (those produced by students)
- telephone directories (meant only for employee, faculty, or student use)
- volunteer newsletters

IV. AGENCY PUBLICATIONS, cont.

Special Exemptions

The publications listed in Table 2 are standard exemptions of the Program. Under the authority of V.T.C.A. Government Code 441.105, the State Librarian may also exempt other publications from deposit requirements on a case-by-case basis. When a special exemption is granted, the agency is not required to send any copies of the publication to the Library. All requests to the State Librarian must be submitted on forms supplied by the Library. **SEE** Appendix B-3 for an example of this form.

Criteria For Deposit

While Tables 1 and 2 are intended to cover a wide range of government publishing, it is entirely possible that an agency will produce a publication which does not fall conveniently into any specific category. In such cases, contact persons should review the questions that follow. They are also urged to contact the Program Coordinator when they have questions about sending publications to the Library.

1. **Who is the publication for?**
   If the material is produced for distribution to the governor, the legislature, city and county government officials, the general public or a specific interest group outside of the agency, copies of the document need to be sent to the Library. If the material is distributed only to current or retired employees (e.g. staff newsletter), copies are not required for deposit.

2. **Who paid for the publication?**
   If the agency, an employee of the agency, or a person or organization contracted with or dependent upon the agency produced the publication, copies of the publication need to be deposited.

Criteria (cont.)

If a publication is provided to but not purchased by the agency, and no cost is incurred by state government except in further distribution, copies are not required for deposit. (E.g., a brochure produced by a federal agency that the state counterpart distributes as part of a public education campaign).

3. **Is the material reflective of the agency's permanent policies, research and history?**
   If the material reflects temporary activities or has limited informational value beyond immediate usefulness, it is usually exempt from deposit requirements. News releases, drafts of documents, and announcements are exempt for this reason. An annual report is an example of a state publication which reflects an agency's permanent policies, research, and history, and needs to be sent to the Library.

4. **Does the material serve only the internal operating needs of the agency?**
   If the material is created only for the use of agency employees, it is not required for deposit. Publications which are distributed through field offices but are otherwise intended for the public or a special interest group are required to be sent to the Library.

Criteria Not Applicable For Deposit

The preceding questions are helpful in judging the depository status of material published by an agency. Other criteria have been used by agencies to determine whether publications should be deposited which are not valid for this purpose.

Criteria Not Applicable (cont.)

Depositing an agency publication should not be determined by:

1. **Whether printing was completed within an agency building or by a commercial printing firm.**

   The method or means of production is irrelevant to the status of the materials.

2. **Whether the information was produced for the general public interest.**

   The Texas State Library collects publications for a variety of patrons and uses. The targeted audience for publications is not relevant to the status of the materials as long as such publications are distributed outside of the agency.

3. **Whether partial or full funding was assumed by an outside or related source.**

   The definition of a "state publication" includes materials that may or may not be financed by state funds. These materials are often released by private entities pursuant to a contract with, or subject to the authority of, a state agency.

4. **Whether the information was distributed widely.**

   Publications distributed on request as well as in multiple copies are required to be sent to the Library.

5. **Whether the publication was distributed in paper format.**

   Depository requirements apply to printed matter converted to microfiche and microfilm. If the material is a product of a consultant contract, other audiovisual materials and recordings are also required to be sent to the Library. The Library will also accept materials produced in other formats such as computer discs and tapes.

*** Special Flowchart**

SEE Appendix C-4 to review the criteria discussed on the previous pages as a decision flowchart.

Non-Print Formats (cont.)

Program rules and regulations, 13 TAC §3.1, clarify the statutory language by including in the definition "a publication distributed in microfiche or microfilm." This phrasing specifically applies to these two formats when they are produced directly from paper by a photographic or chemical process.

Other formats may also meet this qualification as existing and future technologies permit; however, since the definition specifically applies to "printed matter" and mediums converted from printed matter, formats such as audiovisual discs and tapes and computer discs and tapes are excluded from deposit requirements. Although statutory language currently retricts Program collection and distribution efforts to printed information, the Library may request agencies to send publications in other formats.

Publications vs. Records

Program rules and regulations also exclude from the definition those government records which are "compiled or produced solely to meet the internal operating needs of a state agency." Although these records are excluded from the State Publications Depository Program, they are subject to disposition authorization by the Library and Archives Commission under V.T.C.A., Government Code 441.035 et seq. Agencies interested in this statute should contact the State and Local Records Management Program of the Texas State Library for more information on records scheduling, disposition, and transfer.

V. NUMBER OF COPIES TO SEND

Number of Copies to Send

The Library and Archives Commission has established a schedule of standard deposit requirements for state agencies. This schedule under 13 TAC §3.2 determines the number of copies of a publication required for deposit and is based on the number of copies printed by or for the issuing agency.

Table 3 **Schedule of Standard Deposit Requirements**

Number of Copies Produced	Copies To Send
300 or more	55
1 to 299	4

Special Deposit Requirements

This schedule applies to most publishing efforts in state government. However, the Library has identified specific kinds of publications that are exceptions to this standard rule. **The publications listed in Table 4 are to be deposited in specific quantities regardless of the number of copies originally intended to be produced by the agency.**

Agencies are expected to incorporate these special deposit requirements into their printing orders. **SEE** Table 4, page 18.

1906

V. NUMBER OF COPIES TO SEND, cont.

Table 4 Special Deposit Requirements

Publications Produced	Copies to Send
Annual or biennial report (narrative description and statistics of programs, services, activities)	55
Statistical compilations (Annual or multi-year)	55
State plans (for agency services, programs within its jurisdiction)	55
Codes (published as compendia)	55
Regulations (published as compendia)	55
Directories (of facilities, services, providers)	55
Annual financial reports	3
Annual operating budgets	3
Requests for legislative appropriations	2
Performance and funds management reports	2

*** Special Flowchart**

SEE Appendix C-4 to review the process discussed on the previous pages as a decision flowchart.

Where Do These Copies Go?

The number of copies deposited -- 55 or 2 to 4 copies -- determines how a publication will be made available to depository libraries and Texas citizens.

If 55 copies of a publication are deposited:
Two copies are added to the State Publications Collection at the Texas State Library, and copies are routed to the Legislative Reference Library, the Library of Congress, and to other designated depository libraries in Texas.

1907

Where Do These Copies Go? (cont.)

If 4 copies of a publication are deposited:
Two copies are retained by the Library, one copy is microfilmed by the Library's State and Local Records Management Program, and one copy is routed to the Legislative Reference Library.

If fewer than 4 copies of a publication are deposited:
All copies are retained by the Library; one copy is microfilmed.

VI. REPORTING REQUIREMENTS

Monthly Publications List

State agencies issue many thousands of publications each year. Most publications need to be deposited with the Texas State Library; only a few are exempt from depository requirements. To identify the publishing done by state agencies, and to verify that copies intended for deposit have been received, the State Depository Law requires the publications contact person to compile and forward a monthly publications list to the Library. **SEE** Appendix B-3 for an example of the Monthly Publications List Form.

The completed Monthly Publications List Form summarizes an agency's publishing activities during a given month. The list should include all publications which come under deposit requirements. It should not list materials specifically exempted from deposit requirements. **SEE** Table 2, page 11.

Information to be supplied on the Monthly Publications List Form includes:

1. Date (month and year the list covers);
2. Name and address of the issuing agency;
3. Name of the publications contact person and his or her telephone number;
4. Title of all publications produced and deposited;
5. Number of copies printed of each publication;
6. Number of copies supplied to the Library; and
7. A check if the publication is the result of printing done by another state agency or private printer.

Monthly Publications List (cont.)

The Library retains the agency's monthly publications lists for six months. These lists should be sent no later than the 15th of the following month. **SEE** Appendix B-4 for an example of how to complete the Form.

Receipt For Contract Printing

The Monthly Publications List Form also expedites special reporting requirements under V.T.C.A., Government Code 441.106. This section of the State Depository Law requires state agencies to prove that publications produced by an outside firm or other government agency have been sent to the Library.

Under this section, state agencies must have a "receipt" for the deposit of publications from the Library before the General Services Commission can reimburse an agency's vendor for contract printing services. If a receipt is not included with an agency's purchase voucher for printing done by contract, the Commission may withhold payment until such proof is provided.

The Monthly Publications List Form, which is normally sent as a shipping list with copies of publications to the Library, also acts as the agency's "receipt" to the General Services Commission.

When a contact person identifies a publication on the Form as "contract printing," the Library will quickly compare the Form against the contents of the shipment. The Form will be date stamped and signed by the State Librarian. The original or a FAX copy will be returned to the contact person as the agency's receipt to the General Services Commission.

Receipts For Contract Printing (cont.)

To expedite the return of the Form, agencies should follow these procedures and guidelines:

1. Provide all information requested on the Monthly Publications List Form.
2. Include the Form with your shipment of publications.
3. Identify any title which was produced under contract with another agency or private firm by checking the far right column on the form. **If the publication is not identified as contract printing, the Form will not be returned to the agency.** In other words, the agency must indicate that a receipt is needed (by checking the right hand column) in order to get one.
4. Include the agency's TELEFAX number to insure the quickest return of this receipt. Enclose a self-addressed envelope to speed U.S. or interagency mail delivery.

Waivers for Contract Printing

Under Section 441.106, state agencies may also receive a waiver from the Library which exempts a publication from deposit and reporting requirements of this section. Publications are automatically exempt if they are listed in Table 2, page 11 of this *Manual*. Exempted publications do not need a receipt or a waiver from the Library, although agencies are strongly advised to reference Table 2 when submitting vouchers for printing to the General Services Commission. All other publications must be filed with the Library or must receive a special exemption from deposit requirements by the State Librarian. **SEE** Section IV, page 12 for more information about exemptions.

VII. PUBLICATION STANDARDS

One goal for the Library is to help state agencies set bibliographic standards for their publications. In this context, the term "bibliographic standard" means that a publication has the essential information on the cover or title page to identify the issuing agency, author(s), subject matter, and time period and place in which the information was produced. This bibliographic data distinguishes a new publication from other material, and will tell a user about the historical context in which it was produced.

Basic Bibliographic Guidelines

It is important that the publications contact person encourage standardized bibliographic information on agency documents. To reinforce this goal, the Library offers the following guidelines for the first page or "title page" of a publication. The title page of a state publication should include:

1. Full name of the issuing agency, including the division or subdivision responsible for publication;
2. Name of any personal author(s) to whom credit is to be given;
3. Title of the publication; and
4. Date and place of publication.

Other Guidelines

Other helpful guidelines:

5. The title on both the cover and the "title page" should be identical;
6. The title of a revision or new edition of a previous publication should be identical to the original title (A brief statement such as "*revised edition*," or "*2nd edition*" should be displayed prominently at the front of the publication);

Other Guidelines (cont.)

7. Additional information on the title page, such as the names of agency officials, should be located so that it cannot be mistaken for author or publisher information.

Guidelines for Serial Publications

The guidelines of page 25 deal specifically with reports, studies, and other one-time, unique publications. Most state publications are produced more than once a year in sequential issues. Periodicals or serials should provide additional information:

8. Frequency of publication;
9. Volume number/issue number and/or date of publication.

Along with this basic information, other guidelines are:

10. If the title changes, a statement of the change should be included in the first issue that has the title change, e.g., "*This is the first issue of ...*" or "*This periodical replaces/changes its name from ....*" If the title change represents a change in the publication's content, that also should be mentioned. This information should appear in a prominent position preceding the text;
11. The first issue of a new serial should state that it is the first issue, e.g., "*This is the first issue of ....*" This information should appear in the publication in a prominent position preceding the text.

SEE Appendix C-2 and C-3 for more information about bibliographic standards.

Compliance Statement

Along with essential bibliographic data, agencies are encouraged to display a written statement on the publication which affirms their compliance with the State Depository Law.

Compliance Statement (cont.)

The brief statement, consisting of one or two sentences may conform to one of the following examples:

Example of wording for a publication deposited with the Library in 55 copies:

> *"Copies of this publication have been distributed in compliance with the State Depository Law, and are available for public use through the Texas State Publications Depository Program at the Texas State Library and other state depository libraries."*

Example of wording for a publication deposited in fewer than 4 copies.

> *"Copies of this publication have been deposited with the Texas State Library in compliance with the State Depository Law."*

The location of the compliance statement may vary with the type of publication. For newsletters, journals, and magazines, the statement often appears in the editorial box or at the bottom of the last page. For annual reports and one-time publications, it often appear on the reverse side of the title page or on the back cover. **SEE** the reverse side of this manual's title page for an example of this placement.

Compliance + Statement = $ Savings

By including the statement on a publication, an agency has met four goals of the Program.

1. The agency affirms its compliance with the State Depository Law;
2. The agency promotes the publication's availability at libraries in Texas;
3. Having fulfilled goals 1 and 2, the agency has a reason to limit the distribution of copies to other persons or organizations and may refer them to their nearest depository library;

1914

Compliance + (cont.)

4. Having fulfilled goals 1, 2 and 3, the agency can save money by reducing the number of copies printed and set aside for distribution to the general public or special interest groups.

Paper Quality

In recent years, historians have observed the real and potential erosion of our state's history through the self-destruction of publications and records printed on acidic paper. To help in the preservation of government materials, agencies are strongly urged to use alkaline paper for publications and records of enduring value and to note the use of such papers in their publications. For more information about paper quality standards, contact the State Archivist at 512/463-5480.

VIII. PUBLICATION SHIPMENTS

Agencies should send publications to the Library before or as they submit the Monthly Publications List Form. In this way, the Library can verify that all publications intended for deposit have been received.

The manner in which an agency sends publications -- in one shipment each month, in several shipments, in boxes or in envelopes -- should be based on convenience to the agency.

Interagency Mail

Agencies located in Austin should use the following interagency address:

Texas State Publications Depository Program
Texas State Library
Archives Building, Room 307
INTERAGENCY MAIL

U.S. Mail

Agencies located outside of Austin should use the following address:

Texas State Publications Depository Program
Texas State Library
P.O. Box 12927
Austin, TX 78711

Verification

Once the Library receives a shipment of publications, Library staff will verify that all copies intended for deposit have been received by checking the titles of these publications against the Monthly Publications List Form. If there are discrepancies between the number of copies received and the number required or intended for deposit, the Library will notify the agency that more copies are needed.

Verification
(cont.)

If an agency sends a duplicate shipment of publications (that is, a shipment of publications already received) or a shipment containing more than the number of copies of a title required for deposit, the surplus documents will be returned to the agency to the attention of the publications contact person or to a person so designated.

Texas State Library Services

What Happens Next?

A publication deposited with the Library goes through a series of steps designed to increase access both to the publication itself and to the information contained in it. These steps include the following:

1. **Identification and Classification**

   The Library creates a bibliographic record for each state publication that it receives. This record includes the publication title, issuing agency, personal author, publication date, pagination, classification number and the number of copies sent. The publication's classification number is drawn from a scheme based on the structure of Texas state government. This unique number permits easy retrieval of the document from the Texas State Library and other depository libraries.

2. **Cataloging**

   Library staff enters information about the publications into an automated cooperative cataloging database, Online Computer Library Center, Inc. (OCLC), which permits title and author searching by more than 9,000 system members. Inclusion in the database means that Texas state publications receive national exposure and that bibliographic information for them is available nationwide.

Texas State Library Services (Cont.)

3. Announcement

The Library announces the publications in *Texas State Publications*, a free monthly listing of the publications received from state agencies, colleges and universities. Each publication entry is indexed by issuing agency, title and subject.

4. Distribution

When 55 copies of a publication are sent to the Library, a copy is sent to each of the state's depository libraries. This distribution provides citizens with access to state publications in their local areas. **SEE** Appendix A-3 for a list of the Texas state depository libraries.

5. Microduplication

Publications deposited in 2 to 4 copies are microfilmed by the Library's State and Local Records Management Program. The Library then sells microfiche copies of these publications at a nominal charge. The purpose of this microfiche program is to provide low-cost distribution of publications not readily available in paper copy. **SEE** Section IX, beginning on page 33, for more information about the microfiche program.

7. Retention

The Texas State Library keeps 2 copies of every publications deposited by an agency in the Texas State Publications Collection. This collection, which now numbers more than 180,000 publications, is the largest of its kind in the state. Publications distributed to depository libraries are held for a minimum of five years.

8. Reference and Loan Services

All publications in the Texas State Publications Collection are available for use in the Library and for local and interlibrary loan. Librarians in the Reference Unit welcome questions from state agency personnel and encourage agencies to refer citizens to the Library for information and documents. Depository libraries also provide reference service from these publications and loan them under the same policies applied to other materials.

IX. MICROFICHE PROGRAM

The Library's State and Local Records Management Program makes selected state publications available in microfiche at a nominal price. The Program films documents received in fewer than 55 copies that have not been excluded from microduplication by format, color, copyright restriction, or content. Once filmed, these titles are reproduced on diazo microfiche for sale and distribution.

Monthly List

An agency interested in buying state publications in microfiche should review each issue of *Texas State Publications*. The microfiche symbol listed with a title indicates its availability in microfiche and the approximate purchase price. Each monthly checklist contains a microfiche order form and ordering instructions. Once an agency completes the form and sends it to the Program, it will be charged for the number of fiche ordered: currently, 50 cents per fiche unless otherwise noted, with a minimum charge of $3.00 per order.

Special Series

The order form also lists special historical and legal series. These series include attorney general opinions and open records decisions, and annual volumes of the *Texas Register*. These special series are usually updated on an annual basis and can be purchased as cumulations and as annual supplements. Most documents in the series can also be purchased individually.

For More Information

Questions about ordering microfiche, methods of payment, and interagency contracts should be directed to the Texas State Library, State and Local Records Management Program, P.O. Box 12927, Austin, TX 78711, 512/454-2705.

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

APPENDICES

Appendix A: General Information

1- State Depository Law
2- Program Rules and Regulations
3- List of Depository Libraries

Appendix B: Forms

1- Publications Contact Person Form
2- Publication Exemption Form
3- Monthly Publications List Form (blank)
4- Monthly Publications List Form (completed)

Appendix C: Program Aids

1- *Contact*: "Getting Started and Staying Organized"
2- *Contact*: "Does Your Publication Have the Right Stuff"
3- *Contact*: "Does Your Newsletter Have the Right Stuff"
4- Flowchart: Is It a State Publication?/How Many Copies Do I Send?

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

STATE DEPOSITORY LAW

Sec. 441.101 **DEFINITIONS.** In this subchapter:

(1) "Commission" means the Texas State Library and Archives Commission.

(2) "Depository library" means the Texas State Library, the Legislative Reference Library, the Library of Congress, the Center for Research Libraries, or any other library that the commission designates as a depository library.

(3) "State agency" means a state office, officer, department, division, bureau, board, commission, legislative committee, authority, institution, substate planning bureau, university system, institution of higher education as defined by Section 61.003, Education Code, or a subdivision of one of those entities.

(4) "State publication" means printed matter that is produced in multiple copies by the authority of or at the total or partial expense of a state agency, including a publication sponsored by or purchased for distribution by a state agency or released by a research firm, consulting firm, or other similar private institution under contract with a state agency. The term does not include correspondence, an interoffice memorandum, or a routine form. (V.A.C.S. Art. 5442a, Sec. 1)

Sec. 441.102 **DISTRIBUTION OF STATE PUBLICATIONS.**

The commission by rule shall establish procedures for the distribution of state publications to depository libraries and for the retention of those publications. The commission may enter into a contract with a depository library under which the depository library receives all or part of the state publications that are distributed. (V.A.C.S. Art. 5442a, Sec. 2)

Sec. 441.103 **STATE AGENCY DUTIES.**

(a) A state agency shall designate one or more staff persons as agency publications contact persons and shall notify the Texas State Library of those persons' identities. A publications contact person monthly shall furnish to the Texas State Library a list of all of the agency's state publications that were produced during the preceding month.

(b) A state agency shall furnish its state publications to the Texas State Library in the number specified by commission rules. On the printing of or awarding of a contract for the printing of a publication, a state agency shall arrange for the required number of copies to be deposited with the Texas State Library. The commission may not require more than 75 copies of state publication. (V.A.C.S. Art. 5442a, Secs. 3,5.)

Sec. 441.104 DUTIES OF THE TEXAS STATE LIBRARY.

The Texas State Library shall:

(1) acquire, organize, and retain state publications;

(2) collect state publications and distribute them to depository libraries;

(3) establish a microform program for the preservation and management of state publications and make available state publications in microform to depository libraries and other libraries at a reasonable cost;

(4) periodically issue a list of all state publications that it has received to all depository libraries and other libraries on request;

(5) catalog, classify, and index all state publications that it receives and distribute the cataloging, classification, and indexing information to depository libraries and other libraries on request; and

(6) ensure that state publications are fully represented in regional and national automated library networks. (V.A.C.S. Art. 5442a, Sec. 4.)

Sec. 441.105 EXEMPT PUBLICATIONS.

The state librarian may specifically exempt a publication from this subchapter. (V.A.C.S. Art. 5442a, Sec. 7.)

Sec. 441.106 PAYMENT FOR PRINTING OF STATE PUBLICATIONS.

If a state agency's printing is done by contract, an account for the printing may not be approved and a warrant may not be issued unless the agency first furnishes to the State Purchasing and General Services Commission a receipt from the state librarian for the publication or a written waiver from the state librarian exempting the publication from this subchapter. (V.A.C.S. Art. 5442a, Sec. 6.)

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

RULES AND REGULATIONS

§ 3.1 Definitions. The following words and terms, when used in this chapter, shall have the following meanings, unless the context indicates otherwise:

State Publications Depository Program -- A program of the Texas State Library designed to collect, preserve and distribute state publications, and promote their use by the citizens of Texas and the United States. All inquiries, correspondence, and publications should be directed to: State Publications Depository Program, Texas State Library, P.O. Box 12927, Austin, Texas 78711.

Commission -- The Texas State Library and Archives Commission.

Depository library -- The Texas State Library, the Legislative Reference Library, the Library of Congress, or any other library that the commission designates as a depository library for state publications.

State agency -- Any entity established or authorized by law to govern operations of the state such as a state office, department, division, bureau, board, commission, legislative committee, authority, institution, regional planning council, university system, institution of higher education as defined by Texas Education Code §61.003, or a subdivision of one those entities.

State librarian -- Executive and administrative officer of the Texas State Library and Archives Commission.

State publication -- Printed matter which originates in or is produced by the authority or at the total or partial expense of a state agency, and which is distributed on demand or in multiple copies to government, its officers or other persons outside of the creating agency. The term also includes: A) a publication sponsored by or purchased for distribution by a state agency or released by a research firm, consulting firm, other similar private institution under contract with a state agency; or B) a publication distributed on microfiche or microform. The term does not include correspondence, an interoffice memorandum, a routine form, or other government record which is compiled or produced solely to meet the internal operating needs of a state agency.

Texas State Library -- The staff, collections, archives, and property of the Texas State Library and Archives Commission organized to carry out the commission's responsibilities.

§3.2 Standard Deposit Requirements. State agencies are required to deposit copies of all publications that have not been exempted from the program. The standard number of copies to be deposited is based on the number of copies produced.

(a) If three hundred (300) or more copies are produced, fifty-five (55) copies must be deposited with the State Publications Depository Program.

(b) If fewer than three hundred (300) copies are produced, four (4) copies must be deposited with the program.

§3.3 Special Deposit Requirements. Specific kinds of publications shall be deposited in the following minimum quantities regardless of the number of copies originally intended to be produced by the agency. Agencies are expected to incorporate these deposit requirements into their printing orders.

(a) Fifty-five (55) copies of the following publications shall be deposited with the State Publications Depository Program:

(1) Annual or biennial report (narrative description and statistics of programs, services, activities),
(2) Statistical compilations (annual or multi-year),
(3) State plans (for agency services, programs within its jurisdiction),
(4) Codes (published as compendia),
(5) Regulations (published as compendia), and
(6) Directories (of facilities, services, providers).

(b) Three (3) copies of annual financial reports and annual operating budgets shall be deposited with the State Publications Depository Program.

(c) Two (2) copies of requests for legislative appropriations and performance and funds management reports shall be deposited with the State Publications Depository Program.

§3.4 Standard Exemptions. The state librarian has exempted certain kinds of publications from deposit requirements. A state agency is not required to deposit any copies of the publications or other information materials listed below:

(1) agendas,
(2) advertisements,
(3) alumni materials,
(4) announcements,
(5) artwork,
(6) audiovisual materials,
(7) calendars,
(8) charts,
(9) contracts,
(10) correspondence,
(11) course schedules,
(12) curriculum catalogs (departmental only),

§3.4 Standard Exemptions. Continued

(13) drafts of plans, reports,
(14) fiction,
(15) forms,
(16) fund raising materials,
(17) grant proposals, bids,
(18) hearings (transcripts of),
(19) job announcements,
(20) literary criticisms,
(21) memorabilia,
(22) memoranda,
(23) news or press releases,
(24) newsletters (meant only for employee, faculty, or student use),
(25) notices of sale,
(26) daily or weekly periodicals (which are summarized in monthly or quarterly publications),
(27) personnel manuals,
(28) photographs,
(29) poetry,
(30) policy handbooks (student and faculty),
(31) programs (announcements of),
(32) recruitment materials,
(33) reprints (reissued without change),
(34) stationery,
(35) student publications (those produced by students),
(36) telephone directories (meant only for employee, faculty, or student use), and
(37) volunteer newsletters.

§3.5 Special Exemptions. Upon written application, the state librarian may exempt other publications from deposit requirements.

§3.6 Publications Contact Person. Each state agency shall designate in writing one or more persons to act as liaison with the program. The number of liaisons designated by an agency should reflect the size and complexity of its publishing activities. Each liaison shall deposit all state publications within the scope of his or her designated responsibility, provide information and resolve problems about them, negotiate exemptions from deposit requirements, and submit monthly publications lists.

§3.7 Monthly Publications List. The publications contact person must submit to the program each month, the monthly publications list form, listing all publications produced by that agency during the preceding month.

§3.8 Designation of Depository Library Status. The director of a library in Texas may apply in writing to the state librarian for depository library status. The state librarian shall make a recommendation to the commission after considering the need for additional access to state publications by the public and the number of copies of publications available for distribution to depository libraries. Upon the commission's approval, the state librarian shall execute a contract with the library setting forth the responsibilities of the program and of the depository library.

§3.9 Termination of Designated Depository Library Status. Depository status may be terminated by either party upon six-month's written notice. In the event of termination, title to the collection shall be retained by the Texas State Library, which may remove the collection to the Texas State Library or another depository library.

§3.10 Minimum Standards for Designated Depository Libraries. The designated depository library must:

(a) process and shelve deposited publications within 30 days of receipt;

(b) check all shipping lists to insure that depository items are received, and if not, promptly claimed;

(c) mark and date publications received in depository shipments to distinguish them from publications received from other sources;

(d) provide an orderly, systematic record of depository holdings and subsequent arrangement of publications;

(e) furnish a minimum of 400 linear feet of shelving for state publications;

(f) designate a professional librarian to be responsible for the collection and to act as liaison with the Texas State Library;

(g) provide reference service from state publications to all Texas residents;

(h) provide access to the collection through reference tools, public catalogs, and national, state, and local computer networks which is comparable with that of similar collections in the library;

(i) implement a circulation and interlibrary loan policy for the collection which is consistent with the institution's general loan policy;

(j) retain depository publications for a minimum of 5 years unless otherwise instructed, and submit a disposal list to the Texas State Library for distribution before such publications are discarded;

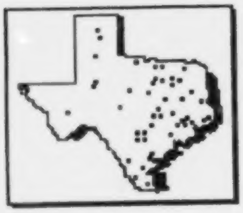
(k) provide appropriate equipment for the use and storage of all state publications;

(l) publicize the depository collection through displays and announcements of significant new publications; and

(m) display a sign, identifying its depository library status.

LIST OF DEPOSITORY LIBRARIES

APPENDIX A-3



ABILENE
Abilene Public Library
Documents Dept.
202 Cedar Street
Abilene, TX 79601
915/677-2474

ALPINE
Sul Ross State University
Bryan Wildenthal Memorial Library
Documents Dept.
Alpine, TX 79832
915/837-8125

AMARILLO
Amarillo Public Library
Documents Dept.
P. O. Box 2171
Amarillo, TX 79189-2171
806/378-3050

ARLINGTON
University of Texas at Arlington
Library, Government Publications/Maps Dept.
P. O. Box 19497
Arlington, TX 76019
817/273-3393

AUSTIN
Legislative Reference Library
Insurance Bldg., Room 260
Box 12488
Austin, TX 78711
512/463-1252

Texas State Library
Reference/Documents
Box 12927
Austin, TX 78711
512/463-5455

University of Texas at Austin
Center for American History
Sid Richardson Hall, 2.109
Austin, TX 78713-7330
512/471-5961

BEAUMONT
Beaumont Public Library
Reference Dept.
P. O. Box 3827
Beaumont, TX 77704
409/838-6606

BEAUMONT (Continued)
Lamar University
Gray Library, Documents Dept.
Box 10021
Lamar University Station
Beaumont, TX 77710
409/880-8261

BROWNSVILLE
University of Texas at Brownsville
Documents Dept./ LRC
1614 Ridgley Rd.
Brownsville, TX 78520-4991
210/982-0295

CANYON
West Texas State University
Library, Documents Dept.
P.O. Box 748, WT Station
Canyon, TX 79016
806/656-2204

COLLEGE STATION
Texas A&M University
Sterling C. Evans Library
Documents Dept.
College Station, TX 77843-5000
409/845-5310

COMMERCE
East Texas State University
Library, Serials Dept.
Commerce, TX 75429
903/886-5734

CORPUS CHRISTI
Corpus Christi Public Library
Documents Dept.
805 Comanche Street
Corpus Christi, TX 78401
512/880-7005

Corpus Christi State University
Library, Documents Center
6300 Ocean Drive
Corpus Christi, TX 78412
512/994-2341

DALLAS
Dallas Public Library
Govt Publications Division
1515 Young Street
Dallas, TX 75201
214/670-1460

Southern Methodist University
Fondren Library
Documents Dept.
Dallas, TX 75275
214/692-2331

DENTON
Texas Woman's University
Library, Documents Dept.
P.O. Box 23715, TWU Station
Denton, TX 76204
817/898-3708

University of North Texas
Library, Documents Dept.
P.O. Box 5188, NT Station
Denton, TX 76203-5188
817/565-2869

EDINBURG
University of Texas -- Pan American
Library, Documents Dept.
1201 W. University Dr.
Edinburg, TX 78539-2999
210/381-3304

EL PASO
El Paso Public Library
Documents Dept.
501 N. Oregon St.
El Paso, TX 79901
915/543-5475

University of Texas at El Paso
The Library
Documents & Maps Section
El Paso, TX 79968-0582
915/747-5685

FORT WORTH
Fort Worth Public Library
Govt Publications
300 Taylor St.
Fort Worth, TX 76102
817/871-7724

Texas Christian University
Burnett Library, Documents Dept.
P.O. Box 32904
Fort Worth, TX 76129
817/921-7669

HOUSTON
Houston Public Library
Texas Room
500 McKinney Avenue
Houston, TX 77002
713/247-1664

Rice University
Fondren Library
Documents Dept.
P. O. Box 1892
Houston, TX 77251
713/523-2417

BEST COPY AVAILABLE

HOUSTON (Continued)
Texas Southern University
Library, Documents Dept.
3100 Cleburne St.
Houston, TX 77004
713/527-7147

University of Houston
Library, Documents Dept.
4800 Calhoun Street
Houston, TX 77204-2091
713/749-1163

University of Houston --
Clear Lake
Neumann Library
Documents Dept.
2700 Bay Area Blvd.
Houston, TX 77058-1083
713/283-3910

HUNTSVILLE
Sam Houston State University
N. Gresham Library
Dept. of Government Documents
Huntsville, TX 77341
409/294-1629

KINGSVILLE
Texas A&I University
Library, Documents Dept.
Kingsville, TX 78363
512/595-2918

LAREDO
Laredo State University
Library, Documents Section
1 West End Washington St.
Laredo, TX 78040-9960
210/722-8001 ext.402

LUBBOCK
Texas Tech University
Library, Documents Dept.
P.O. Box 40002
Lubbock, TX 79409-0002
806/742-2268

NACOGDOCHES
Stephen F. Austin
State University
Library, Documents Dept.
P. O. Box 13055, SFA Station
Nacogdoches, TX 75962-3055
409/568-1574

ODESSA
Ector County Library
Documents Dept.
321 W. Fifth St.
Odessa, TX 79761
915/332-0634

ODESSA (Continued)
University of Texas of the
Permian Basin
Library
4901 E. University Blvd
Odessa, TX 79762-0001
915/367-2313

PRAIRIE VIEW
Prairie View A&M University
John B. Coleman Library
Documents Department
Prairie View, TX 77446
409/857-2612

RICHARDSON
University of Texas at Dallas
Library, Documents Dept.
P. O. Box 830643
Richardson, TX 75083-0643
214/690-2627

SAN ANGELO
Angelo State University
Porter Henderson Library
2601 West Avenue N
San Angelo, TX 76909
915/942-2222

SAN ANTONIO
Saint Mary's University
Academic Library
Documents Department
One Camino Santa Maria
San Antonio, TX 78228-8608
210436-3441

San Antonio Public Library
Business and Science Dept.
203 S. St. Mary's Street
San Antonio, TX 78205
210/299-7802

Trinity University
Library, Documents Collection
715 Stadium Drive
San Antonio, TX 78212
210/736-7430

University of Texas at
San Antonio
Library/Documents
6900 N. Loop 1604 West
San Antonio, TX 78249
210/691-4583

SAN MARCOS
Southwest Texas State University
Albert K. Alkek Library,
Documents Dept.
San Marcos, TX 78666-4604
512/245-3686

STEPHENVILLE
Tarleton State University
Dick Smith Library
Education Library
Stephenville, TX 76402
817/968-9869

TYLER
University of Texas at Tyler
Muntz Library, Documents Dept.
3900 University Blvd
Tyler, TX 75701
903/566-7344

VICTORIA
Victoria College/University of
Houston-Victoria
Library, Documents Dept.
2602 N. Ben Jordan
Victoria, TX 77901
512/576-3151 ext. 283

WACO
Baylor University
Texas Collection
B.U. Box 97142
Waco, TX 76798-7142
817/755-1268

WICHITA FALLS
Midwestern State University
Moffett Library, Documents Dept.
3400 Taft Street
Wichita Falls, TX 76308-2099
817/692-6611 ext. 4165

OTHER DEPOSITORY LIBRARIES

Library of Congress
State Documents Section
Exchange and Gift Division
Washington, DC 20540
202/707-9470

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

PUBLICATIONS CONTACT PERSON FORM

General Agency Information

AGENCY: ____________________

U.S. Address: ____________________

Interagency Address: ____________________

Telephone: ____________________ FAX: ____________________

Agency Contact Person Information

POLICY STATEMENT: By law (V.T.C.A., Government Code 441.103), state agencies are required to designate one or more publications contact persons to act as liaison to the Texas State Publications Depository Program. This person is responsible for sending the agency's publications to the Texas State Library, providing information and resolving problems about them, negotiating exemptions from deposit requirements, and submitting monthly lists. The number of contact persons designated should reflect the size and complexity of the agency's publishing activities. If responsibility for producing and distributing publications is concentrated among a few employees, the agency may designate only one contact person. In a large agency, however, where publishing and distribution are not centralized, an official contact person should be appointed for each division, department, or other center of publishing activity.

INSTRUCTIONS: Please complete the information requested below. If more than one contact person is listed, include each person's address and telephone number (if different from agency's general address and number) and area of responsibility. **Return this completed form to**: Technical Assistant, Texas State Publications Depository Program, Texas State Library, 1201 Brazos St., *or* Box 12927, Austin, TX 78711. **Questions? Contact the Program Coordinator at 512/463-5433**.

1. NAME: ____________________ PHONE: ____________________

DEPARTMENT/AREA: ____________________

ADDRESS: ____________________

☐ Please send me a copy of the operating manual for publications contact persons.

2. NAME: ____________________ PHONE: ____________________

DEPARTMENT/AREA: ____________________

ADDRESS: ____________________

☐ Please send me a copy of the operating manual for publications contact persons.

3. NAME: ____________________ PHONE: ____________________

DEPARTMENT/AREA: ____________________

ADDRESS: ____________________

☐ Please send me a copy of the operating manual for publications contact persons.

4. NAME: ______________________ PHONE: ______________

DEPARTMENT/AREA: ______________________

ADDRESS: ______________________

☐ Please send me a copy of the operating manual for publications contact persons.

5. NAME: ______________________ PHONE: ______________

DEPARTMENT/AREA: ______________________

ADDRESS: ______________________

☐ Please send me a copy of the operating manual for publications contact persons.

6. NAME: ______________________ PHONE: ______________

DEPARTMENT/AREA: ______________________

ADDRESS: ______________________

☐ Please send me a copy of the operating manual for publications contact persons.

7. NAME: ______________________ PHONE: ______________

DEPARTMENT/AREA: ______________________

ADDRESS: ______________________

☐ Please send me a copy of the operating manual for publications contact persons.

8. NAME: ______________________ PHONE: ______________

DEPARTMENT/AREA: ______________________

ADDRESS: ______________________

☐ Please send me a copy of the operating manual for publications contact persons.

9. NAME: ______________________ PHONE: ______________

DEPARTMENT/AREA: ______________________

ADDRESS: ______________________

☐ Please send me a copy of the operating manual for publications contact persons.

Return this completed form to: Technical Assistant, Texas State Publications Depository Program, Texas State Library, 1201 Brazos St., *or* Box 12927, Austin, TX 78711. **Questions? Contact the Program Coordinator at 512/463-5433**.

1930

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM
PUBLICATION EXEMPTION FORM

AGENCY/INSTITUTION: ____________________

SUBDIVISION: ____________________

ADDRESS: ____________________ FAX: ____________

CONTACT PERSON: ____________________ TELEPHONE: ____________

POLICY STATEMENT: By law (V.T.C.A., Government Code 441.101 et seq.), Texas state agencies and state-supported colleges and universities are required to deposit copies of their publications with the Texas State Library. Section 441.105 of the law grants the State Librarian the authority to specifically exempt publications from deposit requirements.

AUTHORIZATION: Having reviewed the publication and finding it inappropriate for the State Publications Depository Program, I hereby exempt:

Title: ____________________

Reason for exemption: ____________________

____________________ ____________
William D. Gooch Date
Director and Librarian

MONTH/YR: ______________________

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM
MONTHLY PUBLICATIONS LIST FORM

AGENCY/INSTITUTION: ______________________

SUBDIVISION: ______________________

ADDRESS: ______________________ FAX: ______________________

CONTACT PERSON: ______________________ TELEPHONE: ______________________

The following is a compilation of agency/college/university publications produced during the preceding month. This list satisfies reporting requirements under V.T.C.A., Government Code 441.103.

TITLE OF PUBLICATION	COPIES PRINTED	COPIES FOR DEPOSIT	CONTRACT PRINTING (✓)

(✓) Check this box if the publication is produced by contract with commercial printer or other government agency.

____

William D. Gooch
Director and Librarian

1932

Return to: Texas State Publications Depository Program, Texas State Library, Box 12927, Austin, TX 78711 OR
Library and Archives Building, Room 307, 1201 Brazos Street, INTERAGENCY MAIL

MONTH/YR: March 1993

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM
MONTHLY PUBLICATIONS LIST FORM

AGENCY/INSTITUTION: State Board of Beekeepers

SUBDIVISION: Honey Collection Division

ADDRESS: 1700 N. Congress Ave. Austin 78711 FAX: 463-1001

CONTACT PERSON: Bob Smith TELEPHONE: 463-1000

The following is a compilation of agency/college/university publications produced during the preceding month. This list satisfies reporting requirements under V.T.C.A., Government Code 441.103.

TITLE OF PUBLICATION	COPIES PRINTED	COPIES FOR DEPOSIT	CONTRACT PRINTING (✓)
The Life of the Bumblebee	200	4	x
Directory of Beekeepers in Texas	255	55	
Busy Bees, Vol.3, no.11	655	55	

(✓) Check this box if the publication is produced by contract with commercial printer or other government agency.

William D. Gooch
Director and Librarian

1933

Return to: Texas State Publications Depository Program, Texas State Library, Box 12927, Austin, TX 78711 OR
Library and Archives Building, Room 307, 1201 Brazos Street, INTERAGENCY MAIL

TEXAS STATE GOVERNMENT PUBLICATIONS

CONTACT

News of the State Publications Depository Program
Special Edition

GETTING STARTED AND STAYING ORGANIZED

As the publications contact person for the agency, you may be feeling a little overwhelmed with the responsibilities of this new position. The job of tracking new publications and coordinating their delivery to the Library can seem monumental at first. To cut this job down to a manageable size, the Library has mapped out a four-step process which will help get you organized and win the support and cooperation of your co-workers.

Step 1: Divide your publishing activities into broad categories of publications.

For this example, we'll use three categories, representing the most common types of documents produced by state government. (Items listed below are not meant to represent an exhaustive list or reflect the entire range of documents produced by a given agency.)

Group 1: **Administrative Documents.** These publications report on basic operating procedures and fulfill statutory or regulatory requirements. They are usually distributed in limited quantities to other agencies in state government.

- ◊ Annual / biennial reports
- ◊ Financial reports & audits
- ◊ Minutes of board meetings
- ◊ Operating budgets
- ◊ Performance and funds management reports
- ◊ Planning documents (i.e. long-range plans)
- ◊ Requests for legislative appropriations
- ◊ State plans

Group 2: **General information.** Written for a broad audience, these items either describe the agency as a whole or one of its subdivisions or programs.

- ◊ Brochures / pamphlets
- ◊ Catalogs
- ◊ Directories
- ◊ Magazines
- ◊ Newsletters
- ◊ Publications lists

Group 3: **Special Interest Publications.** These publications often address the needs of special service groups or provide information on narrowly defined areas of study and reporting.

- ◊ Codes / laws / regulations
- ◊ Consultant contract reports
- ◊ Guides / handbooks
- ◊ Manuals
- ◊ Maps
- ◊ Performance / evaluation documents
- ◊ Research reports
- ◊ Statistical compilations

Step 2: Identify the sources of these publications and develop personal contacts at those locations.

For example, Group 1 materials are usually compiled and distributed through a business office or a division dealing with administrative services. Group 2 items are common works of a Public Information Office.

Group 3 materials are the most difficult to track down since they usually deal with specific activities of a subdivision or program, and often represent the work of only one or two employees.

Step 3: Establish a routine for collecting publications from these contacts on a monthly basis.

If all of your publications are funneled through a centralized print shop, you're in luck. It's usually easy to arrange for copies to be sent to the Library from this location. If you do not have a central printing operation, you will need to establish a network of communication for collecting these materials. In a small agency, this can be done simply by word-of-mouth. A contact person at a large agency will need to establish a more formal channel of communication.

One method would be to introduce Program requirements with an agency-wide memo from your director, and then to routinely circulate a brief reminder to co-workers on a monthly basis. (Examples of these memos are attached.) Both the introductory memo and the monthly reminder encourage cooperation among your co-workers and establish an agency-wide routine for collecting and routing publications to you or directly to the Library.

Step 4: Sell the Program.

Contact persons often lament that their jobs are difficult because their co-workers are often too preoccupied or uninspired to help them identify and collect publications for the State Publications Depository Program. Winning their cooperation is easier if you also have the support of the administration and if you can effectively promote the advantages of participating in the Program. To help you bridge that gap from skepticism to cooperation, the Library suggests several points of persuasion:

Point 1: **"Speak to your pocketbook."** State agencies, colleges, and universities seem to be feeling the budget crunch these days and are looking for ways to reduce the cost of their publications without eliminating them. Contact persons are often unaware that participation in the Depository Program is one way to save on printing and distribution costs. Here's how it can work for you. When you send 55 copies of your new annual report to the Library, those copies will be distributed for you to designated depository libraries located in all major population centers of the state. You say, "So how does this reduce my costs?" Well, if John Doe calls you from Amarillo asking for a copy of the report, you can refer him to the Amarillo Public Library, a member of the state depository library system.

Point 1: **"Speak to your pocketbook."** (continued)
This example shows how the Program saves you the cost of printing additional copies to meet the information needs of persons who do not fall within your primary service population. It also saves you the cost of postage and labor to distribute that report to Amarillo where John Doe can view it that same day at his local depository library. Several agencies have used this reasoning effectively to limit the number of publications printed and those later distributed upon demand.

If you send fewer than 55 copies to the Library, your publication will not receive statewide distribution. But once again, the Program has a built-in component which guarantees its availability at no cost to you. Many state publications which receive limited distribution through the Program are microfilmed and sold for a nominal charge (50 cents per microfiche) through the Library's Micropublishing Program.

Point 2: **Use the Program to promote yourself.** Another goal of the Program is to promote the content and availability of state government information as it becomes available. All special and annual publications, and new periodical titles are announced in *Texas State Publications*, a free monthly checklist that is distributed to university, college, special, and public libraries in Texas, as well as to its elected officials, research centers, and institutes. These subscribers use the checklist as a current awareness tool, as a shopping list for requesting publications from you or for purchasing them on microfiche, and as a directory for finding them at depository libraries.

If you are selling your publications, the checklist is a cost-free way of advertising them. If your intent is to promote them without further distribution, the checklist directs potential users to the depository libraries in their local area.

Before distributing your publication, the Library also creates a permanent record which describes its content and origin. This record -- similar to one you would find in a library's card catalog -- is then entered into OCLC, the largest bibliographic database in the world. By sending your publication to the Library, approximately 13,000 libraries will have access to information about it through OCLC. Each OCLC record includes the title, name of the issuing agency, date and location of publication, subject terms which describe the content of the document, and the names of libraries which own it.

Point 3: **Use the State Library as your historical repository.** Too frequently, the new director of a department, office or institution will "clean house" and the backlog of reports and surplus issues of journals and newsletters will be discarded. The history and content of that research or work may also be lost if the materials were not sent to the Library as they were originally published. Documents deposited with the Program are available to all state government employees at the Texas State Library. Most of these publications are also preserved on microfiche and sold to agencies, colleges, and universities which want to reduce the size of their surplus collections without losing the content of the information in them.

Point 4: **It's the law.** State agencies are required by law, V.T.C.A Government Code 441.101 et seq., to send their publications to the State Library. Why? For all the reasons and the advantages that we just mentioned!

SAMPLE: INTRODUCTORY MEMO TO MANAGERS FROM AGENCY DIRECTOR

DATE: January 1, 1993

TO: Division Managers

FR: Jack Doe, Director

RE: Publications Representative

Our agency is required by law to send multiple copies of its publications to the Texas State Library so that they can be made available through a national database and a statewide network of depository libraries.

The **tables on the back** of this memo show examples of the kinds of publications needed to be sent and those exempt from this statutory requirement.

John Doe, director of printing and mail services, is responsible for sending our publications to the Library. To help him coordinate this collection and delivery effort, each division will appoint one person to be responsible for routing copies of publications to him. Please notify John Doe of the name of your division's representative by January 14. Once those employees have been named, John will call a meeting later in the month to discuss their responsibilities in more detail.

Contact John Doe at 3-000 for more information.

The following are examples of the kinds of publications to send:

annual/biennial reports
audits (financial and management)
budgets/budget requests
codes (published as compendia)
directories/rosters
financial reports
handbooks/guides/manuals
journals/magazines
laws (published as separate)
maps
newsletters (distributed externally)
pamphlets/brochures
planning/evaluation documents
research reports/studies
rules and regulations (as compendia)
standards (as compendia)
state plans
statistical compilations

The following are specific kinds of publications not to send:

agendas
advertisements
announcements
artwork
audiovisual materials
calendars
charts
contracts
correspondence
drafts of plans, reportsfiction
fiction
forms
fund raising materials
grant proposals, bids
hearings (transcripts of)
job announcements
memorabilia
memoranda
news or press releases
newsletters (meanty only for employees)
notices of saie
daily or weekly periodicals (which are summarized in monthly or quarterly publications)
personnel manuals
photographs
programs (announcements of)
recruitment materials
reprints (reissue without change)
stationery
telephone directories (meant only for employees)
volunteer newsletters

BEST COPY AVAILABLE

SAMPLE: MONTHLY REMINDER MEMO TO DIVISION REPRESENTATIVES

DATE: March 1, 1993

TO: Dave Doe
Administrative Services Division

FR: John Doe
Printing and Mail Services

RE: Routing New Publications

Has your division produced any new financial or statistical reports, newsletters, manuals, brochures, etc. this month? This is a reminder that multiple copies of all new publications need to be sent to me in Room 202. Use the charts below to determine the number of copies to send:

I. Standard Number of Copies to Send

Copies Printed	Copies to Route
300 or more	**55**
1 to 299	**4**

II. Special Number of Copies to Send

The following publications are required in specific quantities regardless of the number originally intended to be produced:

Publication	Copies to Route
Annual or biennial reports (narrative description and statistics of programs, services, activities)	**55**
Statistical compilations (Annual or multi-year)	**55**
State plans (for agency services, programs within its jurisdiction)	**55**
Codes	**55**
Regulations (published as compendia)	**55**
Directories (of facilities, services, providers)	**55**
Annual financial reports	3
Annual operating budgets	3
Performance and funds management reports	2
Request for legislative appropriations	2

If you have any questions about the kinds of publications or the number of copies to send, review the *Summary Sheet* that was distributed at our meeting in January or call me at 3-000.

TEXAS STATE GOVERNMENT PUBLICATIONS

CONTACT

News of the State Publications Depository Program Special Edition

DOES YOUR PUBLICATION HAVE THE "RIGHT STUFF"?

By the "right stuff" we mean information which identifies the **who**, **what, when,** and **where** of its creation and distribution. In publishing houses and libraries, the "right stuff" means descriptive information about a publication's title, author, publisher, and date of reproduction. By including this basic information on the title page of a publication, you will be guaranteeing that, ten years from now, agency employees will be able to understand the context in which it was produced.

To insure that your publication has the "right stuff," the Library has compiled some basic bibliographic guidelines. These guidelines apply to documents produced as one-time special reports or studies and those issued annually.

WHO?: Guidelines for author and publisher information.

1. **Be official. Use the full name of your agency.**

   Credit both the parent agency and any specific subdivision responsible for the publication.
   EXAMPLE OF WORDING: "Published by the Honeycomb Division of the Texas State Beekeepers Board."

2. **Be generous. Give credit where credit is due.**

   If the publication is the result of a cooperative effort of several agencies or organizations, mention all of them but list the coordinating or funding agency first, or in a way which identifies its special status.
   EXAMPLE OF WORDING: "Published by the Texas State Beekeepers Board in cooperation with the University of Texas Center for Apiarian Research and the Texas Bee Watcher's Association."

   If the publication is prepared by one agency or organization for another agency, credit both of them.
   EXAMPLE OF WORDING: "Prepared by the Texas State Beekeepers Board for the University of Texas Center for Apiarian Research."

   EXAMPLE OF WORDING: "Prepared by Touche Lambert Inc. as part of a contract with the Texas State Beekeepers Board."

   If it is your agency's policy to credit employees for publications they produce, edit or compile, mention them also.
   EXAMPLE OF WORDING: "Prepared by Steve Jones of the Texas State Beekeepers Board."

WHAT?: Guidelines for title information.

1. Be obvious. Display the title prominently.

Place the title on the first page (title page) of the publication, preferably before the agency's name or other pertinent information.
EXAMPLE OF WORDING: "*Annual Report of the Texas State Beekeepers Board*. Fiscal Year 1989."

Use words in the title which are descriptive of the publication's content.
EXAMPLE OF WORDING: "*Annual Summary of Reported Apiarian Activities for Calendar Year 1989*." (Use this description instead of just "*Annual report*.")

2. Be consistent in naming publications.

Use the same title for a recurring or revised publication.
EXAMPLE OF TITLE FOR ANNUAL PUBLICATION: "*Directory of Registered Apiaries in Texas, 1991*."
"*Directory of Registered Apiaries in Texas, 1992*."

EXAMPLE OF TITLE FOR REVISED PUBLICATION:
"*Manual for Texas Beekeepers*. 1990." (first manual includes publication date)
"*Manual for Texas Beekeepers*. Second edition. 1991" (later manual has edition statement & date)

Change the name of the title only when there has been a substantial change in the publication's content or format.
EXAMPLE OF DESCRIPTIVE TITLE: "*Annual Statistical Report on the Killer Bee Program for Fiscal Year 1990*." (report of statistics)

EXAMPLE OF DESCRIPTIVE TITLE: "*Annual Progress Report on the Killer Bee Program for Fiscal Year 1991*." (later report consists primarily of narrative summaries)

If the publication has a cover, the title on the cover and on the first page should be identical.

When and Where?: Guidelines for date & place information

1. Be precise. Include the date and place of publication.

Include dates for both the span of time covered by the contents of the document and the date it was produced.
EXAMPLE OF WORDING: "*Five-Year Strategic Plan for the Texas State Beekeepers Board, 1991-1996*. January 1991. Austin, Texas."

Include the frequency of the publication either in the title or as a special note on the front or back of the title page.
EXAMPLE FOR TITLE: "*Bees Need Honey, Too : An Annual Report of the Honeycomb Division of the Texas State Beekeepers Board*."

EXAMPLE OF NOTE FOR FRONT OR BACK SIDE OF THE TITLE PAGE: "*Bees Need Honey, Too* is the official annual report of the Honeycomb Division of the Texas State Beekeepers Board. Single copies of this report are available for $5.00 by writing the Board at ..."

Illustration: Title page of one-time publication

Title is displayed prominently

Apiarist Issues for the 1990's: A Profession in Crisis

Personal authors and agency named

By
David Jones and Laura James
of the
Texas State Beekeepers Board

Published in cooperation with the
University of Texas at Beeville Center for Apiarian Research
and the
Texas Bee Watcher's Association

Other entities credited

January 1991

Date of publication

Additional agency information included

Texas State Beekeepers Board
Barnie Buzness, Chairman
Andrew Apiary, Executive Director
1201 Johnson Street
Austin, Texas 78711
512/463-0000

Place of publication

Price and availability information is helpful

Copies of this publication are available from the Board for $5.00

Illustration: Title page of annual publication

Title is descriptive and includes frequency and specific period covered

Annual Report of Research Activities
Fiscal Year 1990

Author statement credits outside contractor

Prepared by the Center for Apiarian Research
at the University of Texas at Beeville
as part of a state contract with the

Statistics Division of the Texas State Board of Beekeepers

Specific agency/subdivision information

Full agency information

Texas State Board of Beekeepers
1201 Johnston Street
Austin, Texas

Place of publication

March 1991

Date of publication

TEXAS STATE GOVERNMENT PUBLICATIONS
CONTACT
News of the State Publications Depository Program Special Edition

DOES YOUR NEWSLETTER HAVE THE "RIGHT STUFF"?

A previous issue of *Contact* offered guidelines on the kinds of descriptive information needed for special, one-of-a-kind publications and for reports produced annually. Those guidelines stressed the importance of using the full name of the agency, listing individual authors, displaying the title consistently and prominently, and including the date and place on all of your publications.

These broad guidelines also apply to periodicals, i.e., magazines, newsletters, and other journals which are produced in sequential issues more than twice during a given year. Because they are published more frequently than other publications, they require special consideration in meeting bibliographic standards. Here are some tips for ensuring that your agency's periodicals have the "right stuff."

WHEN?: Guidelines on frequency and the numbering of issues

1. **State the frequency of the periodical in the title or editorial box.**

   Most periodicals are published monthly, bimonthly, quarterly or semiannually. To provide continuity for your readers, it is helpful to state the frequency in the title or editorial box. If the frequency of your periodical is irregular, there's no shame in admitting it. Some irregular publications, for example, are described as, i.e., "published periodically as news develops which is of interest to our readers."

   EXAMPLE OF FREQUENCY IN THE TITLE:
   "*Beekeeper Bulletin*: a monthly publication of the the Texas State Beekeepers Board."

   EXAMPLE OF FREQUENCY IN THE EDITORIAL BOX:
   "The *Beekeeper Bulletin* is published semiweekly, 100 times a year, except February 28, November 6, December 1, December 29, 1992."

2. **Identify the sequence of each issue in relation to other issues.**

   This sequence is usually stated in a uniform numbered format, the most common being volume/issue and date. Using this format, the volume designation usually represents a calendar or fiscal year and each issue is numbered sequentially within that volume. For example, the numbering sequence for all issues of a new

2. **Identify the sequence of each issue in relation to other issues.** (cont.)

bimonthly newsletter would be Volume 1, numbers 1,2,3,4,5, and 6. Including the month and year of publication also puts the issue in a chronological context.

Issues should be numbered consecutively even if anticipated issues are not published. For example, if four issues of a newsletter were published during the first four months of the year, but then, an issue is skipped in the fifth month, the next issue would still be "Vol. 1, no. 5, June 1992."

If you were to skip "Vol. 1, no. 5" in the sequence because the June issue was not published, many subscribers would think that they were missing an issue when they received "Vol. 1, no. 6" in June.

For publications that are produced irregularly, a simple numbering system is often best. For example, the Library assigns a consecutive number to each issue of *Contact*. Again, this system tells your readers that, although the publication is irregular, they are not missing issues within this numbered series.

EXAMPLE OF PLACING THE VOLUME/ISSUE AND DATE INFORMATION UNDER THE TITLE:

> *Beekeeper Bulletin*
> Volume 17, Number 9 September 1992

WHAT?: Guidelines for new periodical titles and title changes

1. **Identify that a periodical is new.**

A brief statement at the beginning of a new periodical will provide later readers with the historical perspective in which it was published. This statement should appear in an introduction or preceding other text.

EXAMPLE OF WORDING: "This is the first issue of *Beekeeper's Watch*, a monthly newsletter addressing the issues of apiary management."

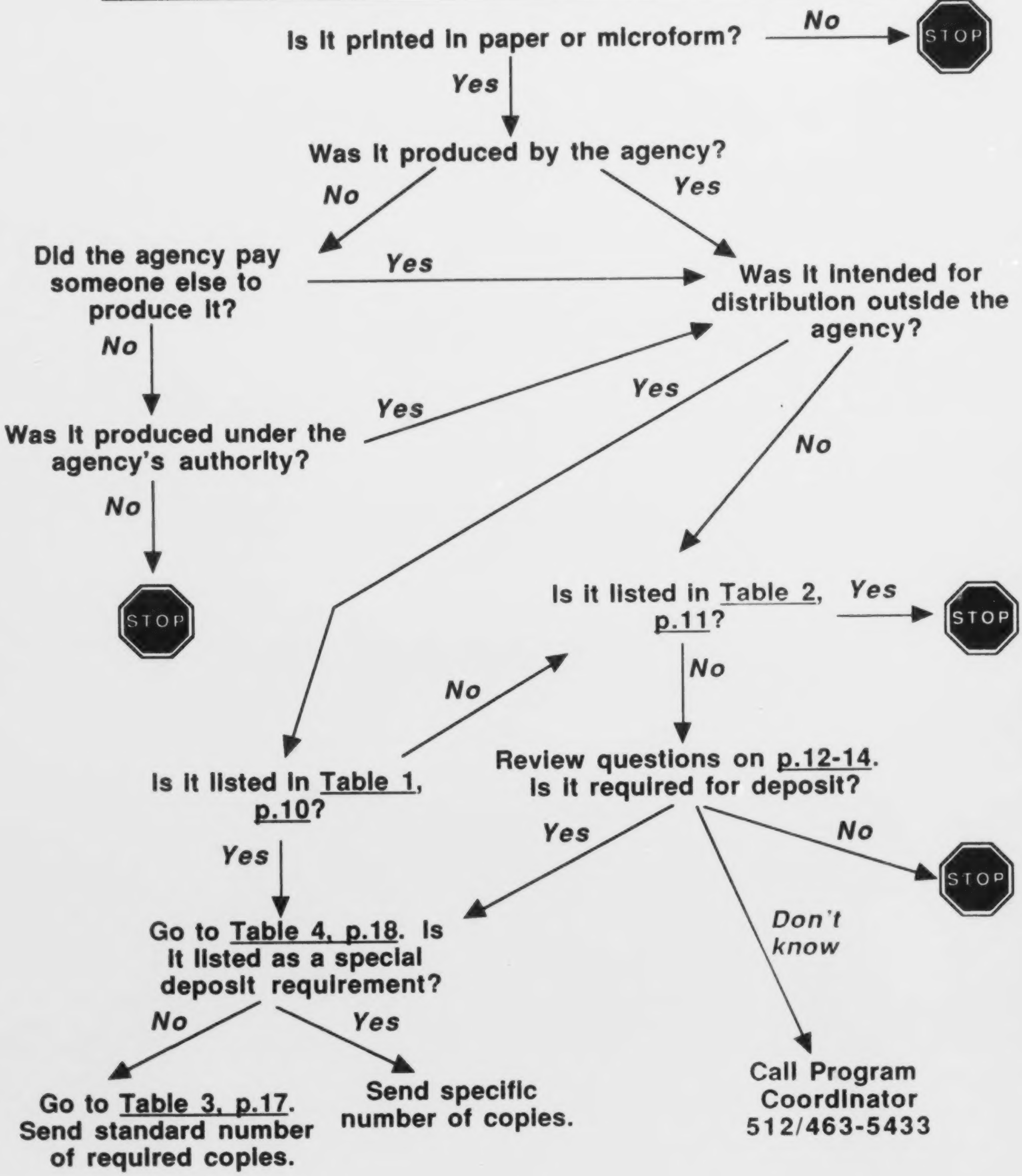
EXAMPLE OF OTHER WORDING: "This first issue of *Beekeeper's Watch* represents an effort by the Texas State Beekeepers Board to provide information about apiary laws and the state Cooperative Apiary Management Program (CAMP). This free monthly newsletter also is intended to supplement information in the *Texas Manual for Beekeepers.*"

2. **Change the name of the periodical only when there has been a substantial change in its content, format, or intended audience.**

When the title changes, a statement of the change should be included in the first issue that has the title change.

EXAMPLE OF WORDING: "This is the first issue of *Beekeeper's Watch* which continues *Beekeeper Bulletin*."

FLOWCHART: IS IT A STATE PUBLICATION AND HOW MANY COPIES DO I SEND?


Is it printed in paper or microform?
No
STOP
Yes
Was it produced by the agency?
No
Yes
Did the agency pay someone else to produce it?
Yes
Was it intended for distribution outside the agency?
No
Yes
Yes
Was it produced under the agency's authority?
No
No
STOP
Is it listed in Table 2, p.11?
Yes
STOP
No
No
Review questions on p.12-14. Is it required for deposit?
Is it listed in Table 1, p.10?
Yes
Yes
No
STOP
Go to Table 4, p.18. Is it listed as a special deposit requirement?
Don't know
No
Yes
Go to Table 3, p.17. Send standard number of required copies.
Send specific number of copies.
Call Program Coordinator 512/463-5433

TX94:H02

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

Manual for State Depository Libraries

Texas State Library and Archives Commission

1947

Copies of this publication have been distributed in compliance with the State Depository Law, and are available for public use through the Texas State Publications Depository Program at the Texas State Library and other state depository libraries.

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

Manual For State Depository Libraries

Printed and distributed by
Texas State Publications Depository Program
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

Austin, Texas

Fourth Edition
1993

1949

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

TABLE OF CONTENTS

I. PROGRAM INTRODUCTION

Overview........ 1-2
Goals........ 2
Essential Components........ 3
For More Information........ 3

II. LIBRARY PARTICIPATION

Depository Library Status........ 5
Other Libraries........ 6
Depository Designation........ 6-7
Depository Termination........ 7-8

III. DEPOSITORY LIAISON

Position Responsibility........ 9
Support Staff........ 10

IV. COLLECTION DEVELOPMENT

What is a State Publication?........ 11-12
Table 1: Examples of State Publications Required for Deposit with the Program........ 12
Table 2: Examples of State Publications NOT Required for Deposit with the Program........ 13
Non-Print Formats........ 14
Local Collection Development Policy........ 14-15

V. PUBLICATION DISTRIBUTION

Table 3: Schedule of Standard Deposit Requirements........ 17
Table 4: Special Deposit Requirements........ 18
Where Do These Copies Go?........ 18-19
Distribution Problems........ 19-20
Depository Shipments........ 20-21

TABLE OF CONTENTS, cont.

DEPOSITORY STANDARDS

Introduction 23

VI. DOCUMENT PROCESSING

"30-Day" Processing 25
Claims 25-26
Claims Procedure 26
Item Identification 27
Record of Holdings 27-28

VII. COLLECTION MAINTENANCE

Physical Arrangement 29-30
Storage 30-31
Replacement 32
Binding 32

VIII. RETENTION AND DISPOSAL

"5-Year" Retention Schedule 33
Exemptions 33
Table 5: Items Exempt from the 5-Year Retention Schedule 34
Cooperative Agreements 34
Disposal 35
Disposal Lists 35-36
Non-Depository Publications 37
Microforms 37

IX. BIBLIOGRAPHIC/PUBLIC ACCESS

Bibliographic Access 39
Cataloging 40
Reference Service 40-41
Circulation & Interlibrary Loan 42
Equipment 42
Public Awareness 42-44
Depository Sign 44

TABLE OF CONTENTS, cont.

X. TSL PARTICIPATION

Formal Responsibility 45-47
Informal Responsibility 47-48
Program News 48
Inspections 48

XI. PROGRAM RESOURCES

Publications 49-52
Other Resources 52

APPENDICES

Appendix A: General Information

1- State Depository Law
2- Program Rules and Regulations
3- List of Depository Libraries
4- Depository Checklist

Appendix B: Samples and Forms

1- Depository Contract
2- Depository Shipment Claim
3- Disposal List and Cover Letter

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

I. PROGRAM INTRODUCTION

The Texas State Library and Archives Commission has been given the responsibility under V.T.C.A., Government Code 441.102 to "establish procedures for the distribution of state publications to depository libraries and for the retention of those publications." The statute also authorizes the Commission to "enter into contract with a depository library under which the depository library receives all or part of the state publications that are distributed."

This *Manual* clarifies these distribution procedures and the depository's contractual obligations. It describes the State Publications Depository Program, for which the law serves as a basis, and explains the minimum standards for designated depository libraries under Program rule 13 TAC §3.10.

Part (f) of the rule requires that each library name a professional librarian to be responsible for the collection and to act as a liaison with the Texas State Library (Library). This *Manual* is intended primarily for the use of these librarians.

Overview

What is the State Publications Depository Program?
The State Publications Depository Program is designed to collect and distribute systematically the publications of Texas state government and to promote their use by the citizens of Texas.

Overview (cont.)

The Program is authorized under V.T.C.A., Government Code 441.101 et seq. (commonly referred to as the State Depository Law) and is administered by the Texas State Library.

As the collection and distribution center for state publications, the Library acts as a broker between state agencies and state-supported colleges and universities which produce these documents and libraries which make them available to citizens in their local areas. By law, agencies are required to send copies of their publications to the Library. Once received, they are distributed to specially designated public and university libraries in Texas, where they are treated like other library materials.

Goals

The Program has three (3) main goals:

1. to provide a mechanism by which state government can make information about its activities and services available at minimum cost and effort;
2. to provide the citizens of Texas with ready access to the information published by state government; and
3. to provide a means for citizens to learn about the activities of Texas state government through the use of its publications.

Essential Components

The essential components of the Program are the:

Collection of publications from agencies;

Processing of publications and preparation of finding aids to make them accessible;

Distribution of publications to designated libraries throughout the state; and

Retention of and **Access** to publications at designated libraries and the Texas State Library.

For More Information about the Program

Questions or suggestions concerning either the *Manual* or the State Publications Depository Program should be directed to:

State Publications Depository Program
Texas State Library
P.O. Box 12927, Austin, TX 78711
512/463-5433 TexAn 255-5433.

1955

II. LIBRARY PARTICIPATION

The success of the Program depends on the efforts of depository libraries to make these publications available and to promote their use. The State Depository Law and Program rules and regulations help define the scope of their participation.

Depository Library Status

As defined by V.T.C.A., Government Code 441.101, a depository library means "the Texas State Library, the Legislative Reference Library, the Library of Congress, the Center for Research Libraries, or any other library that the Commission designates as a depository." By definition and for practical purposes, the Library recognizes three types of state depository libraries.

1. **Statutory depositories**

   Institutions named in the legal definition are called statutory depository libraries. They are exempt from all minimum operating standards and receive priority distribution of publications deposited in limited quantities.

2. **Designated depositories**

   The Commission may designate libraries to receive state publications through the State Publications Depository Program. These designated depositories are required to meet the minimum operating standards of the Program rules and regulations.

3. **Unofficial depositories**

   For practical reasons, libraries may be granted unofficial depository status. Unofficial depository libraries can receive all publications while completing the application process for formal designation, or receive selected publications as supplies allow and at the convenience of the Library. In either case, unofficial depositories are also exempt from minimum operating standards.

II. LIBRARY PARTICIPATION, cont.

Other Libraries

Libraries which do not have depository status may still participate in the Program by subscribing to Program publications, borrowing state publications through interlibrary loan and local borrowing programs, and purchasing state publications in microfiche format.

Depository Designation

By law, the State Library and Archives Commission is authorized to designate libraries for depository status. Before the Commission considers such action, however, a prospective depository and the Texas State Library should consider the suitability of the library's application on a variety of criteria.

Self-Assessment
A library interested in seeking designated depository status should first review rule 13 TAC §3.10, the minimum standards for designated depository libraries, and the Depository Checklist **SEE** Appendix A-2 and Appendix A-3 for the texts of these aids. Both documents will help the library assess its current operating standards with those required of designated depositories.

Letter of Application
Once the preliminary self-evaluation is completed, the director of a library will submit a letter of application to the State Librarian. That letter and any accompanying material should provide information about the library's current policies for a comparable collection and its proposed policies for state publications. The application should also include a definition of the institution's service population, and a justification of the need for the collection in the library's geographic area.

Depository Designation (cont.)

Field Report

Upon receipt of the application, the State Librarian may direct the program coordinator or another representative to visit the prospective library. From that visit, the Library representative will submit a field report with recommendations to the State Librarian.

The State Librarian shall make the final recommendation to the Commission by considering the application material, the field report, and the number of copies available for depository distribution.

Depository Contract

Upon the Commission's approval, the State Librarian shall execute a contract with the library. That contract shall stipulate the responsibilities of the Library to distribute publications and provide other services, and of the depository to fulfill the requirements as set by the Commission in its minimum standards for depository libraries. The contract must be signed by the top administrator of the institution and the library director, and the State Librarian. **SEE** Appendix B-1 for an example of this contract.

Depository Termination

A provision of the depository library contract allows for the termination of depository library status by either party upon six-month's written notice. Such notice by a depository library will be signed by the top administrator and the library director of the institution.

Depository Termination (cont.)

The Texas State Library may initiate termination of depository status if a depository fails to meet the Program's minimum operating standards or consistently disregards notices and instructions. A depository library will be notified of its noncompliance in writing by the State Librarian and will have one month to respond in writing.

The response by the depository library shall either:

1. affirm the report of noncompliance and include a plan to take corrective action within 6 months, or
2. contest the report. If a depository library chooses option no. 2, a hearing will be scheduled for the next meeting of the State Library and Archives Commission, at which time the Commission will make a final ruling. If the Commission rules with the State Librarian, the depository will have six months to take corrective action before depository shipments are discontinued.

When a library's depository status is relinquished or revoked, title to the collection shall be retained by the Texas State Library, which may remove all or part of the collection to the Library or other depository libraries.

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

III. DEPOSITORY LIAISON

The depository library will designate a **professional librarian** to be responsible for servicing the collection and to act as liaison to the Texas State Library.

Position Responsibility

As part of his or her responsibility, the librarian will:

1. Insure that the depository meets or exceeds all minimum standards;
2. Reply to Program correspondence and surveys from the Library;
3. Represent the depository in commenting on proposed changes to Program rules and regulations, collection development policies and operating procedures;
4. Interpret the minimum standards in discussing and implementing internal policy changes;
5. Train library staff in the processing, maintenance, disposal and use of the depository collection through workshops and training updates;
6. Participate in and respond to depository inspection reports performed by the Library;
7. Serve as the contact person for patron referrals by the Library and other depository libraries.

The depository library shall notify the Library at the time of the initial appointment of the liaison, as well as at any new appointment.

Support Staff

The depository librarian should be assisted by additional professional and support staff. The number of staff assigned should depend on the size and scope of the library and organization of the collection. Librarians and support staff should keep up-to-date on Program developments by attending conferences, meetings, and workshops. and through professional readings.

IV. COLLECTION DEVELOPMENT

Contrary to most library practices, the scope of a state depository collection is not a result of a local users' survey or an analysis by the library's staff. For the most part, the scope of the collection is determined by the wording of "state publication" in the State Depository Law

What Is A State Publication?

> Under V.T.C.A., Government Code 441.101, **"state publication"** means:...
>
> *printed matter that is produced in multiple copies by the authority of or at the total or partial expense of a state agency, including a publication sponsored by or purchased for distribution by a state agency or released by a research firm, consulting firm, or other similar private institution under contract with a state agency. The term does not include correspondence, an interoffice memorandum, or a routine business form.*

In preparing the statutory definition of "state publication," the Legislature deliberately chose to define it broadly. It is believed that the most effective way to comprehensively collect state government publications is to begin with a broad definition of what is to be acquired, and then to eliminate specific materials from collection efforts as it becomes necessary or desirable.

This section of the *Manual* is intended to clarify this definition by identifying the kinds of publications which agencies, colleges and universities are required to send to the Library. It also eliminates materials which may or may not fall under this definition and are excluded from Program requirements.

1962

IV. COLLECTION DEVELOPMENT, cont.

The statutory definition provides a good basis for understanding the scope of the Program's collection development efforts. In more practical application, it may be more helpful to review the two tables that follow. These tables provide examples of the kinds of informational materials which are required to be deposited with the Library and those which have been formally excluded from Program requirements.

Table 1

Examples of publications that are required to be deposited by agencies, colleges and universities as part of the State Publications Depository Program.

- annual/biennial reports
- audits (financial and management)
- bibliographies
- books
- budget requests
- codes
- conference proceedings
- consultant contract reports
- curriculum catalogs (graduate, undergraduate only)
- directories
- financial reports
- handbooks/guides
- journals
- laws
- legal reports
- magazines
- manuals
- maps
- minutes
- newsletters (distributed externally)
- opinions (official)
- pamphlets/brochures
- performance and funds management reports
- planning/evaluation documents
- posters
- publication catalogs
- publication lists
- research reports
- rosters
- rules and regulations (compilation of)
- standards
- state plans
- statistical compilations
- studies
- technical bulletins
- telephone directories (distributed externally)
- university press books (nonfiction only)

revision and updates of all the above
microfiche and microfilm converted from all the above

IV. COLLECTION DEVELOPMENT, cont.

While occasionally there may be some ambiguity about whether a publication should be sent to the Library, Program regulations are specific about the kinds of materials that state government entities are not to send. These materials include records compiled or produced solely to meet their internal operating needs and those items listed below.

Table 2

Examples of publications that are not required to be deposited by agencies, colleges and universities as part of the State Publications Depository Program.

- agendas
- advertisements
- alumni materials
- announcements
- artwork
- audiovisual materials
- calendars
- charts
- contracts
- correspondence
- course schedules
- curriculum catalogs (department level only)
- drafts of plans, reports
- fiction
- forms
- fund raising materials
- grant proposals, bids
- hearings (transcripts of)
- job announcements
- literary criticisms
- memorabilia
- memoranda
- news or press releases
- newsletters (meant only for employee, faculty, or student use)
- notices of sale
- daily or weekly periodicals (which are summarized in monthly or quarterly publications)
- personnel manuals
- photographs
- poetry
- policy handbooks (employee, student and faculty)
- programs (announcements of)
- recruitment materials
- reprints (reissue without change)
- stationery
- student publications (those produced by students)
- telephone directories (meant only for employee, faculty, or student use)
- volunteer newsletters

Non-Print Formats

Program rules and regulations, 13 TAC §3.1, clarify the statutory language by including in the definition "a publication distributed in microfiche or microfilm." This phrasing specifically applies to these two formats when they are produced directly from paper by a photographic or chemical process.

Other formats may also meet this qualification as existing and future technologies permit; however, since the definition specifically applies to "printed matter" and mediums converted from printed matter, formats such as audiovisual discs and tapes and computer discs and tapes are excluded from deposit requirements. Although statutory language currently restricts Program collection and distribution efforts to printed information, the Library may request agencies and institutions of higher education to send publications in other formats.

Local Collection Development Policy

The Legislature established the depository library system to help fulfill the responsibility of state government to inform the public of its policies and programs. By its depository status, a library is committed to sharing in this responsibility. In that vein, a depository library should make demonstrable efforts to identify and meet the specific information needs of its local area.

One such effort is writing a depository collection development policy. **The policy should address the following topics**:

- √ procedures for obtaining publications requested by patrons which are not available through the Program;
- √ inter-depository coordination of selection items and weeding practices;
- √ resources available locally and through interlibrary loan services.

Local Collection Development Policy (cont.)

A local policy may also solve smaller, everyday dilemmas for maintaining and servicing the collection, such as:

- √ Ordering additional copies of a depository publication from the issuing agency;
- √ Locating certain depository items in the library;
- √ Ordering publications in microfiche format;
- √ Requesting nondepository publications from the issuing agency;
- √ Deciding the level of processing for specific kinds of state publications.

While efforts to fulfill local needs are necessary, it would be unrealistic to assume that one depository can meet the demands of a large and varied population; therefore, a library's collection development efforts should always be coordinated with those of the other depository libraries in its region.

V. PUBLICATION DISTRIBUTION

How a publication is made available to state depository libraries--by full distribution, or in microfiche format only--is determined by the number of copies deposited with the Library by state agencies. That number is based on a schedule of standard deposit requirements established by the Texas State Library and Archives Commission as Program rule 13 TAC §3.2.

Table 3

Schedule of Standard Deposit Requirements

Number of Copies Produced	Copies To Send
300 or more	55
1 to 299	4

Special Deposit Requirements

This schedule applies to most publishing efforts in state government. However, the Library has identified specific kinds of publications that are exceptions to this standard rule. The publications listed in Table 4 on the following page are to be deposited in specific quantities regardless of the number of copies originally intended to be produced by an agency, college, or university.

Table 4 Special Deposit Requirements

Publications Produced	Copies to Send
Annual or biennial report (narrative description and statistics of programs, services, activities)	55
Statistical compilations (Annual or multi-year)	55
State plans (for agency services, programs within its jurisdiction)	55
Codes (published as compendia)	55
Regulations (published as compendia)	55
Directories (of facilities, services, providers)	55
Annual financial reports	3
Annual operating budgets	3
Requests for legislative appropriations	2
Performance and funds management reports	2

Where Do These Copies Go?

The number of copies deposited -- 55 or 2 to 4 copies -- determines how a publication will be made available to depository libraries and Texas citizens.

If 55 copies of a publication are deposited:
Two copies are added to the State Publications Collection at the Texas State Library, and copies are routed to the Legislative Reference Library, the Library of Congress, and to other designated depository libraries in Texas.

If 4 copies of a publication are deposited:
Two copies are retained by the Library, one copy is microfilmed by the Library's State and Local Records Management Program, and one copy is routed to the Legislative Reference Library.

Where Do These Copies Go? (cont.)

If fewer than 4 copies of a publication are deposited: All copies are retained by the Library; one copy is microfilmed.

While the schedule for standard deposit requirements allows for the deposit of fewer than 55 copies, the Library always emphasizes to state government entities the advantage of depositing the maximum number of copies. In its efforts to persuade agencies, the Library stresses the cost-effectiveness of having it assume the responsibility and the cost of distributing state publications to libraries located strategically throughout the state. The Library also encourages state government agencies, colleges and universities to refer citizens to depository libraries in their local areas.

Distribution Problems

As with most standards of this kind, a schedule of deposit requirements, which is based on the number of copies printed, creates certain problems for collection and distribution efforts. One obvious problem is that many of the most significant publications produced in state government are also the most expensive. Since agencies are more likely to print fewer copies of expensive publications, they may correctly deposit 4 rather than 55 copies with the Library. Consequently, depository libraries do not receive these publications in shipments, and must purchase them in microfiche or try to solicit copies directly from the authoring agency. Secondly, agencies can be inconsistent in the number of copies printed of different editions of the same title.

Distribution Problems (cont.)

The Library encourages depositories to notify Program staff of such problems, and to solicit greater compliance from agencies by contacting agency contact persons directly about the availability of and demand for specific titles.

Depository Shipments

Publications that are deposited with the Library in 55 copies are automatically distributed to depository libraries. Shipments of depository items are not tied to the monthly checklist or any other Program publication; they are mailed after the shipping containers become full. During normal circumstances, depositories should expect to receive two or three shipments each month, containing approximately 75 to 150 items per box.

Shipments are numbered sequentially. Occasionally an odd-sized item will be mailed in a separate package such as a tube or an envelope. These shipments will be identified as "Part 2" of a regular shipment or will be assigned a unique shipment number.

Each shipment is accompanied by a shipping list, which itemizes the contents of the box or package. Items on the list are arranged alphabetically by title.

Notes at the end of the shipping list describe items in the shipment that do not appear in alphabetical sequence, identify new periodicals and title changes, announce classification number corrections, feature significant publications included in the shipment, and identify other items on the list which are being mailed separately.

Depository Shipments (cont.)

As required under 13 TAC §3.10, a depository will use the shipping list to verify that all publications meant for distribution are included in each box. If any items are missing, a depository librarian will submit a claim to the Library as soon as possible. **SEE** page 25 for more information about claiming publications.

Once the shipping list has been checked against the box, it should be filed in a folder or binder as a record of publications received.

1971

DEPOSITORY STANDARDS

Introduction

Section 3.10 of the State Publications Depository Program rules and regulations establishes minimum operating standards for designated depository libraries.

These standards are used to guide librarians in the processing, maintenance, and servicing of their depository collections. They are also used by the Texas State Library to gauge the progress and development of the depository library system, evaluate individual libraries, and in extreme cases, as grounds to terminate designated depository status. **SEE** Appendix A-2 for the full text of these minimum standards.

The following sections clarify and expand on the intent of these minimum standards.

VI. DOCUMENT PROCESSING

"30-Day" Processing

The chief purpose of depository libraries is to make state government publications readily accessible to Texas citizens in their local areas. To foster this objective, a depository library should set policies and procedures which insure the immediate processing and availability of depository items.

All state publications received from the Library should be processed and shelved within thirty days of receipt. Exception to this 30-day standard can be made for those libraries that input original cataloging for state publications on a national system such as OCLC or RLIN.

To meet this thirty-day deadline, libraries are encouraged to adopt the classification scheme and cataloging standards of the Texas State Library. These and other Program services designed to ease the demands on depository libraries are discussed in other parts of the *Manual*.

Claims

A depository library is required to check the contents of depository shipments against accompanying shipping lists and claim all missing items as soon as possible. This verification process insures that all state publications identified as depository items are available at each depository. When the contents of the shipment are checked against the shipping list and all items are accounted for, the shipping list should be filed in a binder or file folder as a record of items received.

Claims (cont.)

A depository library will claim any item which appears on the shipping list but is not in the shipment box. Although the Library usually keeps surplus copies of depository items for three months, a library should submit a claim within 30 days of receiving the depository shipment.

Claims Procedure

To claim missing publications, the depository library should follow this procedure:

1. Photocopy the shipping list;
2. On both the original and photocopy, circle the title of the missing publication in red pen;
3. On the photocopy, at the bottom, print, type or stamp the library's mailing address and telephone number.
4. Attach a self-addressed mailing label to the photocopy;
5. Mail the photocopy to the Library;
6. On the original copy of the shipping list, write the claim date and file in a "claims" folder or binder.

SEE Appendix B-2 for an example of a depository shipment claim. The Library will return the photocopy with the claimed item. If the Library does not have an extra copy to fill a claim, it will try to obtain one from the issuing agency. If an extra copy is not available from either the Library or the issuing agency, the claim will be returned to the depository library with a note about the sources contacted.

VI. DOCUMENTS PROCESSING, cont.

Item Identification

Regardless of format, all depository items must be dated and marked in some manner by the library to distinguish them from other library materials. Depository items should be date stamped with either the shipping list date or the date of processing. The date will later identify those depository items eligible for discard five years from receipt. Items also should be identified as state property with designations such as "State Publication," or "Texas Depository Item." This designation will help the librarian later identify holdings for retrieval and/or transfer to other locations.

Illustrations of stamps which incorporate both requirements to date and identify materials as depository items are shown below.

TEXAS STATE
PUBLICATIONS

RECEIVED
10 31 92

Lone Star State University
TEXAS STATE PUBLICATIONS
Depository Item

Oct 31 1992

Record of Holdings

A librarian may streamline the system of record keeping and still account for all items in the collection. For instance, the holdings record for a serial should consist of a basic shelflist record for the title, plus a check-in record to identify the receipt of individual issues.

1975

BEST COPY AVAILABLE

Record of Holdings (cont.)

The information provided for each item may vary with the needs and operations of each library; however, a minimum amount of information should be recorded.

A shelflist record should include:

1. authoring agency;
2. full title;
3. classification number;
4. TEXDOC classification number (if another classification scheme is normally used to arrange the collection);
5. individual holdings for series or serial items;
6. format designation if other than a standard book;
7. location in the library.

A depository shelflist can be in either paper or electronic format. It can be a part of a larger, all encompassing library shelflist or it can be comprised of a number of shelflist records that together make up a comprehensive holdings record for the collection. The arrangement of the publications is based on the classification scheme adopted by the library and by the physical resources available for housing the collection. These factors are discussed in the next section.

VII. COLLECTION MAINTENANCE

A depository library must insure that the materials in the collection are properly preserved and protected. As a minimum requirement for the care of depository collections, the library should apply the same maintenance standards to these items as to commercially purchased publications.

Physical Arrangement

Although many depositories house the majority of their state publications as a separate collection, they are not required to do so. Many state publications are more valuable as special reference or bibliographic sources, and should be integrated with other materials in a library's reference room or periodicals collection. Practicality and enhanced usage of the materials should ultimately dictate the arrangement of the collection.

A depository library which chooses to keep all or most of its collection intact is encouraged to adopt the Texas State Documents Classification Scheme (TEXDOC). The TEXDOC scheme is based on an archival arrangement by issuing agency which is similar in concept to the Superintendent of Documents scheme for federal depository publications. **SEE** page 49 for a brief explanation of the scheme.

The Library is responsible for assigning a unique TEXDOC classification number to each publication received by the Library and distributed in a depository shipment. Classification numbers are included on the shipping list that accompanies the box of publications and also appear on *Texas State Publications*, annual indexes, bibliographies, and other finding aids.

Physical Arrangement (cont.)

While use of the Texas State Documents Classification Scheme is not mandatory, it offers many advantages. Depository librarians have found the TEXDOC scheme to be a practical and economical means for organizing depository items. As it is commonly used by other depository libraries, the scheme provides specific identification for borrowing and simplifies compiling or checking disposal lists. It provides easier access to publications through the Library's various checklists and indexes. The TEXDOC number can also be used to search records efficiently in the OCLC network.

In general, adoption of the scheme can reduce the time required to process incoming publications, and make them more quickly available to library users. Whether or not a depository library chooses to adopt the scheme, it should record the TEXDOC classification number on every state publication received as a depository item.

Storage

The depository will provide a minimum of 400 linear feet of shelving to house the collection. This requirement may be waived if other storage equipment such as vertical files, microform cabinets, or map cases are used to house appropriate and significant quantities of the collection. The depository is encouraged to provide storage systems which maximize the preservation of the depository items. More importantly, the collection should be arranged in such a way as to encourage use by the staff and library patrons. In that vein, open stacks are strongly preferred over closed stacks.

Storage (cont.)

While most depository items are in book format and can be housed on standard library shelving, occasionally other materials are distributed which require special care and storage. Guidelines for these formats are noted as follows:

Maps

Sheet maps should be housed flat, not folded, in vertical or horizontal map cases. Smaller maps that come as part of another publication can be housed either with the publication on the shelf or separately in a map case. If the map is housed separately from its parent publication, a note of its location should be included on the record of holdings. Maps are subject to the same processing, handling and discard requirements as other depository materials.

Posters

Posters should be housed flat, not folded or rolled.
The preservation and proper housing of posters need not prevent them from being viewed by the public. Usage is a goal of the Program, and posters should be displayed whenever possible. The processing, handling, and discarding of posters follow the same procedures as for other depository publications.

Microfiche

Microfiche should be stored vertically in acid-free containers or envelopes. Steel cabinets are recommended as storage facilities. Since the kind and quality of microfiche distributed by state agencies is not standardized, depository libraries may receive a variety of fiche materials. Microfiche distributed through the Program are subject to the same processing, handling and discard requirements as other materials.

Diazo microfiche is sold through the Micropublishing Program by the Texas State Library, Records Management Division. It should not be stored in the same cabinets as silver halide fiche.

VII. COLLECTION MAINTENANCE, cont.

Replacement

Depository materials which are lost, worn-out, or damaged should be subject to the same replacement policy as other library materials. The depository is responsible for replacing any missing or damaged depository items.

If a lost item is less than three-months old, the library should first contact the Library. It may be able to supply a replacement from its backlog of surplus copies. If the publication is older, or if the Library is unable to fill the request, the depository should contact the issuing agency.

Binding

Depository materials which receive heavy use or have archival value should be subject to the same binding policies as other library materials.

Other depository items, regardless of their use or value, should be maintained in such a way as to encourage use. Binders are recommended for loose-leaf items; other loose or fragile materials should be tied with string, brads or fasteners, or shelved in pamphlet boxes or folders. The Library does not furnish these preservation materials unless the issuing agency includes them as part of its deposit of publications.

VIII. RETENTION AND DISPOSAL

Publications distributed through the State Publications Depository Program are and remain the property of the State of Texas. Depository libraries are entrusted with the maintenance of these materials while they are in their custody.

"5-Year" Retention Schedule

The depository library will accept and retain state publications received through the Program for a minimum of five years.

Exemptions

The Texas State Library has the sole authority to exempt depository items from 5-year retention requirements. Exemptions are granted by the Library only when it is determined that doing so would best serve the interest of the Program. Exemptions cover either a specific group of publications or a specific type of publication, and when granted, apply to all designated depository libraries.

Exemptions are first announced in "Administrative Notes," and then added to Table 5 in updates to the *Manual.* **SEE** Table 5, on the following page for a current list of depository items which are exempt from the 5-year retention schedule.

1981

Table 5 Items Exempt from the 5-Year Retention Schedule

Depository Item	Retention Period
Annual or biennial report	**10 years**
Revised publications e.g. manuals, directories	**Replaced by latest edition**
Transmittals, parts that are updated e.g. loose-leaf sections of manuals	**Replaced by update**
Publications that are cumulated in other publications e.g. a monthly statistical summary which is cumulated in an annual	**Replaced by accumulation**
Leaflets and any other materials distributed in shipments but not assigned classification numbers	**Retained at depository library's discretion**

Cooperative Agreements

In rare case where the maintenance of certain publications would be prohibitively costly or impractical, two or more depositories may wish to make them accessible at one library in a geographical area. To establish a cooperative agreement for these materials, the libraries must request a special exemption to the retention schedule, applicable only to that group of libraries. These requests must be approved by the Texas State Library on a case-by-case basis. All cooperative agreements are limited to libraries participating in the State Publications Depository Program.

Disposal

Depository libraries can discard these materials only in the manner prescribed in this section or at the specific direction of the State Library and Archives Commission. Failure to conform to disposal procedures can result in loss of designated depository status.

Disposal Lists

Before a library can dispose of depository items, it must compile a list of those materials and offer them to other depositories in the Program. To determine what kinds of items are to be included on a disposal list, a library should follow these guidelines:

These items are required to be included on a disposal list before they can be discarded:

√ Publications retained for the required five or ten year period;

√ Publications replaced by a microfiche copy;

√ Publications of obvious research value cumulated, revised or superseded by another publication.
(e.g., a revision of a legal compilation but not a revision of ephemeral material, e.g., a program or service brochure)

These items may be included on a disposal list:

√ Nondepository publications of obvious research value;

√ Microfiche copies of state publications purchased through the Micropublishing Program.

After determining what kinds of publications are to be reported on the disposal list, the library must identify the individual items eligible for discard.

VIII. RETENTION AND DISPOSAL, cont.

Disposal Lists (cont.)

The age of a document often has been determined by the year, or month and year designated in the classification number. This method can be misleading since state government publishing often lags behind the actual time covered in the publication, i.e., a special report for fiscal year 1985 may be published in 1989. This method also ignores a key principle in discarding publications; the age of the contents of the document is not as significant as the length of time it is retained by the depository. The most accurate indicator of the retention period of a document is the date stamp on the publication.

Each entry on the disposal list should include the title, and either the issuing agency or state documents classification number. **SEE** Appendix B-3 for examples of a disposal list and a standard cover letter.

Once the disposal list is compiled, the depository will send two copies to the Texas State Library. The Library will check the items on the list against its holdings and claim any titles it needs. Finally, the Library will assign a deadline for claims, reproduce the list, and distribute it to other depositories.

Depository libraries will have approximately one month from the date the list is received to claim publications from a disposal list. The depository library requesting publications from the list will pay any postage and packaging charges.

Publications that are not claimed may be discarded in any manner.

VIII. RETENTION AND DISPOSAL, cont.

Non-Depository Publications

State publications received through sources other than the State Publications Depository Program may be discarded at any time.

These include publications received as gifts, on subscription, acquired independently in multiple copies, and publications received directly from the issuing agency or institution. Although these materials do not fall under Program retention and disposal requirements, a depository library is encouraged to offer them to other libraries by including them on a disposal list.

Microforms

Microform copies of publications which are received as depository items, or are purchased as a substitute or replacement for depository items in paper format, fall under regular retention and disposal procedures. Microfiche copies of nondepository items may be discarded at any time.

IX. BIBLIOGRAPHIC/PUBLIC ACCESS

A depository library will strive to provide a level of bibliographic access which allows the patron as much independent initiative in searching and locating depository items as possible.

Bibliographic Access

To help meet that goal, Program rules require the depository library to provide bibliographic access to the collection which is comparable to that of other similar collections such as federal documents or Texana publications.

In this context, bibliographic access means the availability of information about the library's depository holdings through reference tools, public catalogs, and national, state, and local computer networks.

As a minimum level of access, reference tools such as *Texas State Publications* and other supplemental aids should be displayed in a public area for patron and library staff use.

As it greatly enhances accessibility, the Library strongly recommends that all or a major part of the collection be cataloged. To expedite the cataloging process, depository libraries can easily call up records entered into OCLC by the Texas State Library, make local changes, and then order cards, or records on tape for their public catalog.

Cataloging

All state publications received in the Library (with the exception of leaflets) are cataloged in the Texas State Library's Cataloging Unit. The professional catalogers use AACR2, Library of Congress (LC) rule interpretations and LC subject headings in cataloging publications for the OCLC data base.

Cataloging priority is given to publications that will be distributed to depositories. This high priority status allows depositories to access cataloging information in a very timely manner. Second priority is given to publications which are deposited with the Library in fewer than 55 copies. Once cataloging is completed, these titles are quickly filmed and made available in microfiche format.

Reference Service

The depository library will provide reference service from state publications to all Texas residents. The level of service should be comparable to that offered by other similar collections in the library.

Since the quality of reference service is inevitably interlinked with the overall management of the collection, **a depository librarian should incorporate the following criteria to evaluate the level of public service offered at the library:**

- √ The depository collection should be arranged and stored in such a way as to encourage use. All parts of the collection should be readily accessible, preferably on open shelves, but in all circumstances, located so that materials may be retrieved in a reasonable period of time;

IX. BIBLIOGRAPHIC/PUBLIC ACCESS, cont.

Reference Service (cont.)

√ The library should maintain sufficient operating hours of reference service to allow convenient public access to the collection;

√ The depository collection should be arranged and stored in such a way as to encourage use. All parts of the collection should be readily accessible, preferably on open shelves, but in all circumstances, located so that materials may be retrieved in a reasonable period of time;

√ The library staff should be trained and routinely updated on new depository materials and reference tools;

√ A key group of depository items should be stored in a "ready reference" area to allow immediate access by library staff and patrons;

√ Bibliographic tools such as *Texas State Publications* should be located in an area which allows independent use by walk-in patrons;

√ Library staff should be able to offer effective referrals to other depository libraries and to state agencies for information not available through the resources of the collection;

√ Library staff should implement effective interlibrary and local loan policies should be consistent with the institution's general policies;

√ The library should have an easily recognized physical focal point for inquiries about state government publications;

√ The library should provide facilities conveniently located to the collection or reference area for using materials, including copying machines and equipment for reading and printing paper copies from microforms.

IX. BIBLIOGRAPHIC/PUBLIC ACCESS, cont.

Circulation & Interlibrary Loan

The depository library will implement circulation and interlibrary loan policies for the collection which are consistent with the institution's general loan policy. It is strongly recommended that all depository items circulate outside the library and that interlibrary loan standards for the collection conform to standards of other libraries in the depository's region.

Equipment

The depository library will provide appropriate equipment for the current and future use and storage of all print and nonprint depository items. Equipment may include microform reader/printers and storage cabinets, map cases, vertical files, and various kinds of audiovisual equipment and reading devices for the future deposit of any machine readable formats. All equipment required to store and read nonprint depository items should be located in an area which encourages their use.

Public Awareness

As part of its fundamental responsibility of making state publications accessible, a depository library will inform the public periodically of the availability of state publications and promote their use.

Texas citizens need to be aware of the valuable resources for which they have paid, or they will be unable to benefit from them.

The major impetus for public awareness must begin with the library staff. The most successful depositories are those where all library personnel know of and can enthusiastically recommend publications to patrons.

Public Awareness (cont.)

Once internal promotion has been established, user groups in the library's service population need to be identified and approached. A letter to a community organization or department head at the university, explaining the collection and some of the subject areas, is a good first step. The depository librarian may follow up the letter with an offer to speak to the group or help with research or specific projects.

Outreach with individuals should take place either in casual conversation or by formal notification of recent depository items in their areas of interest.

Other suggested public awareness ideas:

√ Display timely and popular publications on a "new books" shelf;

√ Create a brochure or flier advertising the collection and describing its contents;

√ Establish a ready-reference collection;

√ Interfile cataloging card sets or download records into the main library catalog;

√ Circulate copies of new shipping lists as a current awareness tool among reference librarians.

√ Collect the names and addresses of patrons interested in subscribing to *Texas State Publications* and routinely mail the information to the Library;

√ Create a display area in the documents department;

√ Compile subject bibliographies;

Public Awareness (cont.)

√ Circulate copies of *Texas State Publications* within the library and to faculty members and / or heads of community groups. Ask them to mark items which they would like the library to purchase in microfiche, request from the selection items list, or which they would like to borrow;

√ Order extra copies of *Texas State Publications* and display them as free "handouts" for library patrons;

√ Include the depository collection in orientation and library instruction programs;

√ Review new publications in the library's house organ and in other related academic or community newsletters;

√ Present workshops to other information professionals in the library's region which include materials from the depository collection.

Depository Sign

The depository library will display a sign or decal which identifies its depository library status. This sign will be displayed in a prominent public area.

X. TSL PARTICIPATION

The Texas State Library is responsible for implementing the components of the State Publications Depository Program.

Formal Responsibility

Under V.T.C.A., Government Code 441.104, the Library's formal responsibilities are to:

1. **Acquire, organize and retain state publications**;

   State agencies and state-supported colleges and universities are required to send their publications to the Library. Once received, each publication is classified under a numbering scheme based on the structure of Texas state government.

   A record is kept for each publication which includes the title, issuing agency, personal author, publication date, pagination, classification number, microfiche status, and the number of copies deposited with the Library.

   Copies of publications are retained permanently in the Texas State Publications Collection at the Texas State Library. This collection, which now numbers more than 180,000 publications, is the largest of its kind in the state.

2. **Catalog, classify and index state publications;**

   The Library classifies and indexes these documents. The resulting bibliographic data are incorporated on entries in Library publications and on depository shipping lists.

   The Library's Cataloging Unit catalogs state publications, using policies which meet or exceed bibliographic standards of AACR2.

1992

X. TSL PARTICIPATION, cont.

Formal Responsibility (cont.)

3. **Ensure that state publications are fully represented in regional and national automated library networks;**

   Cataloging records are entered into an automated cooperative data base, the Online Computer Library Center, Inc. (OCLC), which permits title, author and keyword searching by more than 9,000 system members. Inclusion in the data base and other library networks mean that Texas state publications receive international exposure and that bibliographic information is available for use at local libraries.

4. **Distribute state publications to depository libraries;**

   When sufficient copies of a publication are sent to the Library, a copy is sent to each depository library. This distribution provides citizens with local access to state publications. **SEE** Appendix A-3 for a list of state depository libraries.

5. **Establish a microform program for the preservation and management of state publications and make state publications available in microform to depository libraries and other libraries at a reasonable cost;**

   This responsibility is a joint venture of the Library's Information Services and the State and Local Records Management Divisions. The Information Services Division decides which state publications are to be made available in microfiche format, prepares them for filming, and advertises their availability in *Texas State Publications*. The State and Local Records Management Division films the publications and sells them in microfiche at a nominal charge.

   The purpose of this micropublishing program is to provide a permanent copy of all publications received and to allow low-cost distribution of publications not readily available in paper copy. The State and Local Records Management Division welcomes orders for fiche copies of publications, and libraries are urged to refer persons with requests to the Division.

1993

X. TSL RESPONSIBILITIES, cont.

Formal Responsibility (cont.)

6. **Periodically issue a list of all state publications that it has received to all depository libraries and other libraries upon request.**

   The Library publishes a checklist, *Texas State Publications*, and other cumulative lists, including *Texas State Publications Index*. **SEE** Section XI, beginning on page 49, for more information about these publications.

Some of these duties are explained in more detail in other sections of this Manual. **SEE** Appendix A-1 for the full text of the State Depository Law.

Informal Responsibility

Informal duties of the Library are derived from these formal responsibilities and refer to the general nature and development of the Program. For instance, the Library periodically sponsors workshops on state publications. By coordinating and promoting these workshops, the Library is actively spreading information about the availability of state publications and promoting their use.

To insure the success of the Program, communication between the Library and depository libraries is essential. Some forms of communication are required, as in the libraries' responsibility to notify the Library of items missing from depository shipments.

Other forms of communication are less formal but equally important to the quality and development of the Program. Inquiries or comments from depository librarians may concern a problem with a classification number, a tip on a valuable state publication not yet available through the Program, or the status of a title in the Library's processing and distribution cycle.

1994

X. TSL PARTICIPATION, cont.

Informal Responsibility (cont.)

Conversely, the Library may remind a depository library to submit updated personnel and address information for the annual directory, request user information in the form of a survey, or ask depositories to critique the format of its *publications or level of indexing.*

Program News

To document changes and new developments in the Program, the Library sends special notices to depository libraries called "Administrative Notes." This information series is used to explain special handling or distribution of a depository item, to publicize professional workshops or programs of interest to depository librarians, to announce or clarify Program policies or staff decisions, and to accompany special Library reports.

Inspections

The Library may investigate the conditions in depository libraries. These on-site inspections would be designed to insure that depository libraries fulfill the goals of the State Publications Depository Program.

Inspections would be performed by a Library representative and the evaluation would be based on the minimum standards for designated depository libraries.

The Library would give a least one month's prior notice of an inspection. Approximately two weeks after the inspection visit, both the library director and depository liaison would receive a copy of the inspection visit.

1995

XI. PROGRAM RESOURCES

Publications

The following titles represent some of the resources available to state depository libraries:

Texas State Documents Classification Scheme, revised 1984

Formerly: *Texas State Documents Classification & Almost Compleat (sic) List of Texas State Agencies From Statehood to the Present*, 1976.

Availability: Paper copies are available free from the Library. Changes to the scheme are announced in "Administrative Notes," and in the notes and corrections sections of *Texas State Publications* .

This *Scheme* is the chief authority used by the Library for assigning classification numbers to state publications. It was originally intended as both a skeletal history of Texas state government and a classification scheme for the arrangement of state publications.

For the most part, the Library has departed from the original purpose of the list. Recent policies adopted by the Library have emphasized its use as a "working list" for classifying publications that are produced by active state government agencies. For instance, the Library does not assign a classification number to a newly created agency until the Library receives a publication with the agency's imprint. If the agency does not produce any publications during its life span, it will not be represented on the list. This policy underscores the practical and current use of the list and limits its value as an historical resource.

1996

Publications
(cont.)

The Library also has departed from its original intentions in one other way. The introduction states that new numbers will be assigned to agencies with name changes that represent major alphabetical or functional changes. In practice, the Library retains the same number for an agency when the name change is for cosmetic reasons only (e.g. Board of Morticians to Funeral Service Commission); a new number is assigned only when the new name reflects a significant change in the agency's physical organization, administrative or legal responsibilities, or jurisdiction. Depositories which prefer to maintain an inclusive record of these changes should contact the state's Legislative Reference Library, which maintains an historical list of government agencies.

In most other ways, the Library has remained true to the original application of the scheme. Instructions for assigning numbers to individual documents are provided in the introduction.

Texas State Publications, February 1989-

Formerly: *Texas State Documents* (1968 - January 1989)
Documents Checklist (1927-1967).

Availability: Two copies are distributed automatically to state depositories. Additional copies and subscriptions to the public are free upon request. No microfiche copies are available.

Texas State Publications is intended as a reference source, current-awareness tool and acquisitions aid to the publications produced and distributed by Texas state agencies, colleges and universities.

1997

Publications (cont.)

It includes monographs, monographic series, annuals, and new periodical titles that are deposited with and processed by the Library during the month. Publications excluded from this list are: job announcements, news releases, bills, slip laws, opinions; daily journals; issues of periodicals; and various ephemera.

Documents included in the checklist represent the publishing efforts of entities from three branches of state government, including offices, departments, boards, state-federal cooperative agencies, river authorities, regional governments, courts, committees, special task forces, junior and senior colleges and universities, university systems, and subdivisions of those entities.

The checklist is divided into three parts. Part 1 arranges publications by issuing agency, alphabetically by the key word in the agency's name. Each entry includes bibliographic information taken from the OCLC cataloging record, and the price of the publication in microfiche if it is available in that format. A page of notes and corrections and the microfiche order form follow this section.

Part 2 is a subject index to the publications listed in Part 1. Part 3 is a title index.

Publications (cont.)

Texas State Publications Index, 1989-

Formerly: *Texas State Documents Index* (1977-1988)
Guide to Texas State Documents (1974)

Availability: Two paper copies are distributed automatically to state depositories. All other copies are available upon request on a first-come, first-served basis. Microfiche copies are available.

The annual index is an abbreviated accumulation of subject, title and agency information for publications listed issues of *Texas State Publications*. In an effort to economize on publishing costs and to condense the size of the index, entries provide only the most basic bibliographic information for accessing these publications. Libraries which rely heavily on the checklist for accessing items from their collection should save all issues of *Texas State Publications* to have complete bibliographic information.

Other Resources

The Library may produce other bibliographic aids of varying scope and detail, including quarterly, semiannual and multi-year indexes, bibliographies, shelflists and thesaurus tools. The availability of these materials and services is subject to demand, special request, and the budget and time restrictions of the Library.

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

APPENDICES

APPENDIX A: General Information

1- State Depository Law
2- Program Rules and Regulations
3- List of Depository Libraries
4- Depository Checklist

APPENDIX B: Samples and Forms

1- Depository Contract
2- Depository Shipment Claim
3- Disposal List and Cover Letter

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

STATE DEPOSITORY LAW

Sec. 441.101 **DEFINITIONS**. In this subchapter:

(1) "Commission" means the Texas State Library and Archives Commission

(2) "Depository library" means the Texas State Library, the Legislative Reference Library, the Library of Congress, the Center for Research Libraries, or any other library that the commission designates as a depository library.

(3) "State agency" means a state office, officer, department, division, bureau, board, commission, legislative committee, authority, institution, substate planning bureau, university system, institution of higher education as defined by Section 61.003, Education Code, or a subdivision of one of those entities.

(4) "State publication" means printed matter that is produced in multiple copies by the authority of or at the total or partial expense of a state agency, including a publication sponsored by or purchased for distribution by a state agency or released by a research firm, consulting firm, or other similar private institution under contract with a state agency. The term does not include correspondence, an interoffice memorandum, or a routine form. (V.A.C.S. Art. 5442a, Sec. 1)

Sec. 441.102 DISTRIBUTION OF STATE PUBLICATIONS.

The commission by rule shall establish procedures for the distribution of state publications to depository libraries and for the retention of those publications. The commission may enter into a contract with a depository library under which the depository library receives all or part of the state publications that are distributed. (V.A.C.S. Art. 5442a, Sec. 2)

Sec. 441.103 STATE AGENCY DUTIES.

(a) A state agency shall designate one or more staff persons as agency publications contact persons and shall notify the Texas State Library of those persons' identities. A publications contact person monthly shall furnish to the Texas State Library a list of all of the agency's state publications that were produced during the preceding month.

(b) A state agency shall furnish its state publications to the Texas State Library in the number specified by commission rules. On the printing of or awarding of a contract for the printing of a publication, a state agency shall arrange for the required number of copies to be deposited with the Texas State Library. The commission may not require more than 75 copies of state publication. (V.A.C.S. Art. 5442a, Secs. 3,5.)

Sec. 441.104 DUTIES OF THE TEXAS STATE LIBRARY.

The Texas State Library shall:

(1) acquire, organize, and retain state publications;

(2) collect state publications and distribute them to depository libraries;

(3) establish a microform program for the preservation and management of state publications and make available state publications in microform to depository libraries and other libraries at a reasonable cost;

(4) periodically issue a list of all state publications that it has received to all depository libraries and other libraries on request;

(5) catalog, classify, and index all state publications that it receives and distribute the cataloging, classification, and indexing information to depository libraries and other libraries on request; and

(6) ensure that state publications are fully represented in regional and national automated library networks. (V.A.C.S. Art. 5442a, Sec. 4.)

Sec. 441.105 EXEMPT PUBLICATIONS.

The state librarian may specifically exempt a publication from this subchapter. (V.A.C.S. Art. 5442a, Sec. 7.)

Sec. 441.106 PAYMENT FOR PRINTING OF STATE PUBLICATIONS.

If a state agency's printing is done by contract, an account for the printing may not be approved and a warrant may not be issued unless the agency first furnishes to the State Purchasing and General Services Commission a receipt from the state librarian for the publication or a written waiver from the state librarian exempting the publication from this subchapter. (V.A.C.S. Art. 5442a, Sec. 6.)

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

RULES AND REGULATIONS

§ 3.1 Definitions. The following words and terms, when used in this chapter, shall have the following meanings, unless the context indicates otherwise:

State Publications Depository Program -- A program of the Texas State Library designed to collect, preserve and distribute state publications, and promote their use by the citizens of Texas and the United States. All inquiries, correspondence, and publications should be directed to: State Publications Depository Program, Texas State Library, P.O. Box 12927, Austin, Texas 78711.

Commission -- The Texas State Library and Archives Commission.

Depository library -- The Texas State Library, the Legislative Reference Library, the Library of Congress, or any other library that the commission designates as a depository library for state publications.

State agency -- Any entity established or authorized by law to govern operations of the state such as a state office, department, division, bureau, board, commission, legislative committee, authority, institution, regional planning council, university system, institution of higher education as defined by Texas Education Code §61.003, or a subdivision of one those entities.

State librarian -- Executive and administrative officer of the Texas State Library and Archives Commission.

State publication -- Printed matter which originates in or is produced by the authority or at the total or partial expense of a state agency, and which is distributed on demand or in multiple copies to government, its officers or other persons outside of the creating agency. The term also includes: A) a publication sponsored by or purchased for distribution by a state agency or released by a research firm, consulting firm, other similar private institution under contract with a state agency; or B) a publication distributed on microfiche or microform. The term does not include correspondence, an interoffice memorandum, a routine form, or other government record which is compiled or produced solely to meet the internal operating needs of a state agency.

Texas State Library -- The staff, collections, archives, and property of the Texas State Library and Archives Commission organized to carry out the commission's responsibilities.

§3.2 Standard Deposit Requirements. State agencies are required to deposit copies of all publications that have not been exempted from the program. The standard number of copies to be deposited is based on the number of copies produced.

(a) If three hundred (300) or more copies are produced, fifty-five (55) copies must be deposited with the State Publications Depository Program.

(b) If fewer than three hundred (300) copies are produced, four (4) copies must be deposited with the program.

§3.3 Special Deposit Requirements. Specific kinds of publications shall be deposited in the following minimum quantities regardless of the number of copies originally intended to be produced by the agency. Agencies are expected to incorporate these deposit requirements into their printing orders.

(a) Fifty-five (55) copies of the following publications shall be deposited with the State Publications Depository Program:

(1) Annual or biennial report (narrative description and statistics of programs, services, activities),
(2) Statistical compilations (annual or multi-year),
(3) State plans (for agency services, programs within its jurisdiction),
(4) Codes (published as compendia),
(5) Regulations (published as compendia), and
(6) Directories (of facilities, services, providers).

(b) Three (3) copies of annual financial reports and annual operating budgets shall be deposited with the State Publications Depository Program.

(c) Two (2) copies of requests for legislative appropriations and performance and funds management reports shall be deposited with the State Publications Depository Program.

§3.4 Standard Exemptions. The state librarian has exempted certain kinds of publications from deposit requirements. A state agency is not required to deposit any copies of the publications or other information materials listed below:

(1) agendas,
(2) advertisements,
(3) alumni materials,
(4) announcements,
(5) artwork,
(6) audiovisual materials,
(7) calendars,
(8) charts,
(9) contracts,
(10) correspondence,
(11) course schedules,
(12) curriculum catalogs (departmental only),

§3.4 Standard Exemptions. Continued

(13) drafts of plans, reports,
(14) fiction,
(15) forms,
(16) fund raising materials,
(17) grant proposals, bids,
(18) hearings (transcripts of),
(19) job announcements,
(20) literary criticisms,
(21) memorabilia,
(22) memoranda,
(23) news or press releases,
(24) newsletters (meant only for employee, faculty, or student use),
(25) notices of sale,
(26) daily or weekly periodicals (which are summarized in monthly or quarterly publications),
(27) personnel manuals,
(28) photographs,
(29) poetry,
(30) policy handbooks (student and faculty),
(31) programs (announcements of),
(32) recruitment materials,
(33) reprints (reissued without change),
(34) stationery,
(35) student publications (those produced by students),
(36) telephone directories (meant only for employee, faculty, or student use), and
(37) volunteer newsletters.

§3.5 Special Exemptions. Upon written application, the state librarian may exempt other publications from deposit requirements.

§3.6 Publications Contact Person. Each state agency shall designate in writing one or more persons to act as liaison with the program. The number of liaisons designated by an agency should reflect the size and complexity of its publishing activities. Each liaison shall deposit all state publications within the scope of his or her designated responsibility, provide information and resolve problems about them, negotiate exemptions from deposit requirements, and submit monthly publications lists.

§3.7 Monthly Publications List. The publications contact person must submit to the program each month, the monthly publications list form, listing all publications produced by that agency during the preceding month.

§3.8 Designation of Depository Library Status. The director of a library in Texas may apply in writing to the state librarian for depository library status. The state librarian shall make a recommendation to the commission after considering the need for additional access to state publications by the public and the number of copies of publications available for distribution to depository libraries. Upon the commission's approval, the state librarian shall execute a contract with the library setting forth the responsibilities of the program and of the depository library.

§3.9 Termination of Designated Depository Library Status. Depository status may be terminated by either party upon six-month's written notice. In the event of termination, title to the collection shall be retained by the Texas State Library, which may remove the collection to the Texas State Library or another depository library.

§3.10 Minimum Standards for Designated Depository Libraries. The designated depository library must:

(a) process and shelve deposited publications within 30 days of receipt;

(b) check all shipping lists to insure that depository items are received, and if not, promptly claimed;

(c) mark and date publications received in depository shipments to distinguish them from publications received from other sources;

(d) provide an orderly, systematic record of depository holdings and subsequent arrangement of publications;

(e) furnish a minimum of 400 linear feet of shelving for state publications;

(f) designate a professional librarian to be responsible for the collection and to act as liaison with the Texas State Library;

(g) provide reference service from state publications to all Texas residents;

(h) provide access to the collection through reference tools, public catalogs, and national, state, and local computer networks which is comparable with that of similar collections in the library;

(i) implement a circulation and interlibrary loan policy for the collection which is consistent with the institution's general loan policy;

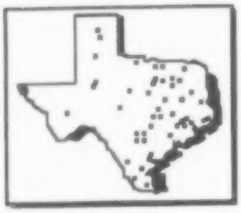
(j) retain depository publications for a minimum of 5 years unless otherwise instructed, and submit a disposal list to the Texas State Library for distribution before such publications are discarded;

(k) provide appropriate equipment for the use and storage of all state publications;

(l) publicize the depository collection through displays and announcements of significant new publications; and

(m) display a sign, identifying its depository library status.

LIST OF DEPOSITORY LIBRARIES



ABILENE
Abilene Public Library
Documents Dept.
202 Cedar Street
Abilene, TX 79601
915/677-2474

ALPINE
Sul Ross State University
Bryan Wildenthal Memorial Library
Documents Dept.
Alpine, TX 79832
915/837-8125

AMARILLO
Amarillo Public Library
Documents Dept.
P. O. Box 2171
Amarillo, TX 79189-2171
806/378-3050

ARLINGTON
University of Texas at Arlington
Library, Government Publications/Maps Dept.
P. O. Box 19497
Arlington, TX 76019
817/273-3393

AUSTIN
Legislative Reference Library
Insurance Bldg., Room 260
Box 12488
Austin, TX 78711
512/463-1252

Texas State Library
Reference/Documents
Box 12927
Austin, TX 78711
512/463-5455

University of Texas at Austin
Center for American History
Sid Richardson Hall, 2.109
Austin, TX 78713-7330
512/471-5961

BEAUMONT
Beaumont Public Library
Reference Dept.
P. O. Box 3827
Beaumont, TX 77704
409/838-6606

BEAUMONT (Continued)
Lamar University
Gray Library, Documents Dept.
Box 10021
Lamar University Station
Beaumont, TX 77710
409/880-8261

BROWNSVILLE
University of Texas at Brownsville
Documents Dept./ LRC
1614 Ridgley Rd.
Brownsville, TX 78520-4991
210/982-0295

CANYON
West Texas State University
Library, Documents Dept.
P.O. Box 748, WT Station
Canyon, TX 79016
806/656-2204

COLLEGE STATION
Texas A&M University
Sterling C. Evans Library
Documents Dept.
College Station, TX 77843-5000
409/845-5310

COMMERCE
East Texas State University
Library, Serials Dept.
Commerce, TX 75429
903/886-5734

CORPUS CHRISTI
Corpus Christi Public Library
Documents Dept.
805 Comanche Street
Corpus Christi, TX 78401
512/880-7005

Corpus Christi State University
Library, Documents Center
6300 Ocean Drive
Corpus Christi, TX 78412
512/994-2341

DALLAS
Dallas Public Library
Govt Publications Division
1515 Young Street
Dallas, TX 75201
214/670-1460

Southern Methodist University
Fondren Library
Documents Dept.
Dallas, TX 75275
214/692-2331

DENTON
Texas Woman's University
Library, Documents Dept.
P.O. Box 23715, TWU Station
Denton, TX 76204
817/898-3708

University of North Texas
Library, Documents Dept.
P.O. Box 5188, NT Station
Denton, TX 76203-5188
817/565-2869

EDINBURG
University of Texas -- Pan American
Library, Documents Dept.
1201 W. University Dr.
Edinburg, TX 78539-2999
210/381-3304

EL PASO
El Paso Public Library
Documents Dept.
501 N. Oregon St.
El Paso, TX 79901
915/543-5475

University of Texas at El Paso
The Library
Documents & Maps Section
El Paso, TX 79968-0582
915/747-5685

FORT WORTH
Fort Worth Public Library
Govt Publications
300 Taylor St.
Fort Worth, TX 76102
817/871-7724

Texas Christian University
Burnett Library, Documents Dept.
P.O. Box 32904
Fort Worth, TX 76129
817/921-7669

HOUSTON
Houston Public Library
Texas Room
500 McKinney Avenue
Houston, TX 77002
713/247-1664

Rice University
Fondren Library
Documents Dept.
P. O. Box 1892
Houston, TX 77251
713/523-2417

BEST COPY AVAILABLE

HOUSTON (Continued)

Texas Southern University
Library, Documents Dept.
3100 Cleburne St.
Houston, TX 77004
713/527-7147

University of Houston
Library, Documents Dept.
4800 Calhoun Street
Houston, TX 77204-2091
713/749-1163

University of Houston --
Clear Lake
Neumann Library
Documents Dept.
2700 Bay Area Blvd.
Houston, TX 77058-1083
713/283-3910

HUNTSVILLE

Sam Houston State University
N. Gresham Library
Dept. of Government Documents
Huntsville, TX 77341
409/294-1629

KINGSVILLE

Texas A&I University
Library, Documents Dept.
Kingsville, TX 78363
512/595-2918

LAREDO

Laredo State University
Library, Documents Section
1 West End Washington St.
Laredo, TX 78040-9960
210/722-8001 ext.402

LUBBOCK

Texas Tech University
Library, Documents Dept.
P.O. Box 40002
Lubbock, TX 79409-0002
806/742-2268

NACOGDOCHES

Stephen F. Austin
State University
Library, Documents Dept.
P. O. Box 13055, SFA Station
Nacogdoches, TX 75962-3055
409/568-1574

ODESSA

Ector County Library
Documents Dept.
321 W. Fifth St.
Odessa, TX 79761
915/332-0634

ODESSA (Continued)

University of Texas of the
Permian Basin
Library
4901 E. University Blvd
Odessa, TX 79762-0001
915/367-2313

PRAIRIE VIEW

Prairie View A&M University
John B. Coleman Library
Documents Department
Prairie View, TX 77446
409/857-2612

RICHARDSON

University of Texas at Dallas
Library, Documents Dept.
P. O. Box 830643
Richardson, TX 75083-0643
214/690-2627

SAN ANGELO

Angelo State University
Porter Henderson Library
2601 West Avenue N
San Angelo, TX 76909
915/942-2222

SAN ANTONIO

Saint Mary's University
Academic Library
Documents Department
One Camino Santa Maria
San Antonio, TX 78228-8608
210436-3441

San Antonio Public Library
Business and Science Dept.
203 S. St. Mary's Street
San Antonio, TX 78205
210/299-7802

Trinity University
Library, Documents Collection
715 Stadium Drive
San Antonio, TX 78212
210/736-7430

University of Texas at
San Antonio
Library/Documents
6900 N. Loop 1604 West
San Antonio, TX 78249
210/691-4583

SAN MARCOS

Southwest Texas State University
Albert K. Alkek Library,
Documents Dept.
San Marcos, TX 78666-4604
512/245-3686

STEPHENVILLE

Tarleton State University
Dick Smith Library
Education Library
Stephenville, TX 76402
817/968-9869

TYLER

University of Texas at Tyler
Muntz Library, Documents Dept.
3900 University Blvd
Tyler, TX 75701
903/566-7344

VICTORIA

Victoria College/University of
Houston-Victoria
Library, Documents Dept.
2602 N. Ben Jordan
Victoria, TX 77901
512/576-3151 ext. 283

WACO

Baylor University
Texas Collection
B.U. Box 97142
Waco, TX 76798-7142
817/755-1268

WICHITA FALLS

Midwestern State University
Moffett Library, Documents Dept.
3400 Taft Street
Wichita Falls, TX 76308-2099
817/692-6611 ext. 4165

OTHER DEPOSITORY LIBRARIES

Library of Congress
State Documents Section
Exchange and Gift Division
Washington, DC 20540
202/707-9470

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

DEPOSITORY CHECKLIST

The following items serve as a checklist for libraries to insure compliance with minimum operating standards of the State Publications Depository Program.

Public Service

__________ Free public access
__________ Reference assistance
__________ Collection development policy (that addresses local community needs)
__________ Reference aids
__________ Photocopying facility
__________ Interlibrary loan policy
__________ Circulation policy

Staffing

__________ One professional librarian appointed as liaison to the Texas State Library
__________ Support staff to process and shelve depository items within 30 days of receipt
__________ Staff training in depository procedures and publication resources

Equipment

__________ 400 linear feet of shelving
__________ Processing area
    ______ sorting shelves
    ______ shelflist
    ______ book truck
    ______ large processing table
__________ Microfiche reader/printer
__________ Microfiche cabinet
__________ Map cases
__________ Rubber stamp with changeable date, and the words "Texas depository item" or "state publication"
__________ Binders, pamphlet boxes, etc. for looseleaf depository materials

Publications (provided by the Texas State Library)

__________ (1) copy of the *Manual for State Depository Libraries*
__________ (2) copies of the *Texas State Documents Classification Scheme*
__________ (1) copy of the *Directory of State Depository Libraries*

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

LIBRARY CONTRACT

To encourage and promote the use of Texas state government publications, the

____

agrees to enter into contract with the Texas State Library as a designated state depository library of the State Publications Depository Program.

This contract is entered into by and between both parties pursuant to the authority granted and in compliance with the provisions of V.T.C.A., Government Code 441.101 et seq., under such rules and regulations as may be adopted by the Texas State Library and Archives Commission, and under provisions as state below:

I. Responsibility of the Texas State Library

The Texas State Library agrees to:

A. mail publications to the participating institution in a uniform and consistent manner with postage prepaid;

B. prepare and distribute official lists of all state government publications received and distributed through the Depository Program;

C. make available state publications in microform;

D. distribute cataloging, classification, and indexing information to the participating institution.

II. Responsibility of the Designated Depository Library

The designated depository library agrees to:

A. process and shelve deposited publications within 30 days of receipt;

B. check all shipping lists to insure that depository items are received, and if not, promptly claimed;

C. mark and date publications received in depository shipments to distinguish them from publications received from other sources;

D. provide an orderly, systematic record of depository holdings and subsequent arrangement of publications;

E. furnish a minimum of 400 linear feet of shelving for state publications;

F. designate a professional librarian to be responsible for the collection and to act as liaison with the Texas State Library;

G. provide reference service from state publications to all Texas residents;

H. provide access to the collection through reference tools, public catalogs, and national, state, and local computer networks which is comparable with that of similar collections in the library;

I. implement a circulation and interlibrary loan policy for the collection which is consistent with the institution's general loan policy;

J. retain depository publications for a minimum of 5 years unless otherwise instructed, and submit a disposal list to the Texas State Library for distribution before such publications are discarded;

K. provide appropriate equipment for the use and storage of all state publications;

L. publicize the depository collection through displays and announcements of significant new publications; and

M. display a sign, identifying its depository library status.

III. Termination of Designated Depository Library Status

Depository status may be terminated by either party upon six-month's written notice. In the event of termination, title to the collection shall be retained by the Texas State Library, which may transfer the collection to an alternate depository library.

______________ ______________________________

Date

______________ ______________________________

Date

______________ ______________________________

Date **Director and Librarian, Texas State Library**

ILLUSTRATION: Depository Shipment Claim

DATE: 6/1/93

Shipment: **269**
Page 1 of 2

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM SHIPPING LIST

INSTRUCTIONS:

Shipping

Claiming Instructions: 13 TAC §3.10 (b) requires that designated libraries check all shipping lists to insure that depository items are received, and if not, promptly claimed.

To claim items missing from this shipment, first circle the titles of the missing items in red ink, print or stamp the library's address and telephone number on the bottom of the last page, then photocopy the list and keep a copy for your records. Send the original, with a **self-addressed mailing label** to: Technical Assistant, State Publications Depository Program, Texas State Library, Box 12927, Austin, TX 78711. 512/463-5434.

CLASSIFICATION NUMBER	TITLE	
R1500.8 F586 1991	5-year plan for independent living in Texas. (Rehabilitation Commission) (OCLC 24309807)	
R1500.8 F586 1993	5-year plan for independent living in Texas progress report. (Rehabilitation Commission) (OCLC 27774903)	
T1305.1 AV52VI 1993	Aviation videos : VHS. (OCLC 27825452)	
A1200.3 B477 1990/2	Biennial report - Texas Air Control Board. (Air Control Board) (OCLC 2243832)	
P500 B561BIR 1992	Birds of Black Gap Wildlife Management Area. (OCLC 27732511)	
V800.6 B63 93/03	Board notes : a publication of the Texas State Board of Veterinary Medical Examiners. (OCLC 25862580)	
Z A200.5 C28 1993/5	[Catalog]. (Angelo State University) (OCLC 7077408)	RED INK !
Z P150.5 C28 1993/5	Catalog. (Paris Junior College) (OCLC 19335594)	
Z TW700.6 D262 8:01 **NEW**	Data entries. (Texas Woman's University) (OCLC 7951036)	
A2400.6 L569 93-0030	Letter opinions. (Attorney General) (OCLC 24203538)	
A1200.8 EF36S 1992	List of effects screening levels (ECLs). (Air Control Board) (OCLC 27732073)	
A2400.6 OP2R 93-158	Open records rulings. (Attorney General) (OCLC 23979391)	
A2400.6 OP2R 93-163	Open records rulings. (Attorney General) (OCLC 23979391)	

Z T150.6 P943 28:04	Projection. (OCLC 24728622)	
R800.6 R229J 7:03	Real Estate Center journal. (OCLC 15378565)	
C330.3 B477 1991/93	Report to the governor and to the 73rd Texas Legislature. (Cancer Council) (OCLC 27870632)	
W1137.7 P448 NO.93-01	Reporting guidelines for the LPST cleanups in Texas. (OCLC 27833301)	
C4850.8 SE59	Sentencing dynamics study : a sourcebook of sentencing practices in urban Texas in 1991 ; a report to the 73rd Texas State Legislature. (OCLC 27845363)	
A1200.6 T116 93/NO.2	TACB bulletin. (OCLC 8874233)	CLAIM IN RED INK.
T1325.6 H537 40:05	Texas highways. (OCLC 1644197)	
Z TA265.6 T312LIM 22:05	Texas livestock market comments. (OCLC 24397406)	
Z TA265.6 T312LIM 22:06	Texas livestock market comments. (OCLC 24397406)	
Z U400.5 C28U 1993/5	Undergraduate studies. (University of Houston) (OCLC 19412508)	
T600.6 UP1 14:07	Up-date. (Teacher Retirement System) (OCLC 13311544)	
Z UA260.6 C889 29:01	Watermarks. (OCLC 11462720)	
T1325.8 W646 1993	Wildflowers of Texas. (OCLC 25570561)	
H2600.6 SP68 5:01	WINGS messenger. (OCLC 24802568)	

NOTES AND CORRECTIONS

Previous shipments:

On shipping list 262, *City sales and use tax comparison summary* was incorrectly listed as C2600.6 C498 93/01. The correct listing is C2600.6 C498 93/02. The January 1993 issue is currently unavailable and copies are being claimed.

TEXAS STATE PUBLICATIONS CLEARINGHOUSE
Texas State Library
P.O. Box 12927
Austin, Texas 78711

← PRINT OR STAMP RETURN ADDRESS

2013

ILLUSTRATION: Disposal List and Cover Letter

Lone Star University
Your *Special* Choice For A Southeast Texas Education

Disposal List: 93-1 Date: June 3, 1993

The following items are available from Lone Star University. Please circle in red those items desired and return the list with a self-addressed mailing label(s). Please reimburse postage exceeding $1.00. Postage stamps are acceptable. All requests will be filled on a first-come, first-served basis until __**(date filled in by Texas State Library)**____________.

Requests and correspondence may be sent to:

Documents & Maps Section
John Doe Library
Lone Star University
Lone Star, TX 79000
512/441-1001

ILLUSTRATION: Disposal List and Cover Letter

TEXAS STATE PUBLICATIONS DISPOSAL LIST

Lone Star University **Disposal List: 93-1**
John Doe Library, Documents and Maps Section

Department of Agriculture

A900.6 C883	Texas crop weather. February 25 - December 12, 1987

Commission for the Blind

A900.6 C883	Annual report. 1973/4; 1975/6; 1976/7; 1977/8

Comptroller of Public Accounts

E500.3 An78f	Annual financial report for the state of Texas. 1983
C2600.3 B477	Biennial revenue estimate. 1978-9 ; 1980-81
C2600.4 L78sau	Local sales and use tax: analysis of rule 3.377, direct payment
C2600.6 L6969oel	Exempt organizations list. Supp. 83/5.

Education Agency

E500.3 An78a	Annual program report : adult education in Texas. 1983
E500.4 P96	Texas public school law bulletin. 1960; 1965; 1966; 1967; 1968; 1969; 1970; 1971; 1972; 1973; 1974; 1975; 1976; 1977; 1978; 1979; 1980; 1981; 1982; 1983; 1985
E500.7 B874	Laws and resolutions affecting public education in the 1970s. 1968

Employees Retirement System

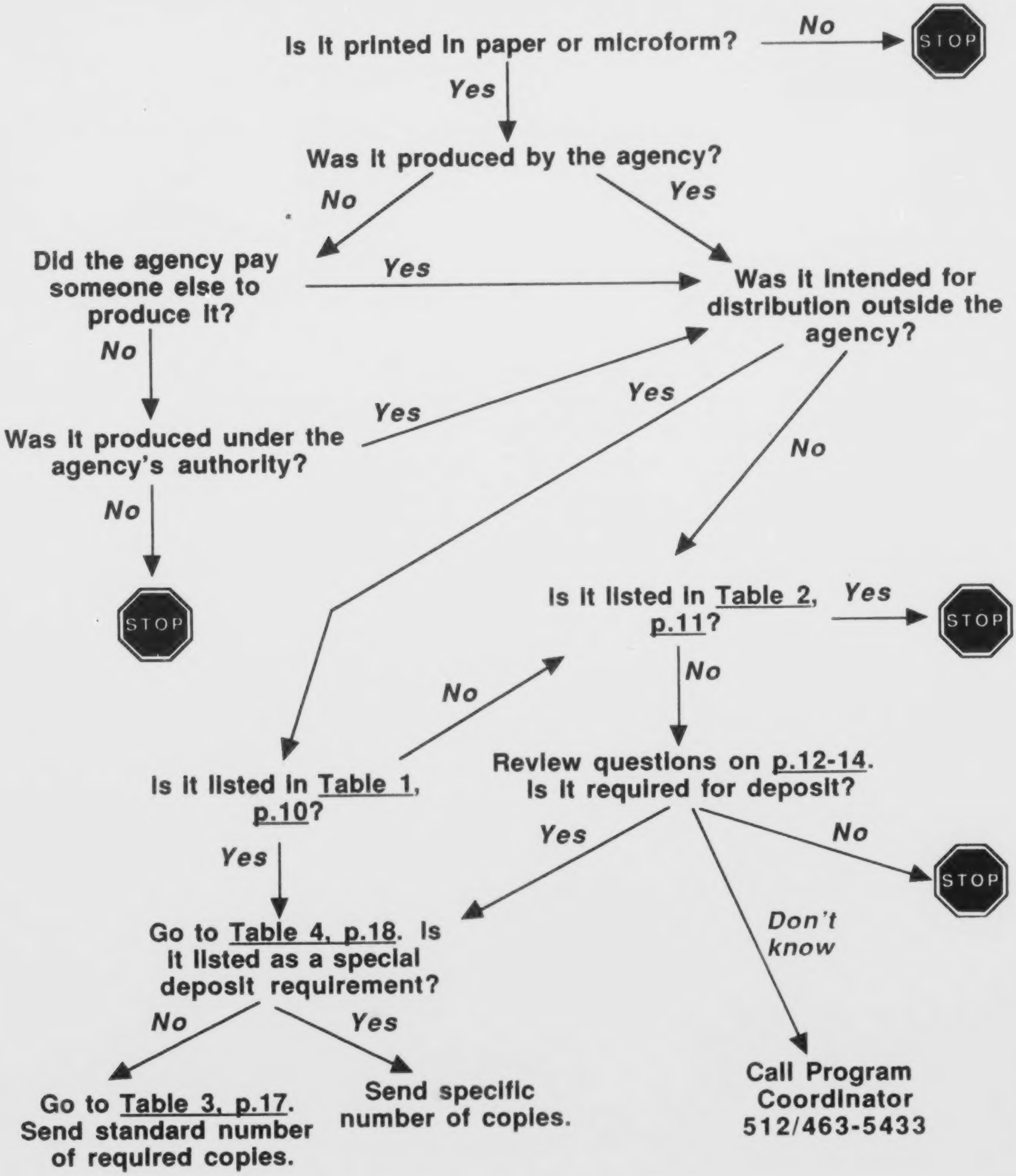
E1900.5 G918	Group insurance benefits and retirees of the state of Texas. 1983

Office of the Governor

G800.8 M234	Mandate for change in Austin. (microfiche). 1987
G800.8 P832	Policies and projections for Texas in the 1990s. 1987
G805.5 R263c	Regional councils in Texas : a status report and directory. 1979-80
G821.3 An78	Report of the Criminal Justice Division. 1982/3
G825.8 Z434 1988	Xeriscaping for the elderly: keeping water bills down.

TX94:I01

FLOWCHART: IS IT A STATE PUBLICATION AND HOW MANY COPIES DO I SEND?


Is it printed in paper or microform?
No
STOP
Yes
Was it produced by the agency?
No
Yes
Did the agency pay someone else to produce it?
Yes
Was it intended for distribution outside the agency?
No
Was it produced under the agency's authority?
Yes
Yes
No
No
STOP
Is it listed in Table 2, p.11?
Yes
STOP
No
No
Review questions on p.12-14. Is it required for deposit?
Is it listed in Table 1, p.10?
Yes
No
STOP
Yes
Don't know
Go to Table 4, p.18. Is it listed as a special deposit requirement?
No
Yes
Go to Table 3, p.17. Send standard number of required copies.
Send specific number of copies.
Call Program Coordinator 512/463-5433

TX94:I02

TEXAS STATE GOVERNMENT PUBLICATIONS

CONTACT

News of the State Publications Depository Program No. 15, 5/93

TOP 10 QUESTIONS CONTACT PERSONS ASK ABOUT THE TEXAS STATE PUBLICATIONS PROGRAM

With the recent distribution of the new *Manual for Publications Contact Persons*, many agency, college and university liaisons have contacted us at the Texas State Library to clarify certain requirements of the State Publications Depository Program. Here are a few of the more common questions asked in the past few months.

No. 1 **I know that the Program *Manual* says to send 55 copies but do you really need that many?**
Yes, we do. The Library needs exactly that number to send at least one copy of your publication to each of the specially designated libraries in our distribution program.

No. 2 **If I send copies of this publication to the Texas State Library, do I also need to send copies to the Legislative Reference Library (LRL)?**
Yes, if it is requested. LRL is an official state depository, however, the one copy it receives through the Program is often not adequate to fulfill its responsibilities as the library of the legislature. As a result, the Legislature passed V.A.T.S. ART 4413 (33a) Sec.8 (2) (b) to enable LRL to request up to five copies of a publication from a college or university. This statute along with Article 5, Sec. 56 of the Appropriation Bill reinforces the requirement to send publications to LRL rather than individual legislators. LRL also is the statutory repository of minutes of all state agencies, universities and colleges.

No. 3 **Do I send the Library copies of my university's minutes?**
Yes, but not to the State Publications Depository Program. One copy should be sent directly to the State Archives Division, where it is retained permanently as part of your university's official history.

No. 4 **What do you do with these publications once you've received them?**
The Library processes these publications as if they were regular library books, enters a bibliographic record for them in a national information database, and then distributes them to the state's designated depository libraries.

No. 5 **Who's usually responsible for sending these publications at a typical university or college?**
As you might guess, there is no typical state college or university and therefore no typical publications contact person. The size and structure of the institution and the complexity of publishing activities are major factors in choosing the right person for this position.

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No. 5 **Cont.** From observing successful universities and colleges and after talking to a variety of people in this position, we can only recommend that the person designated as the publications contact person have some hands-on knowledge of or responsibility for the publishing, printing or distribution of these materials.

No. 6 **How do I know whether or not a publication should be sent if it seems to fall under descriptions for both required and exempt publications?** In some situations, colleges and universities may produce a publication that can fall under items included in both the exemption and required tables on pages 10 and 11 in your *Manual.* For example, a college may publish a leaflet (required) that serves as an announcement of a program (not required). What do you do? The standard rule-of-thumb in this case is "content over format." The format of the leaflet makes it a "required" publication. But because the content of the information serves as an announcement, the leaflet does not need to be deposited with the Library.

No. 7 **Can the Library send me a list of publications that my agency has deposited in the past?** Yes, the Library can create a variety of lists of the publications deposited by your institution during the past five years. Many colleges and universities find these lists helpful in evaluating and confirming their level of compliance with Program requirements.

No. 8 **Can Program staff help me find information on a research topic?** We would be happy to try but we usually leave these kinds of questions for the experts. The Program staff is usually focused on three primary tasks: collecting and processing state government publications, distributing them to the state's depository libraries, and producing finding aids which make these publications more accessible to potential users. As a result, we rarely deal with the kinds of questions you would normally ask a librarian at the information desk of your public or university library. Fortunately, the librarians in our Reference Department assist state employees with these kinds of questions every day. So, if you have a question that is not related to requirements of the State Publications Depository Program, please call the Reference Department at 512/463-5455.

No. 9 **What's the best way to get a quick, overall understanding of the Program and its requirements?** Read the Summary Sheet that was included with your *Manual.*

No.10 **The General Services Commission says we need a receipt from the Library before it can reimburse a commercial printer. What is this receipt?** This receipt is the Monthly Publications List Form returned to you with the Library's property stamp and our director's signature. To learn more about getting a receipt for contract printing, review pages 21-23 in your *Manual.*

Please use the following address when mailing publications to the Library:

Texas State Publications Depository Program
Texas State Library
Box 12927
Austin, TX 78711

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TX94:I03

TEXAS STATE PUBLICATIONS DEPOSITORY PROGRAM

SUMMARY SHEET

WHAT IS THE STATE PUBLICATIONS DEPOSITORY PROGRAM?

The State Publications Depository Program is designed to collect, distribute, and preserve the publications of state government and to promote their use by the citizens of Texas. The Program is authorized under V.T.C.A., Government Code 441.101 et seq., (commonly referred to as the State Depository Law) and is administered by the Texas State Library.

As the collection and distribution center for state publications, the Library acts as a broker between state agencies which produce these documents and libraries which make them available to citizens in their local areas. By law, agencies are required to send copies of their publications to the Library. Once received, they are distributed to specially designated public and university libraries in Texas, where they are treated like other library materials.

WHICH AGENCIES PARTICIPATE IN THE PROGRAM?

The State Depository Law defines a state agency as any entity authorized to govern operations of the state such as a state office, department, division, bureau, board, commission, legislative committee, authority, institution, council, or a subdivision of one of those entities.

WHO IS RESPONSIBLE FOR SENDING AGENCY PUBLICATIONS?

Each state agency is required to designate one or more Publications Contact Persons. This person is the agency's representative to the Program, and is responsible for sending publications to the Library, providing information about them, negotiating exceptions to Program requirements, and submitting publications lists.

WHAT KINDS OF PUBLICATIONS NEED TO BE SENT?

The agency should send a publication if it meets the following three criteria:

- It is printed in paper or microform.
- It is produced at the total or partial expense of an agency or is published under its authority.
- It is distributed outside of the creating agency on request or in multiple copies.

These criteria apply to a publication that an agency has sponsored or purchased for distribution as well as one which results from a consultant contract with a research firm or other private entity.

The following list provides examples of the kinds of publications to send:

annual/biennial reports
audits (financial and management)
budgets/budget requests
codes (published as compendia)
directories/rosters
financial reports
handbooks/guides/manuals
journals/magazines
laws (published as separate)
maps
newsletters (distributed externally)
pamphlets/brochures
planning/evaluation documents
research reports/studies
rules and regulations (as compendia)
standards (as compendia)
state plans
statistical compilations

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WHAT KINDS OF PUBLICATIONS DO NOT NEED TO BE SENT?

While occasionally there may be some ambiguity about whether a publication should be sent to the Library, Program guidelines are specific about the kinds of materials agencies are **not to send.** These materials include records compiled or produced solely to meet the agency's internal operating needs and the items listed below.

Agencies are not required to send the following materials:

- agendas
- advertisements
- announcements
- artwork
- audiovisual materials
- calendars
- charts
- contracts
- correspondence
- drafts of plans, reports
- fiction
- forms
- fund raising materials
- grant proposals, bids
- hearings (transcripts of)
- job announcements
- memoranda
- memorabilia
- news or press releases
- newsletters (meant only for employees)
- notices of sale
- daily or weekly periodicals (which are summarized in monthly or quarterly publications)
- personnel manuals
- photographs
- programs (announcements of)
- recruitment materials
- reprints (reissue without change)
- stationery
- telephone directories (meant only for employees)
- volunteer newsletters

HOW MANY COPIES OF EACH PUBLICATION NEED TO BE SENT?

The standard number of copies to send to the Library is based on the number of copies produced by the agency.

Copies Produced by Agency	Copies Sent to the Library
300 or more	55
1 to 299	4

ARE THERE EXCEPTIONS TO THE NUMBER OF COPIES REQUIRED?

Yes. The following kinds of publications are required in specific quantities regardless of the number originally intended to be produced by the agency:

Publication Produced by Agency	Copies Sent to the Library
Annual or biennial report (narrative description and statistics of programs, services, activities)	55
Statistical compilation (Annual or multi-year)	55
State plan (for agency services, programs within its jurisdiction)	55
Code (published as compendia)	55
Regulation (published as compendia)	55
Directory (of facilities, services, providers)	55
Annual financial report	3
Annual operating budget	3
Performance and funds management report	2
Request for legislative appropriations	2

WHERE ARE PUBLICATIONS SENT?

Please use one of the following addresses for delivering publications to the Library:

Interagency Mail
Texas State Publications Depository Program
Texas State Library
Archives Building, Room 307
Austin, TX

U.S. Mail
Texas State Publications Depository Program
Texas State Library
P.O. Box 12927
Austin, TX 78711

WHO CAN ANSWER QUESTIONS?

Contact Chris Fowler, Program Coordinator, at 512/463-5433.

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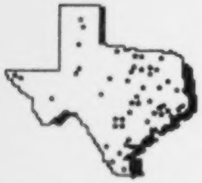
TX94:J01



Publications of state agencies, colleges, and universities are available at 49 depository libraries located across Texas. These libraries serve as a link between the citizens of Texas and the agencies which serve them. Your depository library provides a convenient venue for state government to advertise its activities and programs and for citizens to profit from the information it publishes.

* * *

The Texas State Publications Clearinghouse, a unit of the Texas State Library, is the distribution center for Texas government information. Its responsibilities include producing *Texas State Publications,* a monthly listing of current government publications. Each issue indexes these materials by agency, subject, and title.

Texas State Publications is FREE. To receive your own subscription, write or call the Clearinghouse at the address listed below.

Texas State Publications Clearinghouse
Texas State Library
P.O. Box 12927
Austin, TX 78711

TEL: 512 / 463-5434
FAX: 512 / 463-5436

CF-063 92/02

TEXAS FACTS

At Your Fingertips

At your...
State Publications Depository Library

"Who is my state representative?"

"Which parks in Texas have RV camping accommodations?"

"Where do I apply for a real estate license?"

"How may Texans were hurt in car accidents last year?"

Answers to these questions can be found in materials published by Texas government agencies, and state-supported colleges and universities. Many are available at a library near you through the Texas State Publications Depository Program.

State government publications will surprise you – they cover a wide range of subjects and formats and are as varied as the agencies, courts, legislative committees, colleges, and universities that produce them. Here are a few examples of the materials available:

Annual / biennial reports of state agencies
Brochures
College and university curriculum catalogs
Directories of licensees and public officials
Laws and legal materials
Magazines like *Texas Highways* and *Texas Parks & Wildlife*
Reports of legislative committees
Road maps
Publications lists / catalogs
Research reports
Rules and regulations
State plans for services and programs
Statistical summaries on health, crime, and education

EXAMPLES OF TEXAS PUBLICATIONS AVAILABLE AT YOUR STATE DEPOSITORY LIBRARY

You might know how to recycle newspapers and aluminum cans but where can you recycle dangerous chemicals, plastics, or tires? *Recycle Texas*, a directory published by the **Texas Water Commission** can help you locate commercial recycling collection centers, processing facilities, and companies which offer recycled products.

The **Texas Education Agency** produces a variety of useful publications, such as *Snapshot*, an annual summary of statistics on public schools.

The nationally acclaimed *Texas Highways*, a publication from the **Texas Department of Transportation** is the state's premiere travel and tourism magazine. Each issue highlights a variety of special cultural and ethnic events, historic and recreational sites, and new ideas for out-of-the-way vacations and excursions. Subscriptions reached more than 380,000 this year.

Who produces music videos? Which attorneys in town specialize in music copyright? How do the music programs differ at the state's universities? These questions can be answered by the *Texas Music Industry Directory*, which lists more than 340 businesses of the state's booming music industry. It is published by the Music Office of the **Office of the Governor**.

Among its many responsibilities, the **Texas Department of Health** collects and maintains the state's birth, death, marriage, and divorce records. *Texas Vital Statistics* tabulates and illustrates these statistics, analyzes trends, and forecasts changes in the state's population.

Texas Water Facts is the state's official primer on water in Texas. Published by the **Texas Water Development Board**, it is filled with photos and graphics highlighting important facts about current and future water sources and their use in Texas.

These documents are available at your state depository library. Your depository librarian can help you:

- *Answer a question about Texas goverment and its activities.*
- *Find a state document in the library's collection.*
- *Start a research paper or special report with Texas materials.*
- *Borrow a state government publication from another library.*
- *Obtain your own copy of a publication directly from an agency.*
- *Purchase a state government publication available only on microfiche.*

TX94:J02

DEPOSITORY LIBRARY

The Texas State Library and Archives Commission has designated this library as an official depository for state government publications. Public access to these publications is guaranteed by state regulation (13 TAC §3.10).

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TX94:J03

TEXAS STATE GOVERNMENT PUBLICATIONS

ADMINISTRATIVE NOTES

News of the State Publications Depository Program No. 29, 3/94

Yep. It's time once again to update our directory of state depository libraries. Please take a minute to complete the Directory Update Form and return it in the envelope provided. Thanks!

RESULTS OF *TAP IN* SURVEY OFFER GLIMPSE OF CURRENT & FUTURE PUBLIC ACCESS TRENDS

Is technology taming Texas red tape? A recent Clearinghouse survey seems to suggest just that. While state agencies are not offering up troves of information to just anyone with a computer and a modem, their increased use of computer technology to disseminate information is giving new meaning to the term "open government."

Here are some of the findings with 261 (84 percent) of agencies and state-supported colleges and universities responding. Sixty agencies identified 171 public access databases. Sixty-six of those databases were available to the public through a modem; 73 through the Internet; and 87 with staff assistance.

Only two agencies charged access or user fees to on-line databases but more than one-half levied some kind of handing or copying charge if the information request required staff assistance. In terms of content, agencies described 50 percent of these databases as program or subject specific; 20 percent as library catalogs; and 14 percent as general agency information or bulletin board services.

Education agencies appear to be the undisputed leaders of network technology in state government. They were most likely to have public access databases (25 percent), local area networks, wide area networks, and Internet connections. Administrative agencies were second overall in their use of networks. Health, legislative and judicial agencies lagged behind in most categories.

Based on agency projections, the State Library expects an 11 percent growth rate in new public access databases for 1994 and 1995.

Don't Forget the TLA/GODORT Meeting and Program on Thursday, April 14!

STATE PUBLICATIONS STATISTICS

The Library collected and processed **102,083** publications during the first half of fiscal year 1994. Of that number, **96,130** were distributed to the state's depository libraries. These figures represent an **19 percent decrease** in the number of publications collected and a **10 percent decrease** in the number distributed as compared with the first half of 1993.

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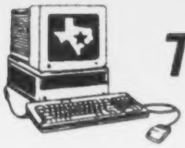

TAP IN DIRECTORY GOES ON-LINE……

The new paper directory of public access databases will be mailed to depository libraries as soon as it returns from our Print Shop. In the meantime, several agencies are working diligently to make the directory accessible on-line. Look for it on the State Library's Electronic Library, the Department of Information Resource's Texas Information Highway, and possibly, the Comptroller's Window on State Government. It could be available as early as late March or early April.

More Changes in State Government Affecting The State Documents Classification Scheme

Please make changes to your copy of the *Texas State Documents Classification Scheme* for the following agency entries:

AGENCY REORGANIZATIONS:

E1400 **VOCATIONAL EDUCATION, COUNCIL ON** (1969-1993)
1969-1989: Technical-Vocational Education, Advisory Council for.
sa: xx Workforce and Economic Competitiveness, Council on (1993-)

J 100 **JOB TRAINING COORDINATING COUNCIL** (-1993)
sa: xx Workforce and Economic Competitiveness, Council on (1993-)

W2100 **WORKFORCE AND ECONOMIC COMPETITIVENESS, COUNCIL ON** (1993-)
sa: xx Vocational Education, Council on (1969-1993)
sa: xx Job Training Coordinating Council (-1993)

CLEARINGHOUSE STAFF DIRECTORY

Chris Fowler, Coordinator	512/463-5433
Michele Turner, Assistant Coordinator	512/463-5435
Coby Condrey, Technical Assistant	512/463-5434
Joshua Brown, Clearinghouse Clerk	512/463-5434

TX94:J04

Spring 1991
Volume 52, No. 1

Texas Libraries

Published by the Texas State Library and Archives Commission

BIG BEND RANCH
Trail Guide
Upper Mesa de Guale
Lower Mesa de Guale
RANCHERIAS LOOP TRAIL
RANCHERIAS CANYON TRAIL
West Rancherias Trailhead
CLOSED CANYON TRAIL
East Rancherias
N
TRAIL SEGMENT TWO
Head of Acebuches Canyon to Rancherias Spring
Canyon Wren
Desert Use Guidelines
Legend
Rancherias Loop Trail (19 miles):
(Segment One) East Rancherias Trailhead to head of Acebuches Canyon
(Segment Two) Head of Acebuches Canyon to Rancherias Spring
(Segment Three) Rancherias Spring to West Rancherias Trailhead
Trailhead
Parking
Suggested Camping Area
Critical Management Zone - NO CAMPING
Private Tract
SCALE 1:48000
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Texas Facts at Your Fingertips

Page 3

2023

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Depository libraries offer local access to state government publications.

Texas Facts at Your Fingertips

By Chris Fowler

What do *Texas Highways*, *Texas Vital Statistics*, and *When People Need Help* have in common? They are all publications produced and distributed by Texas state government agencies. No doubt you have seen *Texas Highways*, the popular travel magazine published by the State Department of Highways and Public Transportation, but had you heard of the last two?

If you were unfamiliar with those titles, you are not alone. A recent survey on Texas history showed that less than 15 percent of the state's public libraries collect Texas government publications. This small percentage suggests that many librarians are unfamiliar with the many inexpensive and unique publications available to them from state government.

Introducing a two-part series about state government publications, this article will discuss a system of depository libraries that maintains state government publications and loans them to local citizens and other libraries in their areas. It will also introduce you to a clearinghouse in Austin that is responsible for collecting these publications from state agencies, distributing them through the library system, and publicizing their availability through special reference tools and services.

The second article, included in the next issue, will outline a core collection of state government publications which every small- and medium-sized public library should have. This second article will also identify free or inexpensive reference tools librarians can use to acquire these publications from state agencies and to locate documents at depository libraries.

Depository Libraries

When patrons ask for government information, librarians usually think of federal documents and the nationwide system of United States depository libraries. Less well-known are Texas state government information resources and the 49 state depository libraries which maintain and service them.

These specially designated depositories represent 34 major cities, strategically located to provide local reference and loan services to citizens throughout the state. Like their federal counterparts, this system of depository libraries serves as a watchdog and benefactor of Texas government. Citizens have the right to know what their government is doing and how it is spending their money. These local libraries also provide a convenient venue for state government to advertise its activities and programs and for citizens to profit from the information it publishes.

State depository libraries receive an average of 200 state government publications free each month. The privilege of being a depository, however, carries special responsibilities. For instance, depository libraries must process these publications and make them available to the public within 30 days. Staff must provide reference and loan services from these publications to all Texas citizens and also meet stan-

Chris Fowler, coordinator of the Texas State Publications Clearinghouse for five years, also managed the state government clearinghouse in Oklahoma for three years.

Depository Libraries

1. **Abilene** Public Library
2. Sul Ross State University, **Alpine**
3. **Amarillo** Public Library
4. University of Texas at **Arlington**
5. Legislative Reference Library, **Austin**
6. Texas State Library, **Austin**
7. University of Texas at **Austin**
8. **Beaumont** Public Library
9. Lamar University, **Beaumont**
10. University of Texas--Pan American, **Brownsville**
11. West Texas State University, **Canyon**
12. Texas A&M University, **College Station**
13. East Texas State University, **Commerce**
14. **Corpus Christi** Public Library
15. **Corpus Christi** State University
16. **Dallas** Public Library
17. Southern Methodist University, **Dallas**

(continued on next page)

dards for record and collection maintenance, storage, retention, and weeding.

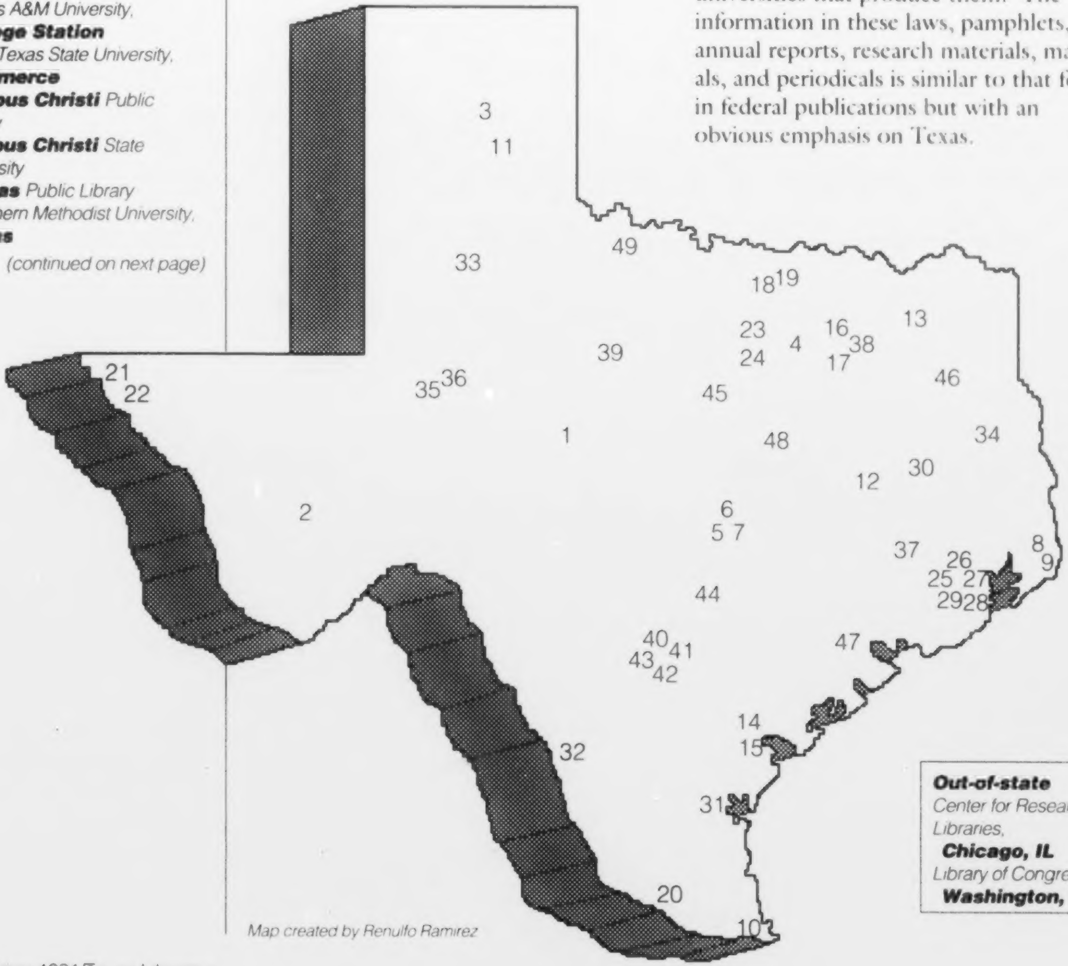
New Depositories

In a national poll of similar distribution programs, Texas ranked seventh behind California, New York, Pennsylvania, Ohio, New Jersey, and Michigan in the number of depository libraries. While this ranking seems adequate for now, the depository system can easily accommodate more libraries in the future as interest in state publications grows.

For a library to be awarded depository status, it must first agree to meet minimum operating standards of the State Publications Depository Program. Preference is also given to libraries located in areas of southwest, north, and west Texas where more depositories are needed.

State Publications

The publications received at these depositories cover a wide range of subjects and formats as varied as the agencies, courts, legislative committees, colleges, and universities that produce them. The information in these laws, pamphlets, annual reports, research materials, manuals, and periodicals is similar to that found in federal publications but with an obvious emphasis on Texas.



Map created by Renulfo Ramirez

Out-of-state
Center for Research Libraries,
Chicago, IL
Library of Congress,
Washington, D.C.

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Statistics

While federal and state publications offer similar statistical information, Texas state agencies usually compile and publish it earlier and stratify data into smaller geographic units than their counterparts at the federal level.

Texas Vital Statistics is a good example of this in-depth coverage. This annual from the Texas Department of Health reports and illustrates trends in birth, death, marriage, and divorce statistics at the state, county, and city levels. The latest edition of *Texas Vital Statistics* contains figures for 1989 and is available free from the department's Bureau of Vital Statistics. In contrast, *Vital Statistics*, a multi-volume set published by the National Center for Health Statistics, reports figures for all states but only offers specific data for Texas' largest cities. The most current compilation of marriage and divorce statistics available is for the year 1986. Compilations on natality and morbidity statistics were recently published for 1988 and currently sell for $31 and $39 respectively.

Timely Issues and Effective Referrals

State publications are also unique in providing an in-depth perspective to important statewide or regional issues. Special studies of the House Research Organization and Legislative Council, for example, analyze proposed legislation and current and repealed laws. Brochures from the Department of Agriculture warn farm workers of pesticide contamination and poisoning during harvest seasons. Manuals from the Comptroller of Public Accounts update local businesspeople on changes in state and local sales tax laws and regulations.

Other state publications do not contain statistics or an analysis of current issues but can offer libraries an edge in providing effective referrals. *When People Need Help* summarizes various social service programs, eligibility requirements, and helpline numbers in human service agencies. This bilingual booklet from the Texas Department of Human Services is a good example of the kinds of free state publications that can help direct librarians and their patrons through the maze of government bureaucracy.

Other directories, pamphlets, and manuals from state government agencies can answer questions such as "Where can I apply for state and federal grants?", "Who can I call about suspected hazardous materials in my neighborhood?", "Where should I go on vacation?", or "What counseling services are available to me in dealing with a family problem?".

The state's 49 depository libraries answer these questions and other information needs of the citizens in their areas. In that role, these libraries represent just one aspect of a statutory program administered by the State Library.

Publication Administration

The responsibility to collect, distribute, and preserve state government publications was part of the enabling legislation that established the Texas State Library in 1909. Since then this responsibility has evolved with the expansion of government and changes in library development.

One obvious change has been in the growth of government publishing. In 1928 the State Librarian reported that 3,888 documents were distributed to libraries for the fiscal years 1927 and 1928. Today more than 12,000 copies of state government publications are distributed by the State Library each month. Before 1979 distribution of state government publications was informal and random. Any library in- or out-of-state could request and

18. Texas Woman's University, **Denton**
19. University of North Texas, **Denton**
20. University of Texas--Pan American, **Edinburg**
21. **El Paso** Public Library
22. University of Texas at **El Paso**
23. **Fort Worth** Public Library
24. Texas Christian University, **Fort Worth**
25. **Houston** Public Library
26. Rice University, **Houston**
27. Texas Southern University, **Houston**
28. University of **Houston**
29. University of **Houston**--Clear Lake
30. Sam Houston State University, **Huntsville**
31. Texas A&I University, **Kingsville**
32. **Laredo** State University
33. Texas Tech University, **Lubbock**
34. Stephen F. Austin State University, **Nacogdoches**
35. Ector County Library, **Odessa**
36. University of Texas of the Permian Basin, **Odessa**
37. **Prairie View** A&M University
38. University of Texas at Dallas, **Richardson**
39. Angelo State University, **San Angelo**
40. Saint Mary's University, **San Antonio**
41. **San Antonio** Public Library
42. Trinity University, **San Antonio**
43. University of Texas at **San Antonio**
44. Southwest Texas State University, **San Marcos**
45. Tarleton State University, **Stephenville**
46. University of Texas at **Tyler**
47. **Victoria** College/University of Houston-Victoria
48. Baylor University, **Waco**
49. Midwestern State University, **Wichita Falls**

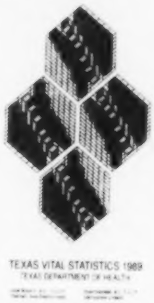
Examples of state government publications

1. "Don't worry, we can help you." More comforting words do not exist to a single mother who needs food stamps and money to clothe and feed her children. *When People Need Help*, a bilingual publication of the **Texas Department of Human Services**, can help this woman and others like her. This free booklet outlines the state's major social service programs, explains eligibility requirements, and lists the locations of the department's regional offices.

WHEN PEOPLE NEED HELP

2. The nationally acclaimed *Texas Highways*, a publication from the **State Department of Highways and Public Transportation**, is the state's premiere travel and tourism magazine. Each issue highlights a variety of special cultural and ethnic events, historic and recreational sites, and new ideas for out-of-the-way vacations and weekend excursions. Subscriptions at $12.50 peaked at more than 380,000 this year.

3. Among its many responsibilities, the **Texas Department of Health** collects and maintains the state's birth, death, marriage, and divorce records. *Texas Vital Statistics* tabulates and illustrates these statistics, analyzes trends and forecasts changes in the state's population. It is available free from the Bureau of Vital Statistics.



4. Who produces music videos? Which attorneys in town specialize in music copyright? How do the music programs differ at the state's universities? These questions can be answered by the *Texas Music Industry Directory*, which lists more than 340 businesses of the state's booming music industry. Published by the Music Office of the **Texas Department of Commerce**, it sells for $15.

5. The **State Department of Highways and Public Transportation** distributes *Texas*, a free comprehensive travel guide of Texas cities, lakes, state parks, and forests. Each entry in the "Cities of Texas" section includes a brief history of the locale's development and a listing of its major private and public attractions. It is designed to be used with the department's *Official Highway Travel Map*.

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receive publications from the State Library. In 1979 an amendment to the "Depository Law" (V.T.C.A. Government Code 441.101 et seq.) established a formal mechanism for distributing publications. The 66th Legislature authorized the Library and Archives Commission to designate specific libraries in the state to house and service these materials. In that same year, rules and regulations were promulgated, establishing the Texas State Publications Clearinghouse as the unit of the State Library to collect and distribute these materials.

State Publications Clearinghouse

As the collection and distribution center, the clearinghouse acts as a broker between state agencies and depository libraries. By law agencies are required to send copies of their publications to the clearinghouse. Once received, they are processed for library use and then distributed to the depository libraries.

In the process of preparing materials for distribution, the clearinghouse affords state government publications the same bibliographic access given to other types of library materials. These publications are assigned numbers from a classification scheme based on the structure of state government and are indexed under subject terms, using a thesaurus developed from a variety of specialized lists and finding aids. The State Library's Technical Services staff also creates a cataloging record for each publication and enters it into an automated cooperative cataloging database, Online Computer Library Center, Inc. (OCLC). Inclusion in OCLC means that state publications receive national exposure and that bibliographic information for them is available through libraries nationwide.

A Monthly Checklist

As a current awareness service, the clearinghouse publishes *Texas State Publications*, a monthly checklist of current state government publications. Each publication entry in this checklist is indexed by issuing agency, subject, and title. Individual issues and cumulative indexes to the monthly checklist are available at depository libraries. A subscription to the checklist is available free of charge from the clearinghouse.

Most state publications sent to the clearinghouse are microfilmed and then processed into microfiche. Fiche copies of publications are sold by the Records Management Division of the Texas State Library at a nominal charge. The purpose of this microduplication program is to provide a permanent copy of all publications received and to allow low-cost distribution of publications not readily available in paper copy. Forms for ordering publications on microfiche are included with every issue of *Texas State Publications.*

When an agency sends more than 55 copies of a publication to the clearinghouse, copies are automatically distributed to each depository library. This statewide distribution allows agencies to reduce the number of copies printed and made available for general distribution. At the same time, the program reminds agencies of the role that libraries play in making government information accessible to their constituencies.

By serving in this capacity, the clearinghouse enhances the use of these materials at libraries and provides a cost-saving mechanism by which state agencies can make information available about their activities and services.

For more information about the Texas State Publications Depository Program, contact Chris Fowler, Clearinghouse Coordinator, Texas State Library, Texas State Publications Clearinghouse, P.O. Box 12927, Austin, Texas 78711, 512/463-5433.■

How are State Publications Allotted to Depository Libraries?

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The number of copies received in the clearinghouse determines how state publications are dispersed to libraries.

1-3 Copies

Texas State Library

6 Copies

Texas State Library
Library of Congress
Center for Research Libraries
Legislative Reference Library

20 Copies

Texas State Library
Library of Congress
Center for Research Libraries
Legislative Reference Library
Selected Depository Libraries

65 Copies

Texas State Library
Library of Congress
Center for Research Libraries
Legislative Reference Library
All Depository Libraries

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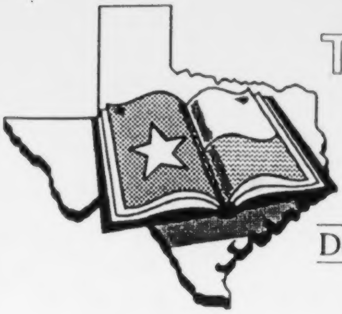

TEXAS STATE
PERIODICALS

Depository Titles June 1989-May 1993

Texas State Publications Depository Program Library and Archives Commission

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Copies of this publication have been distributed in compliance with the State Depository Law, and are available for public use through the Texas State Publications Depository Program at the Texas State Library and other state depository libraries.

2035

Texas State Periodicals

PURPOSE AND SCOPE

This list represents an accumulation of the periodical titles published by Texas state government and made available at state depository libraries from June 1989 to May 1993.

For the purpose of this compilation, a periodical is defined as a serial intended to appear two or more times during a given year, each issue of which is numbered or dated consecutively and comprised of unique information.

It supplements *Texas State Publications*, a monthly checklist published by the Texas State Library, which announces new state government publications.

ARRANGEMENT

Titles are arranged alphabetically under the issuing agency, college or university. Agencies represented on the list include state agencies, departments, state-federal cooperating agencies, and regional governmental bodies. Publications issued by state-supported colleges and universities are grouped together following the agency listing.

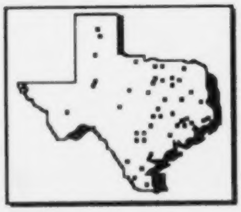
Each entry contains the following information when available or applicable: (1) classification number; (2) title; (3) frequency; and (4) the titles of other reference tools which index individual issues. If an entry includes the word "DISCONTINUED", the publication is no longer published. "SEE ALSO" is a reference to another periodical title which either continues or replaces the discontinued periodical.

AVAILABILITY AND INFORMATION

Individual issues of these periodicals are available from the state depository libraries listed on the following page. For more information, write or call:

Texas State Publications Depository Program
Texas State Library
P.O. Box 12927
Austin, TX 78711
512/463-5434 FAX: 512/463-5436.

Texas State Depository Libraries



ABILENE
Abilene Public Library
Documents Dept.
202 Cedar Street
Abilene, TX 79601
915/677-2474

ALPINE
Sul Ross State University
Bryan Wildenthal Memorial
Library
Documents Dept.
Alpine, TX 79832
915/837-8125

AMARILLO
Amarillo Public Library
Documents Dept.
P. O. Box 2171
Amarillo, TX 79189-2171
806/378-3050

ARLINGTON
University of Texas at Arlington
Library, Government
Publications/Maps Dept.
P. O. Box 19497
Arlington, TX 76019
817/273-3393

AUSTIN
Legislative Reference Library
Insurance Bldg., Room 260
Box 12488
Austin, TX 78711
512/463-1252

Texas State Library
Reference/Documents
Box 12927
Austin, TX 78711
512/463-5455

University of Texas at Austin
Center for American History
Sid Richardson Hall, 2.109
Austin, TX 78713-7330
512/471-5961

BEAUMONT
Beaumont Public Library
Reference Dept.
P. O. Box 3827
Beaumont, TX 77704
409/838-6606

BEAUMONT (Continued)
Lamar University
Gray Library, Documents Dept.
Box 10021
Lamar University Station
Beaumont, TX 77710
409/880-8261

BROWNSVILLE
University of Texas at
Brownsville
Documents Dept./ LRC
1614 Ridgley Rd.
Brownsville, TX 78520-4991
210/982-0295

CANYON
West Texas State University
Library, Documents Dept.
P.O. Box 748, WT Station
Canyon, TX 79016
806/656-2204

COLLEGE STATION
Texas A&M University
Sterling C. Evans Library
Documents Dept.
College Station, TX 77843-5000
409/845-5310

COMMERCE
East Texas State University
Library, Serials Dept.
Commerce, TX 75429
903/886-5734

CORPUS CHRISTI
Corpus Christi Public Library
Documents Dept.
805 Comanche Street
Corpus Christi, TX 78401
512/880-7005

Corpus Christi State University
Library, Documents Center
6300 Ocean Drive
Corpus Christi, TX 78412
512/994-2341

DALLAS
Dallas Public Library
Govt Publications Division
1515 Young Street
Dallas, TX 75201
214/670-1460

Southern Methodist University
Fondren Library
Documents Dept.
Dallas, TX 75275
214/692-2331

DENTON
Texas Woman's University
Library, Documents Dept.
P.O. Box 23715, TWU Station
Denton, TX 76204
817/898-3708

University of North Texas
Library, Documents Dept.
P.O. Box 5188, NT Station
Denton, TX 76203-5188
817/565-2869

EDINBURG
University of Texas --
Pan American
Library, Documents Dept.
1201 W. University Dr.
Edinburg, TX 78539-2999
210/381-3304

EL PASO
El Paso Public Library
Documents Dept.
501 N. Oregon St.
El Paso, TX 79901
915/543-5475

University of Texas at El Paso
The Library
Documents & Maps Section
El Paso, TX 79968-0582
915/747-5685

FORT WORTH
Fort Worth Public Library
Govt Publications
300 Taylor St.
Fort Worth, TX 76102
817/871-7724

Texas Christian University
Burnett Library, Documents Dept.
P.O. Box 32904
Fort Worth, TX 76129
817/921-7669

HOUSTON
Houston Public Library
Texas Room
500 McKinney Avenue
Houston, TX 77002
713/247-1664

Rice University
Fondren Library
Documents Dept.
P. O. Box 1892
Houston, TX 77251
713/523-2417

Texas State Depository Libraries

HOUSTON (Continued)
Texas Southern University
Library, Documents Dept.
3100 Cleburne St.
Houston, TX 77004
713/527-7147

University of Houston
Library, Documents Dept.
4800 Calhoun Street
Houston, TX 77204-2091
713/749-1163

University of Houston --
Clear Lake
Neumann Library
Documents Dept.
2700 Bay Area Blvd.
Houston, TX 77058-1083
713/283-3910

HUNTSVILLE
Sam Houston State University
N. Gresham Library
Dept. of Government Documents
Huntsville, TX 77341
409/294-1629

KINGSVILLE
Texas A&I University
Library, Documents Dept.
Kingsville, TX 78363
512/595-2918

LAREDO
Laredo State University
Library, Documents Section
1 West End Washington St.
Laredo, TX 78040-9960
210/722-8001 ext.402

LUBBOCK
Texas Tech University
Library, Documents Dept.
P.O. Box 40002
Lubbock, TX 79409-0002
806/742-2268

NACOGDOCHES
Stephen F. Austin
State University
Library, Documents Dept.
P. O. Box 13055, SFA Station
Nacogdoches, TX 75962-3055
409/568-1574

ODESSA
Ector County Library
Documents Dept.
321 W. Fifth St.
Odessa, TX 79761
915/332-0634

ODESSA (Continued)
University of Texas of the
Permian Basin
Library
4901 E. University Blvd
Odessa, TX 79762-0001
915/367-2313

PRAIRIE VIEW
Prairie View A&M University
John B. Coleman Library
Documents Department
Prairie View, TX 77446
409/857-2612

RICHARDSON
University of Texas at Dallas
Library, Documents Dept.
P. O. Box 830643
Richardson, TX 75083-0643
214/690-2627

SAN ANGELO
Angelo State University
Porter Henderson Library
2601 West Avenue N
San Angelo, TX 76909
915/942-2222

SAN ANTONIO
Saint Mary's University
Academic Library
Documents Department
One Camino Santa Maria
San Antonio, TX 78228-8608
210436-3441

San Antonio Public Library
Business and Science Dept.
203 S. St. Mary's Street
San Antonio, TX 78205
210/299-7802

Trinity University
Library, Documents Collection
715 Stadium Drive
San Antonio, TX 78212
210/736-7430

University of Texas at
San Antonio
Library/Documents
6900 N. Loop 1604 West
San Antonio, TX 78249
210/691-4583

SAN MARCOS
Southwest Texas State University
Albert K. Alkek Library,
Documents Dept.
San Marcos, TX 78666-4604
512/245-3686

STEPHENVILLE
Tarleton State University
Dick Smith Library
Education Library
Stephenville, TX 76402
817/968-9869

TYLER
University of Texas at Tyler
Muntz Library, Documents Dept.
3900 University Blvd
Tyler, TX 75701
903/566-7344

VICTORIA
Victoria College/University of
Houston-Victoria
Library, Documents Dept.
2602 N. Ben Jordan
Victoria, TX 77901
512/576-3151 ext. 283

WACO
Baylor University
Texas Collection
B.U. Box 97142
Waco, TX 76798-7142
817/755-1268

WICHITA FALLS
Midwestern State University
Moffett Library, Documents Dept.
3400 Taft Street
Wichita Falls, TX 76308-2099
817/692-6611 ext. 4165

OTHER DEPOSITORY LIBRARIES

Library of Congress
State Documents Section
Exchange and Gift Division
Washington, DC 20540
202/707-9470

ACCOUNTANCY, BOARD OF PUBLIC.

A300.6 R299	Texas State Board report. Quarterly. Indexed in *Texas index* and *Index to Texas magazines and documents.* OCLC 8756062

ADULT PROBATION COMMISSION (1977-1989).

A697.6 Ad93	Probation quarterly : Texas Adult Probation Commission newsletter. DISCONTINUED. SEE ALSO Corrections Spectrum, C4830.6 C817. OCLC 15024648

AGING, DEPARTMENT ON.

A800.6 Ag47d	Aging digest. Biweekly. OCLC 23164364
A800.6 P871	Power lines. Quarterly. DISCONTINUED. OCLC 23105040
A800.6 P943	Project CARE : Community Action to Reach the Elderly Texas newsletter. OCLC 26797176
A800.6 V829ven	Vista venture. OCLC 23824553

AGRICULTURE, DEPARTMENT OF.

A900.6 G769	Grassroots. Semiannual. DISCONTINUED. OCLC 17345807
A900.6 M289	Make it Texas news. DISCONTINUED. SEE ALSO Texas agriculture today, A900.6 Ag83. OCLC 26999536
A900.6 T219	TDA today. Bimonthly. DISCONTINUED. SEE ALSO Texas agriculture today, A900.6 Ag83. OCLC 13417117
A900.6 Ag83	Texas agriculture today. Bimonthly. OCLC 27297037
A900.6 C883	Texas crop weather. OCLC 10196300
A900.6 T313	Texport. Bimonthly. DISCONTINUED. SEE ALSO Texas agriculture today, A900.6 Ag83. OCLC 4770626
A900.6 T44	TIE times. Quarterly. DISCONTINUED. SEE ALSO Texas agriculture today, A900.6 Ag83. OCLC 25237124

AIR CONTROL BOARD.

A1200.6 T116	TACB bulletin. OCLC 8874233

ALCOHOL AND DRUG ABUSE, COMMISSION ON.

A1400.6 Commission news. Monthly. DISCONTINUED.
C737 OCLC 13622350

A1400.6 Newview. Monthly.
N42v OCLC 23275146

ALCOHOLIC BEVERAGE COMMISSION.

A1300.6 Newsletter. Monthly.
N477 OCLC 25883781

ANIMAL HEALTH COMMISSION.

A1700.6 Animal health matters. Monthly.
An54 OCLC 13755543

ARCHITECTURAL EXAMINERS, BOARD OF.

A2100.6 TBAE newsletter.
N477 OCLC 16861353

ATTORNEY GENERAL.

A2400.6 Criminal law update. Indexed in *Texas index* and *Index to Texas magazines and documents.*
C868l DISCONTINUED.
OCLC 17718516

A2400.6 Elder alert. Quarterly.
El22 OCLC 25735642

A2400.6 Environmental update. DISCONTINUED.
En89 OCLC 16827951

A2400.6 Letter opinions. Irregular.
L569 OCLC 24203538

A2400.6 Open records decisions. Irregular.
Op2 OCLC 14089835

A2400.6 Open records rulings. Irregular.
Op2r OCLC 23979391

A2400.6 Opinions. Irregular.
Op3 OCLC 6772167

A2400.6 Safety factor. Quarterly. DISCONTINUED.
Sa17f OCLC 22718040

BANKING DEPARTMENT.

B400.6 Quarterly bank report.
Q28 OCLC 20336258

BLIND AND VISUALLY IMPAIRED, SCHOOL FOR THE.

B900.6 P959	P.S. news!!! OCLC 25221841
B900.6 V825	Visions. Four issues yearly. OCLC 27696847

BLIND, COMMISSION FOR THE.

B1000.6 R299	Report. Quarterly. OCLC 13549575
B1000.6 T687	Transition. Quarterly. OCLC 17350806

BOND REVIEW BOARD.

B1250.6 T312fiu	Texas financial update. Quarterly. OCLC 24316668

CANCER COUNCIL.

C330.6 F683	Focus on cancer. OCLC 28088578
C330.6 Sp48	Spirit. Quarterly. DISCONTINUED. OCLC 17515641

CHILDREN'S TRUST FUND OF TEXAS COUNCIL.

C1155.6 C436	Child advocate forum. Quarterly. OCLC 24860141

COMMERCE, DEPARTMENT OF.

C2300.6 Al25	Alert : a bulletin from the Small Business Division of the Texas Department of Commerce. Irregular. OCLC 23741403
C2300.6 R313	Results. Irregular. Indexed in *Texas index*. DISCONTINUED. OCLC 18155367
C2300.6 St29	State of Texas. OCLC 27665431
C2300.6 T312	Texas economy. Monthly. DISCONTINUED. SEE ALSO State of Texas, C2300.6 St29. OCLC 21109597
C2300.6 In2	Texas indicator. Quarterly. DISCONTINUED. SEE ALSO State of Texas, C2300.6 St29. OCLC 26094748
C2300.6 T312lic	Texas Literacy Council newsletter. OCLC 21915395

COMMERCE, DEPARTMENT OF. (Cont.)

C2300.6 T645	Texas tourism update. Monthly. OCLC 27476926
C2300.6 T644	Tour operator news. DISCONTINUED. OCLC 27476926

COMPTROLLER OF PUBLIC ACCOUNTS.

C2600.6 B225	Banking revenue allocation summary. DISCONTINUED. OCLC 14963002
C2600.6 C498bin	Bingo tax comparison summary report. Monthly. DISCONTINUED. OCLC 14445679
C2600.6 C498a	City additional 1/2% adoption effective yr/qtr ... through .... DISCONTINUED. SEE ALSO City adoption of local sales and use tax effective yr/qrt ... through ... : format--city code, city name & yr/qtr effective, C2600.6 C498al. OCLC 22160166
C2600.6 C498al	City adoption of local sales and use tax effective yr/qrt ... through ... : format--city code, city name & yr/qtr effective. Quarterly. OCLC 18977588
C2600.6 C498c	City and county financial management. Indexed in *Texas index*. OCLC 14562314
C2600.6 C498	City sales and use tax comparison summary. Monthly. OCLC 14630299
C2600.6 C832	County 1/2% adoption effective yr/qtr ... through .... OCLC 23164347
C2600.6 T312fif	Fiscal facts. Bimonthly. Indexed in *Texas index* and *Index to Texas magazines and documents*. OCLC 16629579
C2600.6 F52	Fiscal notes. Monthly. Indexed in *Texas index* and *Index to Texas magazines and documents*. OCLC 3867893
C2600.6 H797occ	Hotel occupancy tax accounts. Irregular. OCLC 5978715
C2600.6 M699d	Mixed beverage tax remittances. Quarterly. OCLC 23092146
C2600.6 M699d	Mixed drink tax remittances. Quarterly. DISCONTINUED. SEE ALSO Mixed beverage tax remittances, C2600.6 M669d. OCLC 5359352
C2600.6 Sa32	State sales and use tax analysis report. Quarterly. OCLC 19225798
C2600.6 St29	Statewise : Texas government accounting information. Monthly. OCLC 25504800
C2600.6 T199pon	Tax policy news. OCLC 24316920

COMPTROLLER OF PUBLIC ACCOUNTS. (Cont.)

C2600.6 Ec74q	Texas economic quarterly. Quarterly. OCLC 23897471
C2600.6 R313	Texas lottery retailer update. OCLC 26340089
C2600.6 W73	Winner's gazette. OCLC 27661619
C2600.6 Y88	You're online. OCLC 27314132

COMPTROLLER OF PUBLIC ACCOUNTS. PROPERTY TAX DIVISION.

C2625.6 St29	Statement. Indexed in *Index to Texas magazines and documents.* OCLC 24570378

COORDINATING BOARD, TEXAS HIGHER EDUCATION.

C3400.6 C1r	CB report. Bimonthly. Indexed in *Texas index* and *Index to Texas magazines and documents.* OCLC 2972775
C3400.6 C686	College bound. Semiannual. OCLC 25176447
C3400.6 C789	Coordinates : community and technical colleges. OCLC 25257464
C3400.8 T312puc	Texas public community and technical colleges, summary of ... data base. Four issues yearly. OCLC 26776579
C3400.8 T312puc	Texas public community and technical institutes, summary of ... data base. Four issues yearly. DISCONTINUED. SEE ALSO Texas public community and technical colleges, summary of ... data base, C3400.8 T312puc. OCLC 17276032
C3400.8 T312pus	Texas public senior colleges and universities summary of ... data base. DISCONTINUED. SEE ALSO Texas public universities summary of ... data base, C3400.8 T312pus. OCLC 16248535
C3400.8 T312pus	Texas public universities summary of ... data base. OCLC 22399957

COUNSELORS, BOARD OF EXAMINERS OF PROFESSIONAL.

C3700.6 Ex15	Examiner. Semiannual. OCLC 17426065

COURT ADMINISTRATION, OFFICE OF.

C3900.6 J898	Texas judicial report. OCLC 12026714

BEST COPY AVAILABLE

COURT REPORTERS CERTIFICATION BOARD.

C4444.6 T312	Court Reporters Certification Board statistical analysis of the ... examination. DISCONTINUED. SEE ALSO Examination statistics by court reporting school and applicants, C4444.6 T312. OCLC 19992069
C4444.6 T312	Examination statistics by court reporting school and applicants certified following the ... examination. OCLC 23446672

CRIMINAL JUSTICE, DEPARTMENT OF. COMMUNITY JUSTICE ASSISTANCE DIVISION.

C4830.6 C737	Community corrections network. Bimonthly. OCLC 26770607
C4830.6 C817	Corrections spectrum. Bimonthly. DISCONTINUED. OCLC 21098145
C4830.6 J898	Judicial Advisory Council journal. Quarterly. DISCONTINUED. OCLC 23239838
C4830.6 T312prr	Texas probation report. Quarterly. DISCONTINUED. OCLC 24417715

CRIMINAL JUSTICE, DEPARTMENT OF. INSTITUTIONAL DIVISION.

C4835.6 Ec44	Echo. Monthly. OCLC 15023989

DEAF, COMMISSION FOR THE.

D400.6 D34	Deafinitely Texas. DISCONTINUED. OCLC 20032775

DEAF, SCHOOL FOR THE.

D375.6 L847	Lone Star. OCLC 15331977

DEVELOPMENTAL DISABILITIES, PLANNING COUNCIL FOR.

D1200.6 H534	Highlights. Bi-monthly. OCLC 13211898

DIETITIANS, BOARD OF EXAMINERS OF.

D1350.6 N474	News. OCLC 23897795

EARLY CHILDHOOD INTERVENTION, INTERAGENCY COUNCIL ON.

E035.6 Ec49u	ECI update. OCLC 20511696

EDUCATION AGENCY.

E500.6 F779	Forum. DISCONTINUED. OCLC 18885290
E500.6 R311	Research briefs. Quarterly. OCLC 20906167
E500.6 Up1gie	Update on gifted education. Quarterly. OCLC 23676263

EDWARDS UNDERGROUND WATER DISTRICT.

E1550.6 W291s	Water source. Quarterly. OCLC 21125228

EMERGENCY COMMUNICATIONS, ADVISORY COMMISSION ON.

E1840.6 N622	9-1-1 caller. Bimonthly. OCLC 22481786
E1840.6 Ad28	Addressing program news. Monthly. DISCONTINUED. OCLC 23292918

EMPLOYEES RETIREMENT SYSTEM.

E1900.6 Er81	ERS newsletter. OCLC 13301830

EMPLOYMENT COMMISSION.

E2100.6 Em74	Covered employment and wages by industry and county. OCLC 2622632
E2100.6 L113n	Labor news. Quarterly. OCLC 26531341
E2100.6 T312b	Texas business today. Indexed in *Index to Texas magazines and Documents.* OCLC 20021168
E2100.6 T312	Texas Child Care Resource Clearinghouse news. DISCONTINUED. SEE ALSO Texas Work & Family Clearinghouse news, E2100.6 T312. OCLC 20511970
E2100.6 L113	Texas labor market review. Monthly. Indexed in *Texas index*, *Index to Texas magazines and documents* and *Statistical reference index.* OCLC 5010162
E2100.6 T312	Texas Work & Family Clearinghouse news. OCLC 24940782

ENGINEERS, BOARD OF REGISTRATION FOR PROFESSIONAL.

E2200.6 N477	Official newsletter. DISCONTINUED. SEE ALSO Information bulletin, E2200.6 N477. OCLC 11108442
E2200.6 N477	Information bulletin. OCLC 28436697

FIRE PROTECTION, COMMISSION ON.

F750.6 N477	Newsline. OCLC 26564308

GENERAL SERVICES COMMISSION.

P4050.6 T697	Travel-n-Texas. Quarterly. OCLC 28178885

GOVERNOR, OFFICE OF THE. CRIMINAL JUSTICE DIVISION.

G821.6 C868jr	Criminal justice reports. DISCONTINUED. OCLC 25250260
G821.6 T312c	Texas criminal justice intelligence. Indexed in *Index to Texas magazines and Documents.* DISCONTINUED. OCLC 17758353

GOVERNOR, OFFICE OF THE. ENERGY MANAGEMENT CENTER.

G825.6 En27	Energy update. DISCONTINUED. OCLC 21095991

GOVERNOR, OFFICE OF THE. OFFICE OF IMMIGRATION AND REFUGEE AFFAIRS.

G835.6 N474	Texas news exchange. Quarterly. OCLC 25534448

GOVERNOR'S COMMITTEE ON PEOPLE WITH DISABILITIES.

G1001.6 R299	Workstream. Quarterly. DISCONTINUED. OCLC 20835033

GULF COAST WASTE DISPOSAL AUTHORITY.

G8000.6 G951	Comments. Irregular. OCLC 15613641

HEALTH, DEPARTMENT OF.

H600.6 C486p	CIDC parent newsletter. OCLC 24882444

HEALTH, DEPARTMENT OF. (Cont.)

H600.6 C486	CIDC provider bulletin. DISCONTINUED. SEE ALSO TDH-CIDC provider newsletter, H600.6 C486. OCLC 19091591
H600.6 P928	Disease prevention news : DPN. Weekly. Indexed in *Texas index* and *Index to Texas magazines and documents.* OCLC 27804239
H600.6 H351	Hear news. Quarterly. OCLC 24486061
H600.6 H64	HIV funding watch. Semimonthly. Indexed in *Index to Texas magazines and Documents.* OCLC 21147827
H600.6 H641	HIV prevention news. OCLC 18898631
H600.6 In8	Interchange. Indexed in *Texas index.* OCLC 13980681
H600.6 M925wam	Municipal waste matters. DISCONTINUED. OCLC 23721729
H600.6 P96hen	PHN : public health nursing--caring for communities. OCLC 23860726
H600.6 R119	Radiation report. Quarterly. OCLC 5739723
H600.6 R433	Ride safe. OCLC 18898616
H600.6 Se57	Senior driving news. OCLC 26509485
H600.6 C486	TDH-CIDC provider newsletter. OCLC 23666282
H600.6 C16	Texas cancer reporting news. OCLC 21223485
H600.6 A198	Texas Department of Health Alzheimer's disease (AD) network newsletter. OCLC 24570393
H600.6 Em81	Texas EMS magazine. Monthly. OCLC 25761679
H600.6 Em81	Texas EMS messenger. Monthly. DISCONTINUED. SEE ALSO Texas EMS magazine, H600.6 Em81. OCLC 25761679
H600.6 H349	Texas health bulletin. Monthly. Indexed in *Texas index.* OCLC 5065089
H600.6 P928	Texas preventable disease news. Weekly. Indexed in *Texas index* and *Index to Texas magazines and documents.* DISCONTINUED. SEE ALSO Disease prevention news, H600.6 P928. OCLC 8692653

HEALTH, DEPARTMENT OF. (Cont.)

H600.6 W632	Texas WIC news. OCLC 25383163
H600.6 T313	TEXGENE : Texas Genetics Network. OCLC 21426558
H600.6 W632y	WIC for you. OCLC 25383102
H600.6 W632	WIC news. DISCONTINUED. SEE ALSO Texas WIC news, H600.6 W632. OCLC 21402461

HEALTH, DEPARTMENT OF. BUREAU OF VETERINARY PUBLIC HEALTH.

H901.6 Z76	Zoonosis update. Irregular. OCLC 7525067

HEALTH, DEPARTMENT OF. CENTER FOR RURAL HEALTH INITIATIVES.

H852.6 R88	Rural health reporter. Quarterly. OCLC 24370429

HEALTH, DEPARTMENT OF. CHRONIC DISEASE DIVISION.

H653.6 C737	Commitment. OCLC 26867266

HIGH-SPEED RAIL AUTHORITY.

H1175.6 Ei81	EIS update. OCLC 27476997

HIGHWAYS AND PUBLIC TRANSPORTATION DEPARTMENT (1975-1991).

H1300.6 D833	Driveline. DISCONTINUED. SEE ALSO Driveline, T1320.6 D833. OCLC 13695872
H1300.6 H818	H-GRTS newsletter. DISCONTINUED. SEE ALSO H-GRTS newsletter, T1300.6 H818. OCLC 15623965
H1300.6 H537	Texas highways. Indexed in *Texas index* and *Index to Texas magazines and documents.* DISCONTINUED. SEE ALSO Texas highways, T1325.6 H537. OCLC 1644197

HIGHWAYS AND PUBLIC TRANSPORTATION, DEPARTMENT OF. TRAVEL AND INFORMATION DIVISION (1975-1991).

H1473.8 V824cs	Texas auto visitor survey. Quarterly. DISCONTINUED. SEE ALSO Texas auto visitor survey, T1325.8 V824cs. OCLC 21663973

HIGHWAYS AND PUBLIC TRANSPORTATION, DEPARTMENT OF. TRAVEL AND INFORMATION DIVISION (1975-1991). (Cont.)

H1473.6 T697	Texas travel log. DISCONTINUED. SEE ALSO Texas travel log, T1325.6 T697. OCLC 6767481
H1473.6 T687n	Transportation news. DISCONTINUED. SEE ALSO Transportation news, T1325.6 T687n. OCLC 5285151.

HISTORICAL COMMISSION.

H2000.6 C337	Certified local government newsletter. OCLC 22928388
H2000.6 M466	Medallion. Indexed in *Texas index.* OCLC 2584348

HUMAN SERVICES, DEPARTMENT OF.

H2600.6 B625	DHS at a glance. OCLC 23528341
H2600.6 F21p	Family planning newsletter. OCLC 22171509
H2600.6 B625	Quarterly blue book. DISCONTINUED. SEE ALSO DHS at a glance, H2600.6 B625. OCLC 20243570
H2600.6 So13	Social work certification news. OCLC 24882488
H2600.6 Sp68	Spotlight on welfare reform. Biweekly. DISCONTINUED. SEE ALSO Wings Messenger, H2600.6 Sp68. OCLC 21115236
H2600.6 C436	Texas child care. Indexed in *Texas index, Index to Texas magazines and documents* and *Current index to journals in education.* OCLC 17949976
H2600.6 C436	Texas child care quarterly. Indexed in *Texas index, Index to Texas magazines and documents* and *Current index to journals in education.* DISCONTINUED. SEE ALSO Texas child care, H2600.6 C436. OCLC 17949976
H2600.6 Sp68	WINGS messenger. Monthly. OCLC 24802568

INFORMATION RESOURCES, DEPARTMENT OF.

I525.6 D627t	D.I.R. tech times. Monthly. DISCONTINUED. SEE ALSO Tech Times, I525.6 D627t. OCLC 21465077
I525.6 D627t	Tech times. Monthly. OCLC 240963936

INSURANCE, BOARD OF. OFFICE OF CONSUMER PROTECTION.

I1103.6 Texas insurance consumer. Indexed in *Index to Texas magazines and Documents.*
T312 DISCONTINUED. SEE ALSO Texas insurance watch, I1130.6 In7w.
OCLC 20617696

INSURANCE COUNSEL, OFFICE OF PUBLIC.

I1130.6 Texas insurance watch. Bimonthly.
In7w OCLC 20617696

INSURANCE, DEPARTMENT OF.

I1100.6 Texas insurance news. Bimonthly.
In7 OCLC 27306460

LAND BOARD, VETERANS.

L400.6 Veterans voice. Monthly.
V641 OCLC 15641167

LAND OFFICE, GENERAL.

L600.6 EnviroNomics : an environmental economic opportunity report.
En89 OCLC 26182677

L600.6 Reuse : Texas Corporate Recycling Council newsletter. Bimonthly.
R319 OCLC 27206485

L600.6 Texas beach bulletin.
T312 OCLC 17320319

LAND SURVEYING, BOARD OF.

L700.6 Texas Board of Professional Land Surveying newsletter. Irregular.
N477 OCLC 18788704

LIBRARY AND ARCHIVES COMMISSION.

L1900.6 Contact. Irregular.
C767 OCLC 22570570

L1900.6 In touch.
In1 OCLC 20745422

L1900.6 Information services. DISCONTINUED.
In3 OCLC 5361900

L1900.6 Library developments.
L616d OCLC 2254869

L1900.6 Local record.
L787 OCLC 13102809

LIBRARY AND ARCHIVES COMMISSION. (Cont.)

L1900.6 R529n	RMD newsletter. Irregular. OCLC 20496085
L1900.6 R529	RMD technical bulletin. OCLC 19227930
L1900.6 L616	Texas libraries. Indexed in *Texas index* and *Index to Texas magazines and documents, Library literature* and *Children's literature abstracts.* OCLC 1767358
L1900.6 D659	Texas state publications. OCLC 19769005

LOW-LEVEL RADIOACTIVE WASTE DISPOSAL AUTHORITY.

L2505.6 R116	Rad waste review. Quarterly. DISCONTINUED OCLC 17345826
L2505.6 R116 Span.	Revista rad review. Quarterly. DISCONTINUED OCLC 28530461

LOWER COLORADO RIVER AUTHORITY.

L2510.6 C351	LCRA's chalk talk. Quarterly. OCLC 23605202

MEDICAL EXAMINERS, BOARD OF.

M800.6 N477	Newsletter. OCLC 13842592

MENTAL HEALTH AND MENTAL RETARDATION, DEPARTMENT OF.

M1000.6 Im7	Impact. Bimonthly. OCLC 3735643
M1000.6 V889d	Volunteer dimensions. Monthly. OCLC 24633587

NATIONAL RESEARCH LABORATORY COMMISSION.

N250.6 C349	Chairman's report. OCLC 27833246
N250.6 Su76	Super Collider. OCLC 28530477

NURSE EXAMINERS, BOARD OF.

N1200.6 R299	Report from the Board of Nurse Examiners. DISCONTINUED. SEE ALSO RN update, N1200.6 R299. OCLC 15598812
N1200.6 R299	RN update. OCLC 255974217

NURSING HOME ADMINISTRATORS, BOARD OF LICENSURE FOR.

N1300.6 Ap47	Apotheosis. Irregular. OCLC 17800083

PARKS AND WILDLIFE DEPARTMENT.

P400.6 F679	Flyway. OCLC 27801190
P400.6 M289	Making tracts for Texas wildlife. Quarterly. OCLC 23605026
P400.6 P268	Passport : Texas conservation passport news. Quarterly. OCLC 26182709
P400.6 St29	Staying afloat. DISCONTINUED. OCLC 23881516
P400.6 T174	Target talk. OCLC 19765946
P400.6 P235	Texas parks & wildlife. Indexed in *Texas index* and *Index to Texas magazines and documents*. OCLC 1714625

PHARMACY, BOARD OF.

P1200.6 N477	Newsletter. Quarterly. OCLC 15599569

PROPERTY TAX BOARD.

P3240.6 St29	Statement. Indexed in *Index to Texas magazines and Documents*. DISCONTINUED. SEE ALSO Statement, C2625.6 St29. OCLC 6066515

PROTECTIVE AND REGULATORY SERVICES, DEPARTMENT OF.

P3275.6 P926	PReSsing forward. OCLC 27476966

PSYCHOLOGISTS, BOARD OF EXAMINERS OF.

P3300.6 N477	Newsletter. OCLC 24766876

PUBLIC SAFETY, DEPARTMENT OF.

P3500.6 Au82th	Auto theft report. OCLC 12007424
P3500.6 C868	Crime in Texas. Indexed in *Index to Texas magazines and Documents.* OCLC 4903855
P3500.6 M857r	Motor vehicle traffic accidents : summary of all reported accidents in the rural areas of Texas for .... . OCLC 13294615
P3500.6 M857s	Motor vehicle traffic accidents : summary of all reported accidents in the state of Texas for .... . OCLC 13292539
P3500.7 St29amop	Motor vehicle traffic accidents : summary of moped involved accidents in the state of Texas for .... . OCLC 18575177
P3500.6 M857sci	Motor vehicle traffic accidents : summary of school bus involved directly or indirectly accidents in the state of Texas for .... . Semiannual. OCLC 22836232
P3500.7 St29atru	Motor vehicle traffic accidents : summary of truck involved accidents in the state of Texas for .... . OCLC 18575212
P3500.7 St29adwi	Summary of DWI involved accidents in the state of Texas for .... . OCLC 18606262
P3500.7 St29mil	Summary of military driver involved accidents in the state of Texas for .... . OCLC 18609422
P3500.7 St29amot	Summary of motorcycle involved accidents in the state of Texas for .... . Semiannual. OCLC 24931777
P3500.7 St29amu	Summary of multi-vehicle involved accidents in the state of Texas for .... . OCLC 8678507
P3500.7 St29ape	Summary of pedalcyclist involved accidents in the state of Texas for .... . Semiannual. OCLC 8678675
P3500.7 St29ap	Summary of pedestrian involved accidents in the state of Texas for .... . Semiannual. OCLC 8678785
P3500.7 St29api	Summary of pick-ups involved accidents in the state of Texas for .... . Semiannual. OCLC 8678651
P3500.7 St29ar	Summary of railroad crossing accidents in the state of Texas for .... . OCLC 8678774
P3500.7 St29as	Summary of single vehicle involved accidents in the state of Texas for .... . OCLC 8678586
P3500.7 St29atr	Summary of tractor trailers accidents in the state of Texas for .... . OCLC 8678569
P3500.7 St29at	Summary of train accidents in the state of Texas for .... . OCLC 8678774

PUBLIC SAFETY, DEPARTMENT OF. DIVISION OF EMERGENCY MANAGEMENT.

P3510.6 D361	Digest. Bimonthly. OCLC 10091220

PUBLIC UTILITY COMMISSION.

P3750.6 B874	PUC bulletin. OCLC 16925890

PURCHASING AND GENERAL SERVICES COMMISSION (1979-1991).

P4050.6 T697	Travel-n-Texas. Quarterly. DISCONTINUED. SEE ALSO Travel-n-Texas, published under the General Services Commission, P4050.6 T697. OCLC 19911107

RAILROAD COMMISSION.

R500.6 T312p	Texas petrofacts. Monthly. OCLC 20959503

REAL ESTATE COMMISSION.

R900.6 Ad96	Advisor. Six issues yearly. OCLC 20697010

REHABILITATION COMMISSION.

R1500.6 AL79	Alternatives. Semiannual. OCLC 28096436

RESEARCH LEAGUE, TEXAS.

R1800.6 Ac46	Achieve! Indexed in *Texas index.* OCLC 20021151
R1800.6 An13	Analysis. OCLC 6152695
R1800.6 B859b	Budget in brief. OCLC 25064138
R1800.6 B874	Bulletin on Texas state finance. Indexed in *Texas index* and *Index to Texas magazines and documents.* OCLC 14638419

SEX OFFENDERS TREATMENT, INTERAGENCY COUNCIL ON.

S760.6 R312	Texas resource. Quarterly. OCLC 27016409

SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY, COMMITTEE OF EXAMINERS FOR.

S1095.6 T312	Texas speech-language pathology and audiology newsletter. Irregular. OCLC 15869165

STRUCTURAL PEST CONTROL BOARD.

S1400.6 N477	Newsletter. OCLC 16459027

TEACHER RETIREMENT SYSTEM.

T600.6 T11	TRS news. OCLC 17347016
T600.6 T759r	TRS report. OCLC 23819742
T600.6 P967	TRS-care pulse. OCLC 16794875
T 600.6 Up1	Up-date. OCLC 13311544

TRANSPORTATION, DEPARTMENT OF.

T1300.6 G769	Grassroots. DISCONTINUED. OCLC 19551607
T1300.6 H818	H-GRTS newsletter. OCLC 15623965
T1300.6 Ia1	I-30 mobility memo. OCLC 25504786
T1300.6 N811	North Central expressions. Quarterly. OCLC 25541041

TRANSPORTATION, DEPARTMENT OF. DIVISION OF AVIATION.

T1305.6 W727	Wingtips. OCLC 27800040

TRANSPORTATION, DEPARTMENT OF. MAINTENANCE AND OPERATIONS DIVISION.

T1320.6 D833	Driveline. OCLC 13695872

TRANSPORTATION, DEPARTMENT OF. TRAVEL AND INFORMATION DIVISION.

T1325.8 V824cs	Texas auto visitor survey. Quarterly. OCLC 21663973

TRANSPORTATION, DEPARTMENT OF. TRAVEL AND INFORMATION DIVISION. (Cont.)

T1325.6 H537	Texas highways. Indexed in *Texas index* and *Index to Texas magazines and documents.* OCLC 1644197
T1325.6 T697	Texas travel log. OCLC 6767481
T1325.6 T687n	Transportation news. OCLC 5285151

TREASURY DEPARTMENT.

T1400.6 N474te	News from TexPool. Monthly. OCLC 24165850
T1400.6 T313mam	TEXPOOL market monitor. Monthly. DISCONTINUED. SEE ALSO News from TexPool, T1400.6 N474te. OCLC 24728667
T1400.6 T313mam	TEXPOOL newsletter. Monthly. DISCONTINUED. SEE ALSO News from TexPool, T1400.6 N474te. OCLC 24728658

VETERANS COMMISSION.

V400.6 B874	Texas Veterans Commission journal. OCLC 13388518
V400.6 P191	Texas Veterans Commission pamphlet. Bimonthly. OCLC 17512786

VETERINARY MEDICAL EXAMINERS, BOARD OF.

V800.6 B63	Board notes : a publication of the Texas State Board of Veterinary Medical Examiners. OCLC 25862580

VOCATIONAL EDUCATION, COUNCIL ON.

E1400.6 Up1	NewsLine. Monthly. DISCONTINUED. OCLC 28041834
E1400.6 Up1	Update. DISCONTINUED. SEE ALSO NewsLine, E1400.6 Up1. OCLC 17949281

VOCATIONAL NURSE EXAMINERS, BOARD OF.

V1000.6 N477	Newsletter. Semiannual. OCLC 15926312

WATER COMMISSION.

W1137.6 Af89	After it rains : a report on nonpoint source pollution control efforts. Semiannual. OCLC 24236320
W1137.6 G139	Bay line. Quarterly. OCLC 25782873
W1137.6 D633	District communicator. Semiannual. DISCONTINUED. SEE ALSO Texas utilities update, W1137.6 Ut3 OCLC 26558267
W1137.6 F659	Floodplain management newsletter. OCLC 13705574
W1137.6 P96	Publications catalog. Quarterly. Each issue cumulative from 1985. OCLC 27075467
W1137.6 R245	Recycling is elementary. Quarterly. OCLC 26998913
W1137.8 T312t	Texas tank letter. Irregular. DISCONTINUED. OCLC 22438694
W1137.6 Ut3	Texas utilities update. Semiannual. OCLC 26558303
W1137.6 T312w	Texas waterfront. Indexed in *Texas index*. DISCONTINUED. SEE ALSO Waterfront, W1137.6 T312w. OCLC 19231561
W1137.6 T312w	Waterfront. Indexed in *Texas index*. OCLC 25382639
W1137.6 W459p	WHPdate : dedicated to the protection of Texas' ground water resources. Quarterly. OCLC 22589049

WATER DEVELOPMENT BOARD.

W600.3 W291AF	Water for Texas. Quarterly. OCLC 27469386

WORKERS' COMPENSATION COMMISSION.

W1900.6 T912	TWCC times. Quarterly. OCLC 23967557

YOUTH COMMISSION.

Y200.6 N844	Notes. DISCONTINUED. SEE ALSO TYC Notes, Y200.6 N844. OCLC 13652855
Y200.6 N844	TYC notes. OCLC 25382639

STATE INSTITUTIONS OF HIGHER EDUCATION

BLINN COLLEGE.

Z B500.6 N844	Notes. OCLC 11854805

COLLEGE OF THE MAINLAND.

Z C600.6 B78	Broadsides : the issues magazine. Once each semester. OCLC 22960345

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT.

Z C650.6 F118	Faces. Quarterly. OCLC 25770903
Z C650.6 H537	Highkey : the magazine of imaging and telecommunications. Quarterly. OCLC 25576211

LAREDO STATE UNIVERSITY.

Z L250.8 B644bi	Border business indicators. Monthly. OCLC 7131028
Z L250.6 F879w	Free-trade winds. Monthly. DISCONTINUED OCLC 23950207
Z L250.6 In8	International trade journal. Quarterly. DISCONTINUED. OCLC 12629354
Z L250.6 N13	NAFTA digest. Monthly. OCLC 25534504

LEE COLLEGE.

Z L300.6 C834	Lee College courier. Monthly. OCLC 27075430
Z L300.6 F684	Lee College senior citizens' focus. OCLC 26251235

MIDWESTERN STATE UNIVERSITY.

Z M575.6 M584bue	Midwestern business and economic review. Indexed in *Texas index* and *Index to Texas magazines and documents.* OCLC 10223408

REAL ESTATE CENTER AT TEXAS A&M UNIVERSITY.

R800.6 L569ofl	Law letter. Indexed in *Texas index.* OCLC 16679521

REAL ESTATE CENTER AT TEXAS A&M UNIVERSITY. (Cont.)

R800.6 R229j	Real Estate Center journal. Indexed in *Texas index* and *Index to Texas magazines and documents.* OCLC 15378565
R800.6 T722	Trends. Indexed in *Index to Texas magazines and documents.* OCLC 10199687

SOUTHWEST TEXAS STATE UNIVERSITY.

Z S770.6 H559	Hillviews. Quarterly. OCLC 22286504
Z S770.6 SP32	Speech communication newsletter. Two issues yearly. OCLC 28136158

SUL ROSS STATE UNIVERSITY.

Z S900.6 P926	President's perspective. OCLC 20412891

TARLETON STATE UNIVERSITY.

Z T100.6 C884	Cross timbers business report. Quarterly. OCLC 18616194

TARRANT COUNTY JUNIOR COLLEGE DISTRICT.

Z T150.6 P943	Projection. Bimonthly. OCLC 24728622

TEXAS A&M UNIVERSITY.

Z TA200.6 T153	Texas A&M today. Quarterly. OCLC 15998468

TEXAS A&M UNIVERSITY. CENTER FOR ADULT LEARNING AND LITERACY.

Z TA300.6 N843r	Literacy notes from the riverside. DISCONTINUED. SEE ALSO Notes from the riverside, Z TA300.6 N843r. OCLC 25793572
Z TA300.6 N843r	Notes from the riverside. OCLC 21465062

TEXAS A&M UNIVERSITY. WATER RESOURCES INSTITUTE.

Z TA545.6 N42	New waves. Quarterly. OCLC 17513925

TEXAS A&M UNIVERSITY. WATER RESOURCES INSTITUTE.

Z TA545.6 W291	Texas water resources. Bimonthly. Indexed in *Texas index.* OCLC 2336522

TEXAS A&M UNIVERSITY HEALTH SCIENCE CENTER.

Z TA560.3 C686me	Texas A&M University Health Science Center College of Medicine newsletter. Two issues yearly. OCLC 26751781

TEXAS AGRICULTURAL EXTENSION SERVICE.

Z TA265.6 B183de	Balanced dairying. Economics. Irregular. OCLC 20736092
Z TA265.6 B183	Balanced dairying production. OCLC 25576191
Z TA265.6 B653	Bosque River newsletter. DISCONTINUED. SEE ALSO Water quality newsletter, Z TA265.6 W291 OCLC 25837842
Z TA265.6 Ex84	Extension today. OCLC 17347437
Z TA265.6 F229	Farm & ranch safety newsletter. DISCONTINUED. OCLC 25053868
Z TA265.6 F739	Food and fiber economics. Irregular. OCLC 9204623
Z TA265.6 H787p	Horse power : a resource for Texas 4-H horse programs. OCLC 24584407
Z TA265.6 H789	Horticultural update. OCLC 25250591
Z TA265.6 L149f	Lake Fork Creek newsletter. Quarterly. DISCONTINUED. SEE ALSO Water quality newsletter, Z TA265.6 W291. OCLC 25863468
Z TA265.6 W644si	On the wild side. OCLC 24708112
Z TA265.6 P864	Poultry marketing. DISCONTINUED. OCLC 25221199
Z TA265.6 R163ne	Range newsletter. OCLC 24726800
Z TA265.6 Se25	Seco Creek newsletter. DISCONTINUED. SEE ALSO Water quality newsletter, Z TA265.6 W291. OCLC 26019038
Z TA265.6 Se96	Seymour Aquifer newsletter. DISCONTINUED. SEE ALSO Water quality newsletter, Z TA265.6 W291. OCLC 26019476

TEXAS AGRICULTURAL EXTENSION SERVICE. (Cont.)

Z TA265.6 So96	Soybean newsletter. OCLC 25763041
Z TA265.6 F739pr	Texas food processor. Bimonthly. OCLC 7515780
Z TA265.6 T312lim	Texas livestock market comments. OCLC 24397406
Z TA265.6 P331	Texas pecan pest management newsletter. OCLC 25053826
Z TA265.6 T312ti	Texas timberline. OCLC 25222067
Z TA265.6 V524pr	Vegetable production & marketing news. Monthly. OCLC 24577734
Z TA265.6 V641	Veterinary quarterly review. Quarterly. OCLC 21354189
Z TA265.6 W291qc	Water quality conservation management. OCLC 27206458
Z TA265.6 W291	Water quality newsletter : USDA and State of Texas water quality projects. OCLC 27125921
Z TA265.6 W417	Weed science newsletter. OCLC 25053840
Z TA265.6 W525lir	Western livestock round-up. OCLC 24584388

TEXAS ENGINEERING EXPERIMENT STATION.

Z TA305.6 W724	Windows. OCLC 8799180

TEXAS FOREST SERVICE.

F1400.6 F762	Texas trees. Quarterly. Indexed in *Texas index* and *Index to Texas magazines and documents.* DISCONTINUED. OCLC 20793077
F1400.6 F762	TF news. DISCONTINUED. SEE ALSO Texas trees, F1400.6 F762. OCLC 2135089
F1400.6 Up1ruc	Update on the Rural Community Fire Protection Program, Fire Control Department, Texas Forest Service. OCLC 24339034

TEXAS SOUTHERN UNIVERSITY.

Z TS700.6 L413r	Thurgood Marshall law review. Semiannual. OCLC 8824103

TEXAS STATE TECHNICAL COLLEGE - AMARILLO.

Z TS825.6 T226	Technoscope. Quarterly. OCLC 25528097

TEXAS STATE TECHNICAL COLLEGE - WACO.

Z TS815.6 C767	Continuum. Bimonthly. OCLC 24423905

TEXAS TECH UNIVERSITY.

Z TT300.6 En33	Engineering today. Semiannual. OCLC 26910548
Z TT300.6 V829	Vistas : Texas Tech research. Three times a year. OCLC 23368966

TEXAS TECH UNIVERSITY. INTERNATIONAL CENTER FOR ARID AND SEMIARID LAND STUDIES.

Z TT345.6 Ic1	ICASALS newsletter. OCLC 3418217

TEXAS TECH UNIVERSITY. INTERNATIONAL CENTER FOR TEXTILE RESEARCH AND DEVELOPMENT.

Z TT425.6 T314	Textile topics. Monthly. OCLC 8488339

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.

Z TT550.6 M289	Making the rounds. OCLC 23664403

TEXAS TRANSPORTATION INSTITUTE.

Z TA505.6 T687	Texas transportation researcher. Indexed in *Texas Index* and *Engineering index*. OCLC 1587330

TEXAS WOMAN'S UNIVERSITY.

Z TW700.6 D262	Data entries. OCLC 7951036
Z TW700.6 Ed83	Educating able learners, discovering & nurturing talent. Quarterly. DISCONTINUED. OCLC 17349776
Z TW700.6 P659	Pioneer express. OCLC 27489854
Z TW700.6 T94	TWU times. Three/year. OCLC 7951134

UNIVERSITY OF HOUSTON. CENTER FOR PUBLIC POLICY.

Z U416.6 H818	Houston update. Indexed in *Index to Texas magazines and documents.* DISCONTINUED. OCLC 14252979

UNIVERSITY OF HOUSTON. ENERGY LABORATORY.

Z U427.6 En27	Energy laboratory newsletter. OCLC 10091960

UNIVERSITY OF HOUSTON - CLEAR LAKE. RESEARCH INSTITUTE FOR COMPUTING AND INFORMATION SYSTEMS.

Z U510.6 R419	Review. Quarterly. OCLC 27206502

UNIVERSITY OF NORTH TEXAS.

Z N700.6 R312	Resource. OCLC 14185262

UNIVERSITY OF TEXAS AT ARLINGTON. AUTOMATION & ROBOTICS RESEARCH INSTITUTE.

Z UA110.6 Au82n	Automation & Robotics Research Institute. Quarterly. OCLC 23025927

UNIVERSITY OF TEXAS AT AUSTIN. BUREAU OF BUSINESS RESEARCH.

Z UA215.6 B964	Texas business review. Bimonthly. Indexed in *Texas index, Index to Texas magazines and documents* and *PAIS bulletin.* OCLC 1767348
Z UA215.6 In2	Texas industrial expansion. OCLC 5349832

UNIVERSITY OF TEXAS AT AUSTIN. CENTER FOR ENERGY STUDIES.

Z UA242.6 En27	Energy studies. Indexed in *Texas index.* OCLC 2898443

UNIVERSITY OF TEXAS AT AUSTIN. HOGG FOUNDATION FOR MENTAL HEALTH.

Z UA275.6 H679	Hogg Foundation news. Quarterly. OCLC 6993637

UNIVERSITY OF TEXAS AT AUSTIN. MCDONALD OBSERVATORY.

Z UA330.6 St28	Star date : the astronomy news report. Bimonthly. OCLC 13562748

BEST COPY AVAILABLE

UNIVERSITY OF TEXAS AT AUSTIN. TARLTON LAW SCHOOL.

Z UA345.6 Am35joc	American journal of criminal law. OCLC 1774780
Z UA345.6 R325li	Review of litigation. OCLC 6317797
Z UA345.6 In81aj	Texas international law journal. 3 issues yearly. OCLC 1767354
Z UA345.6 W842	Texas journal of women and the law. Semiannual. OCLC 24329603
Z UA345.6 L413r	Texas law review. 7 issues annually. Indexed in *Texas index*. OCLC 1767356

UNIVERSITY OF TEXAS AT EL PASO.

Z UA550.6 G51inn	Global Intuition Network. Semiannual. OCLC 24346675
Z UA550.6 N857	Nova. Irregular. Published nine times annually. OCLC 16828101

UNIVERSITY OF TEXAS HEALTH CENTER AT TYLER.

Z UH500.6 As15q	Asbestos quarterly. Quarterly. OCLC 23239783
Z UH500.6 Un3	Capsule. Quarterly. DISCONTINUED. SEE ALSO Insight, Z UH500.6 In7. OCLC 14632843
Z UH500.6 In7	Insight. Semiannual. OCLC 24535828
Z UH500.6 M468u	Medical update. Bi-annually. OCLC 13695812

UNIVERSITY OF TEXAS M.D. ANDERSON HOSPITAL AT HOUSTON.

Z UM100.6 C16	Cancer bulletin. Indexed in *Biological Abstracts, Excerpta Medica* and *Index Medicus*. OCLC 15071459
Z UM100.6 R299	OncoLog. OCLC 10474536

UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON.

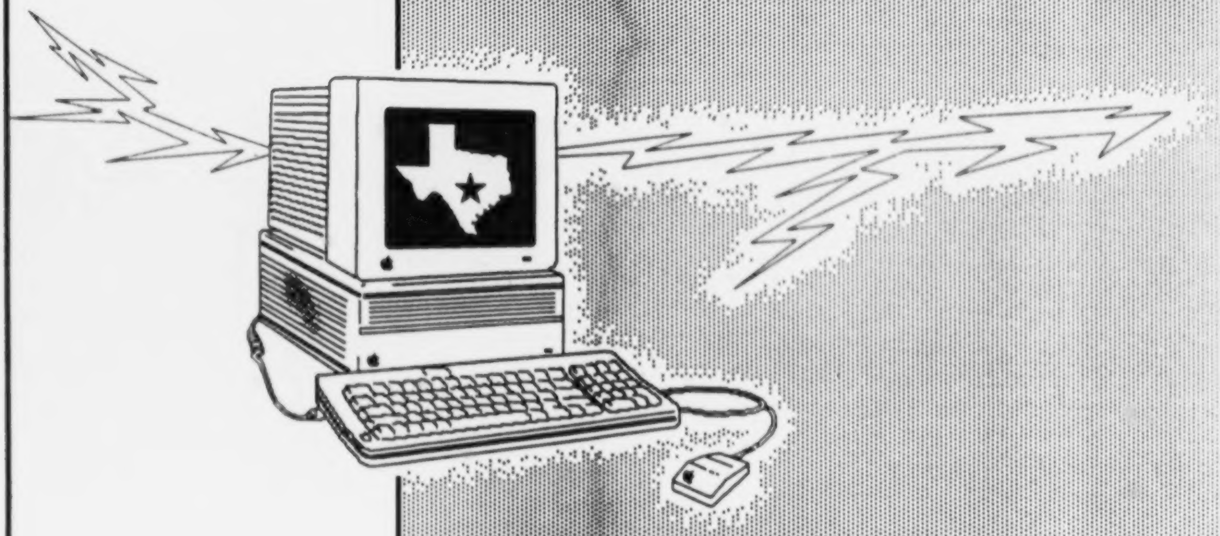
Z UM305.6 B521	Biomedical inquiry. Two issues yearly. OCLC 23962446

UNIVERSITY OF TEXAS SOUTHWESTERN MEDICAL CENTER AT DALLAS.

Z UH310.6 So89	Southwestern medicine. OCLC 25689379

TX94:K02

TAP IN!



Texas Access Project INdex

Information Services Program • Texas State Library and Archives Commission

2066

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2067

TAP IN!

Texas Access Project Index

A Directory and Index to Public Information Databases
of
Texas State Government

Compiled and Distributed by
Information Services Program
TEXAS STATE LIBRARY AND ARCHIVES COMMISSION

This publication revises in part the *Texas State Data Base Directory*, compiled by the Texas Department of Commerce in November 1989.

Austin, Texas
January 1994

INTRODUCTION

TAP IN is the result of a survey of state agencies, councils of government and state-supported colleges and universities in the fall and winter of 1993. The survey asked for information about "public information databases" which were defined as *electronic information produced by a state agency or state-supported institution and intended for dissemination to persons outside of government without a request under the Open Records Act.* The term included electronic bulletin boards, active databases, and any other common electronic information format. More than 80 percent of state government entities responded and 171 databases were identified.

While ***TAP IN*** is not a complete list of electronic information resources in state government, it represents the State Library's first effort at creating a central reference source to these databases. As electronic information becomes a greater part of our lives in the 1990s, the State Library hopes to expand its efforts in making these government resources more accessible. If you have any questions about ***TAP IN*** or would like to contribute to future editions, contact the Texas State Publications Depository Program of the Texas State Library at 512/463-5434.

Arrangement and Content

TAP IN is divided into (2) main sections. **Section 1** is a directory of databases, arrranged by broad subject terms. Each entry contains the following information:

- name of database
- entity that produced or maintains it
- description and purpose
- language and platform
- update frequency
- means of access (modem, Internet, commercial services, direct staff assistance)
- user fees
- special tools and prerequisites (gophers, schemas, emulation requirements)
- daily usage
- subjects covered
- name and telephone number of contact person
- supplemental information including sample printouts when available

The information in these entries has not been edited except to meet data entry standards and space restrictions of specific fields.

Section 2 is a three-part index to the directory. The Agency/College & University Index (pink) lists databases by the keyword in the agency's name. The Subject Index (yellow) lists databases by specific subject terms. The Database Index (blue) is a list of database names.

TABLE OF CONTENTS

Section 1: Directory of Public Information Databases

Business and Commerce

Center for Border Economic & Enterprise Development (Texas A&M International University). . I-1
Directory of Texas Companies (Department of Commerce). I-3
Hotel/Motel Performance Data (Department of Commerce). I-5
Industry Profile System (County Business Patterns) (Department of Commerce). I-7
International Trade Leads (Department of Commerce). I-9
Japanese Importers Directory (Department of Commerce). I-11
Licensing Information Processing System (Alcoholic Beverage Commission). I-13
NAFTA Text Database (Texas A&M International University). I-15
Rural Resource Guide (Department of Commerce). I-17
Selected State and Federal Sources of Capital (Department of Commerce). I-19
State License and Permit Information (Department of Commerce). I-21
Texas Minority- & Women-Owned Business Directory (Department of Commerce). I-23
Texas Racing Commission Licensing System (Racing Commission). I-25
TRAX (Department of Transportation). I-27
Window on State Government (Comptroller of Public Accounts). I-29

Crime and Public Safety

Driver Record (Department of Public Safety). II-1
Family Violence Master File (Department of Public Safety). II-3
Hate Crime Master File (Department of Public Safety). II-5
Motor Vehicle Traffic Accident Information (Department of Public Safety). II-7
TCFP Bulletin Board (Commission on Fire Protection). II-9
UCR Master File (Department of Public Safety). II-11

Demographics

1990 Census Data (North Central Texas Council of Governments). III-1
1990 Regional Profile (South East Texas Regional Planning Commission). III-3
Borderbase (University of Texas at El Paso). III-5
County Income Data (Department of Commerce). III-7
County Time Series (Department of Commerce). III-9
Latin American & Caribbean Economic and Social Data (University of Texas at Austin). III-11

TABLE OF CONTENTS

Demographics, cont.

Population Projections (Department of Commerce). III-13
Regional Census Data: 1990 (Houston-Galveston Area Council). III-15
Regional GIS (Alamo Area Council of Governments). III-17
Texas County Poverty Data (Department of Commerce). III-19
Texas County Profiles (Department of Commerce). III-21
Texas Population Data (Department of Commerce). III-23
TIGER Line Files (Alamo Area Council of Governments). III-25
United States Census Data (Ark-Tex Council of Governments). III-27
U.S. Census Data (Alamo Area Council of Governments). III-29

Education, Higher

AGENDA (Higher Education Coordinating Board). IV-1
Campus-wide Information Service (University of Texas Health Science Center at Houston). . IV-3
Campus-wide Information System (CWIS-Gopher) (University of North Texas). IV-5
CB-NEWS (Higher Education Coordinating Board). IV-7
Central Texas College BBS (Central Texas College). IV-9
Computation Center Publications (University of Texas at Austin). IV-11
Daily Texan (University of Texas at Austin). IV-13
Faculty Bibliography (Lamar University at Beaumont). IV-15
Gopher Server for UT Austin Computer Sciences Dept. (University of Texas at Austin). IV-17
GOPHER.UH.EDU (University of Houston). IV-19
INFOSERV (University of Texas at Dallas). IV-21
INRECH (UT Austin Equipment Inventory) (University of Texas at Austin). IV-23
Institution Profile Reports (prep) (Higher Education Coordinating Board). IV-25
LASNET (University of Texas at Austin). IV-27
MINUTES (Higher Education Coordinating Board). IV-29
Noncredit Computer Classes (University of Texas at Austin). IV-31
NOTISEM (Noticiero del Servicio Exterior Mexicano) (University of Texas at Austin). IV-33
PNJOBS - UT Austin Jobs Available (University of Texas at Austin). IV-35
Policies Information (University of Texas at Austin). IV-37
Rio Grande Free Net (El Paso Community College District). IV-39
TAMIU Gateway Database (Texas A&M International University). IV-41
Texas A&M Electronic Phone Book (Texas A&M University). IV-43
Texas A&M University Experts - Spokespersons/Facts (Texas A&M University). IV-45

TABLE OF CONTENTS

Education, Higher, cont.

Texas Union Gopher (University of Texas at Austin). IV-47

TXTELE (faculty/staff telephone directory) (University of Texas at Austin). IV-49

UT Austin Directory (X.500) (University of Texas at Austin). IV-51

Employment

Hi-TECH BBS (Employment Commission). V-1

Subscriber/Nonsubscriber (Workers' Compensation Commission). V-3

Texas A&M University Employment Opportunities (Texas A&M University). V-5

Texas County Labor Force Data (Department of Commerce). V-7

Texas Wage and Salary Data (Department of Commerce). V-9

Government Administration

Case Management (Court of Criminal Appeals). VI-1

Community Profiles (Department of Commerce). VI-3

Legislative Information System of Texas (LIST) (Legislative Reference Library). VI-5

Texas Appointment System (Legislative Reference Library). VI-7

Health and Human Services

Facility Capacity Management System (FACTS) (Commission on Alcohol and Drug Abuse). VII-1

LPC (Board of Examiners of Professional Counselors/Department of Health). VII-3

Rnmaster File (Board of Nurse Examiners). VII-5

Texas Cancer Data Center (Cancer Council). VII-7

Library Resources

Archives (General Land Office). VIII-1

Clippings and Bill Files (Legislative Reference Library). VIII-3

Computation Center Reference Library (University of Texas at Austin). VIII-5

Current Periodicals (Lamar University at Beaumont). VIII-7

El Paso Library Public Access Catalog (El Paso Community College District). VIII-9

ETSU LION (Library Information Online Network) (East Texas State University). VIII-11

General Catalog (Navarro College). VIII-13

Gulf Coast Environmental Library Electronic BBS (Lamar University at Beaumont). VIII-15

Harrington Library Consortium On-Line Catalog (Texas State Technical College-Amarillo). VIII-17

Latin American Information Base (LAIB) (University of Texas at Austin). VIII-19

TABLE OF CONTENTS

Library Resources, cont.

Legislative Reference Library Catalog (Legislative Reference Library). VIII-21
Library Bibliography (Tarleton State University). VIII-23
Library Catalog (Lamar University at Beaumont). VIII-25
Library Catalog (University of Texas Medical Branch at Galveston). VIII-27
Library Catalog of Texas State Agencies (Texas State Library). VIII-29
Library Information System--Public Catalog & Medline (University of North Texas Health Science Center at Fort Worth). VIII-31
Library's On-line Public Access Catalog (OPAC) (University of North Texas). VIII-33
LUIS (University of Texas at Arlington). VIII-35
Map Collection (Texas State Library). VIII-37
McDermott Library Catalog (University of Texas at Dallas). VIII-39
MIDCAT (Midland College). VIII-41
Nacogdoches Archives (Texas State Library). VIII-43
NOTIS Online Public Access Catalog (San Antonio College). VIII-45
On-Line Catalog (CIRC/CAT) (Weatherford College). VIII-47
Prints and Photographs (Texas State Library). VIII-49
Republic Documents (Texas State Library). VIII-51
Standards Database (Lamar University at Beaumont). VIII-53
State Agencies (Texas State Library). VIII-55
TALLONS (University of Texas at Austin). VIII-57
TechPAC (Texas Tech University). VIII-59
Texas Academic Library Statistics (Texas State Library). VIII-61
Texas Public Library Statistics (Texas State Library). VIII-63
TSTCPAC (Texas State Technical College - Waco). VIII-65
U.S. Environmental Protection Agency Publications (Lamar University at Beaumont). VIII-67
UTCAT (University of Texas at Austin). VIII-69
WINCAT (Cooke County College). VIII-71

Natural Resources

Alternative Fuels Site and Fleet Information (Railroad Commission). IX-1
Authority to Transport Products (P-4) (Railroad Commission). IX-3
BORDERLANDS (through bulletin board) (Water Development Board). IX-5
Customer Databases (Parks and Wildlife Department). IX-7
Disposal Pits (Railroad Commission). IX-9

TABLE OF CONTENTS

Natural Resources, cont.

Drilling Permits (Railroad Commission). IX-11
Galveston Bay Bibliography (Texas A&M University at Galveston). IX-13
Gas Allowable By Gatherer (Railroad Commission). IX-15
Gas Allowable By Operator (Railroad Commission). IX-17
Gas Master (Railroad Commission). IX-19
Gas Processing Plant (Railroad Commission). IX-21
Gas Purchaser Stripout (Railroad Commission). IX-23
Gas Purchaser System (Railroad Commission). IX-25
Gas Utilities Annual Report (Railroad Commission). IX-27
Gas Utilities Docket (Railroad Commission). IX-29
Gas Well Test (G-10) (Railroad Commission). IX-31
GIS Graphic Data (Edwards Underground Water District). IX-33
Hydrogen Sulfide (H-9) (Railroad Commission). IX-35
HYDROMET Database (Lower Colorado River Authority). IX-37
Information & Statistical Facts on Coal & Uranium Mining (Railroad Commission). IX-39
Liquid Hydrocarbon Leaks, Spills (H-8) (Railroad Commission). IX-41
LP-Gas Approvals (Railroad Commission). IX-43
LP-Gas Examinations (Railroad Commission). IX-45
LP-Gas Inspections (Railroad Commission). IX-47
LP-Gas Insurance (Railroad Commission). IX-49
LP-Gas Licensing (Railroad Commission). IX-51
NGPA (Natural Gas Policy Act) (Railroad Commission). IX-53
Oil Allowable by Gatherer (Railroad Commission). IX-55
Oil Allowable by Operator (Railroad Commission). IX-57
Oil and Gas Annual Report (Railroad Commission). IX-59
Oil and Gas Directory (Railroad Commission). IX-61
Oil and Gas Docket (Railroad Commission). IX-63
Oil and Gas Field (Railroad Commission). IX-65
Oil and Gas Production Data Base (Railroad Commission). IX-67
Oil and Gas Well Bore (Railroad Commission). IX-69
Oil and Gas Well Data Base (Railroad Commission). IX-71
Oil Detail Well Tape (Railroad Commission). IX-73
Oil Master (Railroad Commission). IX-75
Organization Report (P-5) (Railroad Commission). IX-77

TABLE OF CONTENTS

Natural Resources, cont.

P1 and P2 Gas Disposition (Railroad Commission). IX-79
Pipeline Permits (Railroad Commission). IX-81
Saltwater Disposal (Railroad Commission). IX-83
Secondary and Enhanced Recovery Project (Railroad Commission). IX-85
Statewide Rules for Oil, Gas and Geothermal Operations (Railroad Commission). IX-87
Texas Parks and Wildlife Bulletin Board (Parks and Wildlife Department). IX-89
UIC Inventory and Monitoring (Railroad Commission). IX-91
Well Location Mapping (Railroad Commission). IX-93
Well Records (Edwards Underground Water District). IX-95
WINDINF (Texas A&M University-Corpus Christi). IX-97

Science and Technology

ACTLAB Gopher (University of Texas at Austin). X-1
DIR Bulletin Board (Department of Information Resources). X-3
E-Source (General Land Office). X-5
Flower.egr.uh.edu (University of Houston). X-7
Microlib-Library of Microcomputer Software (University of Texas at Austin). X-9
Signal Recognition Particle Database (SRPDB) (University of Texas Health Center at Tyler). X-11
UH Gene-Server (University of Houston). X-13
Waste Exchange (Department of Commerce). X-15

Transportation

LP-Gas-Truck Registration (Railroad Commission). XI-1
Transportation (Railroad Commission). XI-3
Transportation Docket (Railroad Commission). XI-5

Section 2: Index to Public Information Databases

Agency/College & University Index (pink)
Subject Index (yellow)
Database Index (blue)

2075

Section 1

Directory of Public Information Databases

Database Source **Center for Border Economic & Enterprise Development**
Texas A&M International University

General Information

Description:
CPI data, demographics, employment, bank and finance, oil and gas production, retail and wholesale sales, border crossings

Purpose:
Maintains data on economic activity in the border area

Language & Platform:
Miscellaneous magnetic formats (Lotus, WK1, DBF, TXT)

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Kelly Kirkland, 210/722-4248

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: Computer disk

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.
General Public: Only in cases which require extraordinary time
Govt. Entities: No fees

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Business And Commerce
2. Employment Statistics
3. Demographics
4. Border Issues
5. South Texas

Agency Contact

Kelly Kirkland **Ph:** 210/722-4248

Center for Border Economic and Enterprise Development

Other Comments

Includes sample

		*************AGRICULTURE/FOREST***********************			
ITY:LAREDO YEAR	TOTAL	GROSS SALES	AMOUNT SUBJECT TO ST. SALES TAX	USE TAXABLE PURCHASES	REPORTING OUTLETS
1978	Q4	303,175	87,990	0	
1979	Q4	289,800	48,250	0	
1980	Q4	37,471	35,568	0	
1981	Q4	125,755	76,186	0	
1982	Q4	589,516	346,587	0	
1983	Q4	105,110	37,938	544	
1984	Q4	167,047	78,834	75	
1985	Q4	181,274	81,390	0	
1986	Q4	246,550	79,199	1,402	
1987	Q4	708,752	279,218	0	
1988	Q4	488,140	237,082	52	
1989	Q4	1,216,430	338,408	0	
1990	Q4	1,419,759	351,893	0	
1991	Q4	1,324,521	418,040	0	
1992	Q4	1,485,701	645,389	348	
1993	Q1	[illegible]	148,432	0	
1994			0	0	

Database Directory of Texas Companies

Source Department of Commerce

General Information

Description:
Company name, address, phone, fax, sic code, and product/service descriptions for over 40,000 Texas manufacturers and business service providers

Purpose:
Assists Texas manufacturers and business service providers in extending their marketing reach within Texas and internationally. Serves as a resource for marketing purposes

Language & Platform:
Oracle

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512/320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Business And Commerce
2. Directories
3. Manufacturers
4. Economic Development
5.

Agency Contact

Director **Ph:** 512/320-9609

Texas Marketplace Program

Other Comments

This databases was seeded with manufacturers and business service provider listing supplied by American Business Information. It is updated and expanded with company directories maintained by local and regional economic development groups

Includes sample printout

Texas Information System (TEXIS)
Directory of Texas Companies forAustin

Company : 3M DYNATEL SYSTEMS DIV
Address : PO BOX 2963
Austin, TX 78768
County (MSA): Travis (Austin)
Woman Owned?: No
Minority Own: No
Employees : na
Sales Volume: na
Established : na

Contact: GARY PINT
Phone : (512)984-6522
Fax :
Bus. Type: na
Operation Type: na
Import: na
Export: na

PRODUCT DESCRIPTON
CURRENT-CARRYING WIRING DEVICES. NONCURRENT-CARRYING WIRING DEVICES. TELEPHONE & TELEGRAPH APPARATUS. ELECTRONIC COMPONENTS NEC.

Company : 3M Export, Telecommunication Markets
Address : 6801 Riverplace Blvd, POB 2963
Austin, TX 78769
County (MSA): Travis (Austin)
Woman Owned?: No
Minority Own: No
Employees : 100 or more
Sales Volume: $1 - 4 Million
Established : 1967

Contact: Jeff Burks
Phone : (512)984-3260
Fax : (512)984-6536
Bus. Type: na
Operation Type: na
Import: na
Export: LCEA

PRODUCT DESCRIPTON
Fiber Optical Connectors.

Company : 3M TELCOMM PRODUCTS DIV
Address : 6801 RIVER PLACE BLVD
Austin, TX 78726
County (MSA): Travis (Austin)
Woman Owned?: No
Minority Own: No
Employees : na
Sales Volume: na
Established : na

Contact: BILL MC LELLAN
Phone : (512)984-1800
Fax :
Bus. Type: na
Operation Type: na
Import: na
Export: na

PRODUCT DESCRIPTON
PAINTS VARNISHES LACQUERS & ENAMELS. ADHESIVES & SEALANTS. COMMUNICATIONS EQUIPMENT NEC. ELECTRONIC CONNECTORS. OPTICAL INSTRUMENTS & LENSES.

Company : 4-S Computers
Address : 6301 F Manchaca Rd
Austin, TX 78745
County (MSA): Travis (Austin)
Woman Owned?: na)
Minority Own: na
Employees : 1-9
Sales Volume: under $1 Million
Established : na

Contact: Milton E Lindsey J
Phone : (512)443-4474
Fax :
Bus. Type: na
Operation Type: na
Import: na
Export: na

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Database Hotel/Motel Performance Data

Source Department of Commerce

General Information

Description:
Quarterly data on number of hotels, occupancy rate, revenues, and room nights sold for all cities and counties in Texas

Purpose:
Provides useful information to the travel industry for analyzing trends and for planning

Language & Platform:
Oracle

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512/320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

2083

Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system
Schemas:
Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☒ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available
Data is derived from hotel/motel occupancy tax collections.

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Hotels And Motels
2. Tourism
3. By City
4. By County
5. Business And Commerce

Agency Contact

Ph: 512/472-5059
Tourism Division

Other Comments

Report provides for data for all quarters available back to 1986

Includes sample printout

2084

HOTEL/MOTEL PERFORMANCE DATA

Texas Information System (TEXIS)
Printed: 10/19/1993 09:46.14

Annual Revenue/Occupancy by Room Price
County: Travis (1985)

Qtr	City/Town/Place	Rate	No. of Hotels	Revenue ($000)	No. of Rooms	Occu-pancy	Room Nights Sold
1st	Village Of Lakew	$60-69.99	1	425	212	33.2	6400
	Austin	$00-29.99	10	516	390	56.5	20100
		$30-39.99	23	3014	1608	60.1	88200
		$40-49.99	19	5439	2184	60.6	120700
		$50-59.99	8	2820	896	63.1	51600
		$60-69.99	5	5295	1281	68.4	80000
		$70-79.99	3	2773	617	67.1	37800
		$80-89.99	4	4156	725	75.7	50100
		$90.00+	3	3178	659	53.4	32100
	Lago Vista	$40-49.99	1	15	15	21.4	300
		$60-69.99	1	40	54	12.2	600
	Del Valle	$30-39.99	1	116	180	21.3	3500
****	****************						
			79	27787	8821		491400
2nd	Village Of Lakew	$90.00+	1	1311	214	69.7	13600
	Austin	$00-29.99	7	395	325	49.2	14600
		$30-39.99	22	2740	1593	53.2	77400
		$40-49.99	22	5880	2178	64.4	128000
		$50-59.99	8	2013	537	77.8	38100
		$60-69.99	8	5806	1325	73.2	88500
		$70-79.99	5	5619	1247	65.7	74800
		$80-89.99	3	3708	663	70.6	42700
		$90.00+	4	4332	736	65.2	43800
	Lago Vista	$60-69.99	1	57	39	25.0	900
		$60-69.99	1	32	35	15.6	500
		$70-79.99	1	187	54	55.1	2700
	Del Valle	$30-39.99	1	149	182	28.3	4700
		$40-49.99	1	15	8	42.9	300
****	****************						
			85	32244	9136		530600
3rd	Village Of Lakew	$90.00+	1	850	216	44.7	8800
	Austin	$00-29.99	7	452	329	56.7	17000
		$30-39.99	23	2838	1603	54.5	79800
		$40-49.99	24	4987	2052	58.4	109400
		$50-59.99	8	2469	795	64.7	46900
		$60-69.99	9	6022	1821	55.3	91900
		$70-79.99	6	4070	1393	42.6	54100
		$80-89.99	3	3963	671	76.0	46500
		$90.00+	4	4078	745	60.3	41000
	Lago Vista	$60-69.99	1	137	41	59.5	2200
		$60-69.99	1	43	35	21.9	700
		$70-79.99	1	134	55	36.0	1800

Database Industry Profile System (County Business Patterns)

Source Department of Commerce

General Information

Description:
Detailed (4-digit SIC) and summary-level (2-digit SIC) figures on the number of establishments, employment level, and payroll for all 254 counties in Texas and statewide detail for all 50 states

Purpose:
Provides useful for understanding a county's employment base

Language & Platform:
Oracle

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512-320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☒ Yes ☐ No Text Document Available
County Business Patterns

☒ Yes ☐ No Source Database Available
More detailed data available on CD ROM

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Counties
2. By County
3. Employment
4. Business And Commerce
5.

Agency Contact

Director **Ph:** 512/320-9609
Texas Marketplace Program

Other Comments

Bulletin board system allows for comparison of two counties or two states for more recent year, or, comparison of most recent two years (1989 and 1990) for a single county or state

Includes sample printout

Texas Information System (TEXIS)
Summary Report

Industry Profile System
For: Number of Employees
On: Travis

SIC	Description	1990	1989	Prcnt Diff
07	Agricultural services	G	G	N/A
08	Forestry	A	A	N/A
09	Fishing, hunting, and trapping	A	A	N/A
13	Oil and gas extraction	299	171	74.8
14	Nonmetallic minerals, except fuels	B	B	N/A
15	General contractors and operative builders	G	G	N/A
16	Heavy construction, except building	2,066	2,445	-15.5
17	Special trade contractors	5,723	5,515	3.7
20	Food and kindred products	1,642	1,491	10.1
22	Textile mill products	B	11	-100.0
23	Apparel and other textile products	207	241	-14.1
24	Lumber and wood products	347	308	12.6
25	Furniture and fixtures	535	468	14.3
26	Paper and allied products	B	B	N/A
27	Printing and publishing	4,691	4,400	6.6
28	Chemicals and allied products	G	G	N/A
29	Petroleum and coal products	29	B	N/A
30	Rubber and miscellaneous plastics products	386	353	9.3
31	Leather and leather products	B	B	N/A
32	Stone, clay, and glass products	758	719	5.4
33	Primary metal industries	393	384	2.3
34	Fabricated metal products	613	559	9.6
35	Industrial machinery and equipment	4,935	4,582	7.7
36	Electronic and other electronic equipment	17,631	16,342	7.8
37	Transportation equipment	F	G	N/A
38	Instruments and related products	1,493	1,973	-24.3
39	Miscellaneous manufacturing industries	972	911	6.7
41	Local and interurban passenger transit	441	808	-45.4
42	Trucking and warehousing	1,777	1,536	15.6
44	Water transportation	B	B	N/A
45	Transportation by air	1,114	1,309	-14.9
46	Pipelines, except natural gas	A	A	N/A
47	Transportation services	719	612	17.4
48	Communication	5,774	4,679	23.4
49	Electric, gas, and sanitary services	702	700	0.2
50	Wholesale trade - durable goods	9,562	8,005	19.4
51	Wholesale trade - nondurable	H	H	N/A

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	goods			
52	Building materials and garden supplies	1,572	1,363	15.3
53	General merchandise stores	5,016	5,026	-0.2
54	Food stores	10,768	10,669	0.9
55	Automotive dealers and service stations	5,163	5,240	-1.4
56	Apparel and accessory stores	3,582	3,382	5.9
57	Furniture and homefurnishings stores	2,463	2,348	4.9
58	Eating and drinking places	21,383	20,154	6.1
59	Miscellaneous retail	6,792	6,371	6.6
60	Depository institutions	4,263	6,707	-36.4
61	Nondepository institutions	2,237	2,012	11.1
62	Security and commodity brokers	895	F	N/A
63	Insurance carriers	7,456	7,440	0.2
64	Insurance agents, brokers, and service	2,620	2,494	5.0
65	Real estate	4,856	4,627	4.9
67	Holding and other investment offices	1,581	1,340	17.9
70	Hotels and other lodging places	4,978	4,475	11.2
72	Personal services	3,524	3,479	1.2
73	Business services	19,213	15,231	26.1
75	Auto repair, services, and parking	2,825	2,594	8.9
76	Miscellaneous repair services	1,189	1,095	8.5
78	Motion pictures	864	851	1.5
79	Amusement and recreation services	2,042	1,683	21.3
80	Health services	20,174	18,134	11.2
81	Legal services	5,173	4,971	4.0
82	Educational services	2,903	2,451	18.4
83	Social services	4,736	4,155	13.9
84	Museums, botanical, zoological gardens	199	163	22.0
86	Membership organizations	7,830	6,722	16.4
87	Engineering and management services	12,525	12,024	4.1
89	Services, n.e.c.	677	574	17.9

Explanation of Data Codes

A Data code signifies data withheld to avoid disclosure. The letter itself indicates the employee size class of the data withheld:

A	0 to 19 employees
B	20 to 99 employees
C	100 to 249 employees
E	250 to 499 employees
F	500 to 999 employees
G	1,000 to 2,499 employees
H	2,500 to 4,999 employees
I	5,000 to 9,999 employees
J	10,000 to 24,999 employees
K	25,000 to 49,999 employees

Database International Trade Leads

Source Department of Commerce

General Information

Description:
Offers to buy and sell from a variety of sources. Some are entered by Marketplace staff, others by international organizations and brokers. Includes contact names, addresses, phone and fax numbers

Purpose:
Assists Texas companies in learning about international trade opportunities

Language & Platform:
TEAMate

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512-320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☐ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: same as general public

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Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Directories
2. Foreign Trade
3. Business And Commerce
4.
5.

Agency Contact

Director **Ph:** 512/320-9609
Texas Marketplace Program

Other Comments

Leads come from a variety of sources including: the State's foreign offices (Mexico City, Tapei, Japan, and Frankfurt), international brokers, the Texas Department of Commerce, and users of the bulletin board

Includes sample

INTERNATIONAL TRADE LEADS

Description : Entered 10/13/93 by epsbdc
Increase sales for your business and enhance your company's image with PHOTOGRAPHIC BUSINESS CARDS. A great way to advertise and market yourself, your business and your comany's products! Any picture or photo can be put on a business card. The photo can come from a postcard, magazine or your own favorite picture. These mini-billboards will not be thrown away, but kept by your customers for future use. 250 business cards for only $95. Write or call for free information packet. "Image is Everything!"

Contact: JOHN ALMEIDA
Company: COLORFAST MARKETING SYSTEMS
Address: PO BOX 3677
City : EL PASO, State:,TX 79923
Country: UNITED STATES
Phone : (915) 532-5720
Fax : N/A

Description : Entered 10/13/93 by dsbdc
Interior Design and purchasing for hotels/resorts resourcing for foreign clients needing to locate and purchase products manufactured in US - includes construction items as well as carpet, drapery and bedspreads, fabrics lighting, art, etc.

Contact: Olivia Boone - Licensed Interior Design
Company: Horizon Design
Address: 2811 McKinney Ave #230
City : Dallas, Texas 75204
Country: USA
Phone : 214/7884907
Fax : 214/7884907

Description : Entered 10/13/93 by intlbc
Trading company in Taiwan seeks Dog Food for import. Mr. Wang will visit Texas between Oct. 22 and Oct. 24 for a pet food show (Oct. 26) in Las Vegas. He is doing about USD200,000 - USD 250,000 worth of pet food business per year and he is planning to open a chain of stores in Taiwn. For more information, or if you are interested, please contact:

Contact: Mr. Chun Sheng Wang, President
Company: Votarist Pet Food & Supplies
Address: 8 Fl, No.3-3, Alley 27, Sec.2
City : Chung-Sheng N. Rd, Taipei, Taiwan .
Country: ROC
Phone : 2-511-8001
Fax : 2-511-6460

Description : Entered 10/13/93 by intlbc
Trading company with 8 years experience would like to import Pet Food, especially dog food. If you are interested, or would like further information, please contact:

Contact: Mr. John Chen, Manager
Company: Big Tree Intn'l Co. Ltd.
Address: PO Box 13-256
City : Taipei, Taiwan

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Country: ROC
Phone : 2-927-9269
Fax   : 2-927-9269 (same)

Description :   Entered 10/13/93 by chonga
The nuts and bolts of compliance with Mexican environmental regulations. This workshop will give manufacturers and others the latest developments in this fast changing regulatory market. It will offer the knowledge to update compliance procedures, as well as understand the developing trends in Mexico on both at federal and state level. It will provide practical answers to the problems that new laws and regulations will create for the day-to-day operations of facilities located in Mexico. November 18 & 19 Dallas, Texas

Contact: Call for information
Company: Market Strategies International
Address: 905 Duncan Lane Ste. A
City   : Austin, TX 78705
Country: USA
Phone : (512) 477-1021 .
Fax   : (512) 480-8608

Database Japanese Importers Directory

Source Department of Commerce

General Information

Description:
Includes approximately 10,000 Japanese companies, addresses, phone and fax numbers, 6-digit harmonized codes, and goods seeking to import

Purpose:
Assists Texas companies in exporting to Japan

Language & Platform:
Oracle

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512/320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☐ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available
Original data is provided by the Japanese External Trade Organization (JETRO).

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Business And Commerce
2. Directories
3. Foreign Trade
4. Japan
5.

Agency Contact

Director **Ph:** 512/320-9609
Texas Marketplace Program

Other Comments

Includes sample

2695

Japanese External Trade Organizations
selected by Products Seeking to Import : SHOES

Company: Shinyo Trading Co.,Ltd.
Contact: Mr./Ms. Sachiko Yamaguchi
Address: 9TH FL., UMEDA YACHIYO BLDG., 2-22, TAIYUJI-CHO, KITA-KU, OSAKA, 530
Phone : 06-312-2861
Fax : 06-312-5103
Products Seeking to Import: 41 - SHOES MAKING MATERAILS

Company: Mizuhara Rubber Co.,Ltd
Contact: Mr./Ms. Hideoki Mizuhara
Address: 21-26 KAMIKITA 1-CHOME, HIRANO-KU, OSAKA, 547
Phone : 06-754-3709
Fax : 06-754-3714
Products Seeking to Import: 64 - SHOES

Company: Y.Yamada Co.
Contact: Mr./Ms. Yoshizane Yamada
Address: 2-10, NAKABIRAKI 2-CHOME, NISHINARI-KU, OSAKA, 557
Phone : 06-568-3040
Fax : 06-568-1527
Products Seeking to Import: 64 - SHOES

Company: Nishimura Shoten
Contact: Mr./Ms. Kinzo Nishimura
Address: 12-12, TAKAKURADAI 2-CHOME, SUMA-KU, KOBE, 654
Phone : 078-731-5469
Fax : 078-731-6267
Products Seeking to Import: 64 - SHOES

Company: T.Yamada & Co.,Ltd.
Contact: Mr./Ms. Toshiyuki Yamada
Address: 123-1, HIGASHIMACHI, CHUO-KU, KOBE, 651-01
Phone : 078-321-8921
Fax : 078-331-0412
Products Seeking to Import: 64 - SHOES

Company: Dah Chong Hong (Japan) Ltd
Contact: Mr./Ms. Atsuyuki Yakabe
Address: DAH CHONG NO.2 BLDG ROPPONGI 5-18-2
Phone : 03-582-0708
Fax : 03-582-4117
Products Seeking to Import: 64 - SHOES

Company: Torelli Co., Ltd.
Contact: Mr./Ms. Keiko Torelli
Address: 60J HAKATA DAINIMUKAI-BLDG 3-1-29
Phone : 062-475-3758
Fax : 092-475-3757
Products Seeking to Import: 64 - SHOES

Company: Regal Corporation
Contact:
Address: 2-16,ICHIGAYA-TAMACHI,SHINJUKUKU,
Phone : 03-3888-6111
Fax :
Products Seeking to Import: 64 - SHOES

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Database Licensing Information Processing System

Source Alcoholic Beverage Commission

General Information

Description:
Directory information of active licenses and permit holders. (See supplementary information)

Purpose:
Captures licensing information on licenses and permits from all phases of the alcoholic beverage industry

Language & Platform:
Model 204 User Language, IBM 4381 Mainframe

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Bob White, 512/206-3457

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: Diskettes, labels, cartridge, reel tape

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: (See supplementary information)

Govt. Entities: Same fee unless interagency agreement is made, then no charge.

2097

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
n/a

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Alcoholic Beverage Industry
2. Licensing And Regulation
3. Business And Commerce
4.
5.

Agency Contact Computer Services Division **Ph:** 512/206-3457

Other Comments Includes supplementary information

TEXAS ALCOHOLIC BEVERAGE COMMISSION

Post Office Box 13127, Austin, Texas 78711-3127 (512) 458-2500

Jeannene Fox, Administrator

September 1, 1993

TO: ALL PERSONS REQUESTING STANDARD COMPUTER GENERATED INFORMATION

The Computer Services Division of the Texas Alcoholic Beverage Commission can provide certain types of public information concerning active license/permit holders in the State of Texas. This information can be obtained for a fee, **plus a 25% surcharge**, on the following media:

1) Rosters (8 1/2 x 11 white bond paper, duplexed).
2) Mailing Labels (continuous form 3-up self-adhesive labels).
3) Magnetic Tape
4) 3480 Cartridge
5) IBM PC Floppy Disk (3.5 or 5.25, ASCII format).

	TYPE OF REQUEST	RECORDS	PRICE
A)	Rosters of license/permit info.	1 - 4,000	$ 46.24
		4,001 - up	$ .00185/ea.
B)	Labels of license/permit info.	1 - 1,000	$ 38.50
		1,001 - up	$ .0080/ea.
C)	Magnetic Tape	one tape	$ 84.81
		additional tapes	$ 20.00/ea.
D)	3480 Cartridge	one cartridge	$ 84.81
		addt'l cartridges	$ 20.00/ea.
E)	Disk of license/permit info.	one diskette	$ 73.81
		addt'l disks	$ 9.00/ea.

Requests for standard public information using predefined (canned) programs can be processed by class of license/permits and county within the State of Texas. Information supplied includes CLP (license/permit number), license/permit tradename, owner/corporation name, location street address, mailing street address, and business phone number. **The TABC is not responsible for the conversion or use of the Public Information provided.**

Gross Receipts tax rosters (along with a top 50 taxpayer list) can be purchased for a fee of **$48.58, which includes a 15% surcharge**. Information supplied on the Gross Receipts tax roster will include CLP, tradename, location street address, city, tax month and tax amount.

All requests for these services must be in writing and sent to the following address:

Texas Alcoholic Beverage Commission
Computer Services Division
P.O. Box 13127 ATTN: BOB WHITE
Austin, TX 78711-3127
(512) 206-3457

Payments will be accepted in the form of a company check, cashier's check, personal check or money order for the total invoice amount. Make checks payable to the TABC.

Renee Higginbotham-Brooks, Chairman
Ft. Worth

Roy Orr, Member
DeSoto

Neal S. Manne, Member
Houston

Database NAFTA Text Database

Source Texas A&M International University

General Information

Description:
Contains published articles from selected newspapers, magazines and trade newsletters, etc., related to the NAFTA issue

Purpose:
Maintains North American Free Trade Agreement research

Language & Platform:
ASCII for DOS environment

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Baldomero Garcia, 210/722-8001, x334

Information Provided by:
☒ Print out ☐ Verbally ☒ Other: ASCII or Wordperfect 5.1 format

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.
General Public:
Govt. Entities:

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available
n/a

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Business And Commerce
2. Employment
3. South Texas
4. Border Issues
5. North American Free Trade Agreement

Agency Contact Beldomero Garcia **Ph:** 210/722-8001, x334
Office of the Study of U.S. Mexico Trade Relations

Other Comments Includes sample

JOURNAL[Denver Post, The (Denver, CO)
TITLE[Mexico No. 1 gainer in world stock markets
AUTHOR(-S)[
DATE[January 1, 1993
PAGE(-S)[
-

ARTICLE[NEW YORK - Many overseas investors in Mexico's stock market this past year probably could fly home their profits in a personal jet. In contrast, investments in Italian equities may have been reduced to mere pocket change after last fall's currency turmoil in Europe. These two were at the extreme ends of major world stock markets in 1992, one surging nearly 30 percent in value and the other plunging around 23 percent. Indeed, few stock markets were left unscathed by a volatile year of foreign exchange havoc, international trade uncertainties and political and economic upheavals.

When the dust of 1992 finally settled, world stock markets declined an average of 6.83 percent as measured in local currencies, according to an index of 20 major markets tracked by Morgan Stanley Capital International. The big gainer was Mexico, where the pending North American Free Trade Agreement fueled anticipation of surging economic growth south of the border. Morgan Stanley's index put that nation's equity growth at 29.83 percent. On the other hand, the value of Italian stocks tracked by Morgan Stanley plunged 23.28 percent, largely due to the sharp decline in the Italian lira's value.

BEST COPY AVAILABLE

Database **Rural Resource Guide**

Source Department of Commerce

General Information

Description:
Information about federal, state, and regional programs that can benefit rural Texans. Information is limited to program name, organization administering the program, and indication for type of assistance provided

Purpose:
Provides a useful quick reference on state, federal, and regional resources that can assist rural areas

Language & Platform:
Oracle

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512-320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☐ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☒ Yes ☐ No Text Document Available
Texas Rural Resource Guide

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Rural Development
2. Economic Development
3. Directories
4. Business And Commerce
5.

Agency Contact Director **Ph:** 512/320-9609
Texas Marketplace Program

Other Comments Hard copy versions of this guide are available from the Texas Rural Development Council

Includes sample

2104

Service Category: Business Retention/Expansion
Service Type: Financial/Funding Assistance

Organization: CARA Inc., Laredo Minority Business Development Center
Program: Rural Development Initiative
Address: 2801 E. Montgomery, Suite 210
Laredo,TX 78043
Phone Number: 210/725-5177
Provider Type: Federal
Service Delivery Area: Regional
Service Categories &
Type of Services: Business Retention/Expansion: Financial/Funding Assistan

Organization: Big Country RC & D Area, Inc.
Program: Resource Conservation & Development
Address: P. O. Box 1114
Sweetwater,,TX 79556
Phone Number: 915/235-4300
Provider Type: Non-Profit
Service Delivery Area: Regional
Service Categories &
Type of Services: Business Retention/Expansion: Financial/Funding Assistan

Organization: Rural Development Administration, USDA
Program: Intermediary Relending Program
Address: 1709 Avenue H
Levelland,TX 79336
Phone Number: 806/894-0336
Provider Type: Federal
Service Delivery Area: Statewide
Service Categories &
Type of Services: Business Retention/Expansion: Financial/Funding Assistan

Organization: Deep East Texas Council of Governments
Program: Regional Services Department
Address: 274 East Lamar Street
Jasper,TX 75951
Phone Number: 409/384-5704
Provider Type: Regional
Service Delivery Area: Regional/N
Service Categories &
Type of Services: Business Retention/Expansion: Financial/Funding Assistan

Organization: East Texas Council of Governments
Program: East Texas Regional Development Company
Address: 3800 Stone Road
Kilgore,TX 75662
Phone Number: 903/984-8641
Provider Type: Regional
Service Delivery Area: Regional
Service Categories &
Type of Services: Business Retention/Expansion: Financial/Funding Assistan

Database Selected State and Federal Sources of Capital

Source Department of Commerce

General Information

Description:
A summary of selected federal and state finance programs that the Texas Department of Commerce has some involvement in

Purpose:
Provides useful information for planning purposes

Language & Platform:
TEAMate

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512-320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☐ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☒ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Business And Commerce
2. Economic Development
3. Government Assistance
4. Federal Assistance
5.

Agency Contact

Director **Ph:** 512/320-9609

Texas Marketplace Program

Other Comments

This database is not a comprehensive listing of state and federal finance programs for businesses

Includes sample

SELECTED STATE AND FEDERAL SOURCES OF CAPITAL

Entry Summary List

City/State Initiative Export-Import Bank of the United State	Admin
Development Corporation Act of 1979	Admin
Enterprise Zone Program	Admin
Farmers Home Administration (FmHA) Business & Industry Progr	Admin
Linked Deposit Program (Texas Department of Agriculture)	Admin
SBA 7(a) Loan Program	Admin
SBA Guaranteed Loan Program	Admin
SBA International Trade Program	Admin
Smart Jobs Fund Programs	Admin
Statewide SBA 504 Loan Program	Admin
Texas Agricultural Finance Authority (TAFA)	Admin
Texas Capital Fund Infrastructure Program	Admin
Texas Capital Fund Loan Program	Admin
Texas Capital Fund Main Street Improvements Program	Admin
Texas Capital Fund Real Estate Development Program	Admin
Texas Capital Fund Small and/or Minority Business Loan Progr	Admin
Texas Capital Fund Small Business Incubator Program	Admin
Texas Department of Commerce Financial Review	Admin
Texas Department of Commerce Loan Packaging	Admin
Texas Exporters Loan Program	Admin
Texas Leverage Fund	Admin
Western Fidelity Financing for Small & Disadvantaged Busines	Admin

SBA 7(a) Loan Program

Purpose:
The Small Business Administration (SBA) 7(a) Loan Guaranty Program can provide assistance to small businesses to obtain financing for a variety of purposes. The 7(a) Program guarantees commercial lending institutions up to ninety percent (90%) for loans under $155,000 and up to eighty-five percent (85%) for loans over this amount and up to $750,000 when lending to a small business.

Commerce's Role:
Commerce staff act as an intermediary between the business, the lender, the SBA and other agencies in the development process. Finance staff members will assist businesses in assessing their debt service capacity, structuring the financing, preparing pro formas, and other tasks related to preparing the loan application. Staff can enhance the securing of the SBA loan through their knowledge of SBA regulations and loan requirements.

Use of Proceeds:
Loan proceeds may be used to finance working capital, fixed asset acquisition, including equipment, land and buildings, and leasehold improvements. Working capital includes: acquisition of inventory, financing of receivables, and reduction of trade debt.

Eligible Project:
For-profit small businesses are eligible. Generally, a business is considered to be a small business if it meets the following size limitations:

- Manufacturing - varies by industry from 500-1,000 employees.

- Wholesale - up to 100 employees.
- Services - varies by industry from $2.5 million to $14.5 million in annual receipts.
- Retail - from $3.5 million to $13.5 million.
- Construction - from $7.0 million to $17 million.

Terms:
The program allows real estate loans of up to 25 years and working capital loans of up to seven years. The rate for SBA 7(a) guaranteed loans may not exceed the prime rate by more than 2 1/4% for loans of 7 years or less or, 2 3/4% for loans over 7 years. Loans may be for either a fixed or variable rate.

Collateral:
Collateral may include mortgages on commercial buildings, equipment, assignment of receivables, and may also include personal assets.

Process:
This loan guaranty program can be obtained by submitting an application through a local lender.

For further information or assistance, please contact:
Texas Department of Commerce

P.O. Box 12728
Austin, Texas 78711
(512) 320-9649
Fax: (512) 320-9452

revised 07/06/93

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Database State License and Permit Information

Source Department of Commerce

General Information

Description:
Quick reference on agencies to contact for required permits and/or licenses for numerous businesses

Purpose:
Provides broader access to businesses and business assistance providers on state permits and licenses

Language & Platform:
TEAMate

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512/320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Guide to State Licenses and Permits

☒ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Licensing And Regulation
2. Business And Commerce
3. Directories
4. Government Administration
5. State Agencies

Agency Contact

Director **Ph:** 512/320-9609
Texas Marketplace Program

Other Comments

The module is organized alphabetically by type of business. Updated every six months

Includes sample

2111

STATE LICENSE AND PERMIT INFORMATION

4/27/93 jf

ACCOUNTING FIRM / ACCOUNTING SERVICE REGULATORY INFORMATION

To obtain the licensing requirements for becoming a Certified Public Accountant, contact the Texas State Board of Public Accountancy Exam and Licensing 1033 La Posada, Suite 340 Austin, Texas 78752-3892. Telephone: 512/450-7001.

Industry Associations:

Texas Association of Public Accountants - Austin 512/338-0227
TAPA (Affiliate of National Society of Public Accountant's) - Austin 512/338-0227
Texas Society of Certified Public Accountants - Dallas 214/689-6000

You should consult an attorney to ensure that all legal requirements are satisfied before operations are begun. Should you need additional information or assistance, please call the Business Information and Referral Program at 512/320-9558.
Creation System Name : Texas MarketPlace

5/11/93 jf

ADVERTISING BUSINESS REGULATORY INFORMATION

To obtain information regarding an off-premise outdoor advertising sign permit, contact the Texas Department of Transportation Chief Relocation Agent P.O. Box 5075 Austin, Texas 78763. Telephone: 512/835-0813.

For information regarding the state deceptive trade law, contact the Office of the Attorney General P.O. Box 12548 Austin, Texas 78711. Telephone: 512/463-2100.

For information regarding the federal deceptive trade law, contact the Federal Trade Commission Dallas Regional Office 100 North Central Expressway, Suite 500 Dallas, Texas 75201. Telephone: 214/767-5501.

The following associations are available for the advertising field:

Outdoor Advertising Association of Texas, Inc. in Austin - 512/480-9384
Southwestern Association of Advertising Agencies in Dallas - 214/637-4442
Specialty Advertising Association International in Irving - 214/580-0404
Texas Council of Advertising & Magazine Publishing in Austin - 512/478-2111

You should consult an attorney to ensure that all legal requirements are satisfied before operations are begun. Should you need additional information, contact the Business Information and Regerral Program at (512) 320-9558.

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ANSWERING SERVICE REGULATORY INFORMATION

To obtain a permit for the use of an automatic dial announcing device and/or other regulations that may apply, contact the Public Utility Commission of Texas 7800 Shoal Creek Boulevard Austin, Texas 78757. Telephone: 512/458-0308.

The association you may want to contact is the Texas Association of Telephone Answering Services 201 East Marshall Avenue Longview, Texas 75601. Telephone: 903/758-2722.

You should consult an attorney to ensure that all legal requirements are satisfied before operations are begun. Should you need additional information or assistance, please call the Business Information and Referral Program at 512/320-9558.
5/11/93 jf

AQUACULTURE - FISH FARM REGULATORY INFORMATION

For aquaculture/fish farm licensing, contact the Texas Department of Agriculture Aquaculture Licensing P.O. Box 12847 Austin, Texas 78711. Telephone: 1/800-835-5832 or 512/463-7483.

To obtain a permit to raise exotic fish, contact the Texas Parks and Wildlife Department 4200 Smith School Road Austin, Texas 78744. Telephone: 512/389-4822.

If you will process and/or package the fish, contact the Texas Department of Health Division of Food and Drugs 1100 West 49th Street Austin, Texas 78756-3182.
Telephone: 512/458-7248.

For regulations relating to water, such as waste water and water usage, contact the Texas Water Commission P.O. Box 13087 Austin, Texas 78711.
Telephone: 512/463-8028.

The industry association that you may want to contact is the Texas Aquaculture Association P.O. Box 13285 Austin, Texas 78711.
Telephone: 512/474-4600.

You should consult an attorney to ensure that all legal requirements are satisfied before operations are begun. Should you need additional information or assistance, please call the Business Information and Referral Program at 512/320-9558.

5/11/93 jf

ARCHITECTURAL BUSINESS REGULATORY INFORMATION

For licensing requirements to provide architectural services, contact the Texas Board of Architectural Examiners Architect Division 8213 Shoal Creek Boulevard, Suite 107 Austin, Texas 78758.
Telephone: 512/458-1363.

Database Texas Minority- & Women-Owned Business Directory

Source Department of Commerce

General Information

Description:
Company name, address, phone, fax, associated commodity codes, product description ethnicity and gender on approximately 5,200 Texas minority-and women-owned businesses certified by the state

Purpose:
Locates potential Texas suppliers, market research, and generating direct mail lists

Language & Platform:
Oracle

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512/320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☐ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☒ Yes ☐ No Text Document Available
hard copy version is updated only twice per year.

☐ Yes ☒ No Source Database Available
Available from the General Services Commission.

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Business And Commerce
2. Directories
3. Minority-owned Businesses
4. Women-owned Businesses
5.

Agency Contact

Director **Ph:** 512/320-9609
Texas Marketplace Program

Other Comments

This database contains only minority and women-owned businesses that have been certified as such by the state. Currently, it represents only a small percentage of minority and women-owned businesses in the state

Includes sample

Company: A & D Carpet Cleaning
VID: 24661903922
Contact: Ramona Ledesma
Cert: 21-APR-93
Address: 1210 Harrison Lane
City, State: Austin, TX 78742
County, MSA: Travis, Austin
Telephone: (512) 389-3943
Enter. Zone? No
FAX:
Minority: Hispanic (Female)
PRODUCT DESCRIPTION
CARPET CLEANING SERVICE

Company: A-1 Cut Rate Moving & Storage
VID: 24629497827
Contact: Mr. Don C. Franklin
Cert: 14-JUN-93
Address: 6810 Bryn Mawr Dr
City, State: Austin, TX 78723
County, MSA: Travis, Austin
Telephone: 512-835-5205
Enter. Zone? No
FAX: 512-929-0885
Minority: Black (Male)
PRODUCT DESCRIPTION
MOVING RESIDENTIAL AND COMMERCIAL FURNITURE ALSO PACKING AS NEEDED

Company: A-1 Quality Blue Print & Fast Copy
VID: 17426741546
Contact: Felix Lopez
Cert: 29-SEP-93
Address: P.O. Box 33358
City, State: Austin, TX 78764
County, MSA: Travis, Austin
Telephone: (512) 416-8973
Enter. Zone? No
FAX:
Minority: Hispanic (Male)
PRODUCT DESCRIPTION
PRINTING, FAST COPYING, ENLARGEMENTS & REDUCTIONS

Company: A-Dillo Charter Service
VID: 17425948035
Contact: Aurelia C. Solis
Cert: 30-JUN-93
Address: P.O. Box 203392
City, State: Austin, TX 78720
County, MSA: Travis, Austin
Telephone: (512) 258-8820
Enter. Zone? No
FAX: (512) 258-8820
Minority: Hispanic (Female)
PRODUCT DESCRIPTION
CHARTER OF BUSES, LIMOS AND VANS

Company: A-Okay Signs And Graphics
VID: 24652784836
Contact: Ms. Sherry Craig
Cert: 03-SEP-92
Address: 612 Nueces
City, State: Austin, TX 78701
County, MSA: Travis, Austin
Telephone: (512) 477-4757
Enter. Zone? No
FAX:
Minority: Caucasian (Female)
PRODUCT DESCRIPTION
SIGNS AND GRAPHICS

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Database Texas Racing Commission Licensing System

Source Racing Commission

General Information

Description:
Licensing, pari mutuel and simulcast wagering information, horse and dog database, rulings on licensees and animals

Purpose:
Maintains information on licenses and regulation governing pari-mutuel racing in Texas

Language & Platform:
Oracle, RDBMS on a Sun microsystems platform

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Patricia Fitch, 512/794-8461

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: ASCII diskette

☒ Yes ☐ No Other: Written requests

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $67.50/hour with no minimum. Additional charges for materials and mailing.
Govt. Entities: Usually no charge - Depends on request

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Horse Racing
2. Dog Racing
3. Licensing And Regulation
4. Gambling
5. Directories

Agency Contact

Patricia Fitch **Ph:** 512/794-8461
Data Processing

Other Comments

The majority of requests that the agency fills are used for mailing lists and are pulled from the licensing application. A typical request for information on a licensee would be: name, address, phone number. We also have available: date of birth, ssn, sex, type of license, i.e., owner, trainer, jockey, etc., date licensed.

Database TRAX

Source Department of Transportation

General Information

Description:
Name and addresses of persons who have contacted Texas for travel information. Includes 1-800 tourism ad campaign

Purpose:
Supplies travelers' names and addresses to the tourist industry

Language & Platform:
Clipper for DOS

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Weekly

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
Contact agency for more information

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Lois Deater, 512/465-3083.

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.
General Public:
Govt. Entities:

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Tourism
2. Business And Commerce
3. Travel
4. News And Information
5.

Agency Contact

Lois Deater **Ph:** 512/465-3083
Travel and Information Division

Other Comments

Database **Window on State Government**

Source Comptroller of Public Accounts

General Information

Description:
Tax information, tax rules, gross sales by area, population forecasts, economic data and state and federal grants

Purpose:
Disseminates information to the public

Language & Platform:
Written in C for a DOS platform, software by Galaticomm: "Major BBS"

Updates:
☒ Daily ☒ Monthly ☒ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
1-800-531-5441 (Austin, 475-1051). 24 hrs./day. Communication setting: no parity, 8 data bits, 1 stop bit, full duplex

☒ Yes ☐ No Internet Access:
Telnet to window.texas.gov

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Provided by software

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Economic Statistics
2. Taxes
3. Business And Commerce
4. Government Assistance
5. Demographics

Agency Contact

Drew Sherz or Rudy Torres **Ph:** 512/463-4900
Research Division

Other Comments

Editor's Note: brochures about the database are available from the agency

WINDOW ON STATE GOVERNMENT

A free Bulletin Board System (BBS) from the Comptroller of Public Accounts

Each year the Texas Comptroller provides tax and economic information to literally thousands of individuals, companies and government agencies. The office now offers a computerized on-line bulletin board system for accessing a multitude of the information from and about our agency and state government in general.

Window on State Government functions much like popular commercial systems, except that looking in this "Window" is free. After signing on and setting up a user account, you gain access to easy-to-use data screens that provide information such as:

- Comptroller News
- Tax Information
- Electronic Mailbox for Questions and Suggestions
- Gross and Retail Sales by City, County and MSA
- Employment Data by Metropolitan Statistical Area and Region
- Population by County
- State Spending by Category and Year
- State Revenue by Source
- Estimated Future State Revenue
- Regional Economic Data
- State and Federal Grants System
- Access to Other Public Information BBS's

Window on State Government allows you to view and download this data from BBS files to your PC, completely free of charge.

How the "Window" works

Window on State Government supports up to 14,400 baud modems and follows the most common communication settings: NO parity, 8 databits, 1 stopbit, FULL duplex (N, 8, 1, F).

Dial up the *Window on State Government* Bulletin Board System (BBS) on your modem. The number is:

1-800-227-8392,

in Austin call 475-1051.

Throughout your "Window" session, the BBS provides menus and prompts to guide you along step by step.

If you experience any problems with the Comptroller's Window on State Government (BBS), call:

1-800-531-5441,

extension 5-0996 for assistance.

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Database **Driver Record**

Source Department of Public Safety

General Information

Description:
Violations of driving laws committed by Texas drivers (citations as reported by courts), accident involvement, Department action

Purpose:
Manages Traffic Safety Program

Language & Platform:
Mainframe - Assembler / Cobol

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Program staff, 512/465-2001

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: magnetic tapes and punch cards

☒ Yes ☐ No Other: Written requests

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Varies by type of service requested and types of record

Govt. Entities: Fee exempt

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	1. Motor Vehicle Drivers 2. Licensing And Regulation 3. Traffic Safety 4. Crime And Public Safety 5.

Agency Contact	Virginia Tally **Ph:** 512/465-2001 Driver & Vehicle Records/License Issuance & Driver Records Service
Other Comments	All requests for access require staff assistance

Database **Family Violence Master File**

Source Department of Public Safety

General Information

Description:
Records of incidences of family violence

Purpose:
Collects and disseminates information on family violence incidents reported by local law enforcement agencies in Texas

Language & Platform:
UFO AMDAHL Mainframe

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Charlene Cain, 512/465-2090

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: computer tape or diskette

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☒ No Text Document Available ☒ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Family Violence 2. Crime Statistics 3. Crime And Public Safety 4. 5.

Agency Contact Charlene Cain **Ph:** 512/465-2090
Statistical Services Bureau

Other Comments The public does not have complete access to all information in this database; all requests for access require staff assistance

Database **Háte Crime Master File**

Source Department of Public Safety

General Information

Description:
Records of incidences of hate crimes

Purpose:
Collects and disseminates information on hate crime incidents reported by local law enforcement agencies in Texas

Language & Platform:
UFO AMDAHL Mainframe

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Charlene Cain, 512/465-2090

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: computer tape or diskette

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☒ No Text Document Available ☒ Yes ☐ No Source Database Available
Daily Use	Number of information requests received each day: ☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Hate Crimes 2. Crime Statistics 3. Crime And Public Safety 4. 5.

Agency Contact	Charlene Cain **Ph:** 512/465-2090 Statistical Services Bureau
Other Comments	The public does not have complete access to all information in this database; all requests for access require staff assistance Includes sample

TEXAS DEPARTMENT OF PUBLIC SAFETY
DATA PROCESSING DIVISION
APPLICATIONS PROGRAMMING SECTION

UNIFORM CRIME REPORTING

HATE CRIME RECORDS SENT TO WASHINGTON(FBI)

QUARTER 1
JANUARY - MARCH

A-ADD	AGENCY	INCIDENT #	ZERO REPORTING MONTH	ZERO REPORTING QUARTER	DATE OF INCIDENT OR SUMMARY DATE
A	TXDPD0000	55630B			1993/01/22
A	TXDPD0000	79234B			1993/01/31
A	TXDPD0000	103032B			1993/02/09
A	TXDPD0000	103741B			1993/02/09
A	TXDPD0000	105326B			1993/02/09
A	TXDPD0000	107101B			1993/02/09
A	TXDPD0000	109471B			1993/02/09
A	TXDPD0000	112089B			1993/02/09
A	TXDPD0000	112149B			1993/02/12
A	TXDPD0000	115330B			1993/02/13
A	TXDPD0000	134326B			1993/02/21
A	TXDPD0000	93800B			1993/02/06
A	TXDPD0000	95117B			1993/02/06
A	TXDPD0000	161780B			1993/03/03
A	TXDPD0000	175046B			1993/03/08
A	TXDPD0000	198085B			1993/03/16
A	TXDPD0000	201009B			1993/03/17
A	TXDPD0000	205013B			1993/03/19
A	TXDPD0000	208833B			1993/03/20
A	TXDPD0000	235425B			1993/03/26
A	TXHPD0000	2876393W			1993/01/09
A	TXHPD0000	7334093J			1993/01/22
A	TXHPD0000	8444693N			1993/01/25
A	TXHPD0C00	9543193A			1993/01/27
A	TXHPD0000	14688393Y			1993/02/11
A	TXHPD0000	16369993S			1993/02/16
A	TXHPD0000	028102393E			1993/03/20
A	TXHPD0000	030021793K			1993/03/25
A	TXSPD0000		Z	1	1993/03/00
A	TX0010000		Z	1	1993/03/00
A	TX0010100		Z	1	1993/03/00
A	TX0010300		Z	1	1993/03/00
A	TX0020000		Z	1	1993/03/00
A	TX0020100		Z	1	1993/03/00
A	TX0030000		Z	1	1993/03/00
A	TX0030100		Z	1	1993/03/00
A	TX0030200		Z	1	1993/03/00
A	TX0030400		Z	1	1993/03/00
A	TX0040000		Z	1	1993/03/00
A	TX0040100		Z	1	1993/03/00

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Database **Motor Vehicle Traffic Accident Information**

Source Department of Public Safety

General Information

Description:
Information taken from peace officers' accident reports about persons involved in accidents: where, when, and how they occurred

Purpose:
Provides information on motor vehicle traffic accidents for traffic safety purposes

Language & Platform:
Mainframe - Assembler / COBOL

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Cindy Knox, 512/465-2298

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: computer tape

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☒ There are fees.

General Public: Fee/No fee depends on type of request and type of records processed
Govt. Entities: Same as above

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☐ Yes ☐ No Source Database Available
Copies of the full accident file can be provided on computer tape (Fee: $350./year of dates)

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Motor Vehicle Accidents
2. Traffic Safety
3. Crime And Public Safety
4.
5.

Agency Contact

James B. Templeton **Ph:** 512/465-2299
Statistical Services Bureau

Other Comments

The public does not have complete access to all information in this database; all requests for access require staff assistance

Includes sample

MOTOR VEHICLE TRAFFIC ACCIDENTS

SUMMARY OF ALL REPORTED ACCIDENTS IN THE STATE OF TEXAS FOR CALENDAR YEAR 1992
PREPARED BY THE TEXAS DEPARTMENT OF PUBLIC SAFETY
STATISTICAL SERVICES
THIS SUMMARY INCLUDES REPORTS AND INFORMATION AVAILABLE ON 02-28-93

	1 CURRENT REPORT A TYPE OF ACCIDENT	NUMBER OF ACCIDENTS: TOTAL: TOTAL	FATAL	INJURY	NON-INJ	ON ROADWAY: TOTAL	FATAL	INJURY	NON-INJ	OFF ROADWAY: TOTAL	FATAL	INJURY	NON-INJ	NUMBER OF PERSONS: KILLED	INJURED	INJURY SEVERITY: A	B	C
MOTOR VEH WITH	PEDESTRIAN	5183	470	4713	0	4812	430	4382	0	371	40	331	0	475	5146	1458	2315	1373
	MTR VEH IN TRAFFIC	282038	1010	127422	153606	280196	986	126749	152461	1842	24	673	1145	1232	224818	12674	46473	165671
	RAILROAD TRAIN	410	36	193	181	398	36	190	172	12	0	3	9	55	258	85	78	95
	PARKED MOTOR VEH	19172	41	2965	16166	15284	3	1983	13298	3888	38	982	2868	50	4072	421	1629	2022
	PEDALCYCLIST	2935	45	2849	41	2812	44	2727	41	123	1	122	0	47	2980	539	1643	798
	ANIMAL	3581	9	738	2834	3559	9	734	2816	22	0	4	18	10	991	68	369	554
	FIXED OBJECT	53866	650	22786	30430	1736	8	532	1196	52130	642	22254	29234	724	30862	4983	13845	12034
	OTHER OBJECT	1191	14	324	853	957	9	262	686	234	5	62	167	14	467	82	156	229
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	OVERTURNED	11553	373	7559	3621	2865	81	2019	765	8688	292	5540	2856	408	11212	2228	5509	3475
	OTH NON-COLLISION	2426	42	964	1420	1760	37	748	975	666	5	216	445	42	1219	237	500	482
	TOTALS	382355	2690	170513	209152	314379	1643	140326	172410	67976	1047	30187	36742	3057	282025	22776	72517	186733
	B LOCATION																	
TYPE ROAD	INTERSTATE ROUTES	47002	429	21642	24931	36374	230	16771	19373	10628	199	4871	5558	506	36310	2934	8172	25204
	US & STATE ROUTES	106945	1018	49422	56505	90485	704	41743	48038	16460	314	7679	8467	1175	85180	7391	21860	55929
	FARM-MARKET ROADS	33666	491	15932	17243	25577	250	11688	13639	8089	241	4244	3604	554	26813	3239	8421	15153
	COUNTY ROADS	20997	227	9836	10934	12664	101	5634	6929	8333	126	4202	4005	251	15787	2151	5897	7739
	CITY STREETS	172609	520	73264	98825	148556	354	64190	84012	24053	166	9074	14813	564	117377	6987	27976	82414
	OTHER	1136	5	417	714	723	4	300	419	413	1	117	295	7	558	73	191	294
	TOTALS	382355	2690	170513	209152	314379	1643	140326	172410	67976	1047	30187	36742	3057	282025	22776	72517	186733
POPULATION GROUP	UNDER 2,500	72187	1391	33751	37045	45678	737	20364	24577	26509	654	13397	12458	1627	57440	8883	21101	27456
	2,500 TO 5,000	10708	59	3972	6677	9123	44	3362	5717	1585	15	610	960	63	6487	596	1884	4007
	5,000 TO 10,000	14468	69	5495	8904	12143	44	4577	7522	2325	25	918	1382	77	8798	886	2402	5510
	10,000 TO 25,000	40344	184	15522	24638	34865	132	13347	21386	5479	52	2175	3252	207	25003	2069	6679	16255
	25,000 TO 50,000	21118	71	8007	13040	18676	50	7031	11595	2442	21	976	1445	72	12486	899	3152	8435
	50,000 TO 100,000	39750	129	16824	22797	35091	87	14989	20015	4659	42	1835	2782	134	27473	1822	7240	18411
	100,000 TO 250,000	35084	161	16801	18122	29977	117	14617	15243	5107	44	2184	2879	185	27001	1667	6678	18656
	OVER 250,000	148696	626	70141	77929	128826	432	62049	66345	19870	194	8092	11584	692	117337	5753	23581	88003
	TOTALS	382355	2690	170513	209152	314379	1643	140326	172410	67976	1047	30187	36742	3057	282025	22776	72517	186733

INJURY SEVERITY

A. INCAPACITATING INJURY - SEVERE INJURY WHICH PREVENTS CONTINUATION OF NORMAL ACTIVITIES. INCLUDES BROKEN OR DISTORTED LIMBS, INTERNAL INJURIES, CRUSHED CHESTS, ETC.

B. NONINCAPACITATING INJURY - EVIDENT INJURY SUCH AS BRUISES, ABRASIONS, MINOR LACERATIONS WHICH DO NOT INCAPACITATE.

C. POSSIBLE INJURY - INJURY WHICH IS CLAIMED, REPORTED OR INDICATED BY BEHAVIOR BUT WITHOUT VISIBLE WOUNDS. INCLUDES LIMPING, MOMENTARY UNCONSCIOUSNESS OR COMPLAINT OF PAIN.

	2 COMPARATIVE TOTALS A TYPE OF ACC	TOTALS: THIS YEAR TO DATE: ACC'TS	KILLED	INJURED	SAME PERIOD LAST YEAR: ACC'TS	KILLED	INJURED	% CHNG IN FATALS	ON ROADWAY: THIS YEAR TO DATE: ACC'TS	KILLED	INJURED	SAME PERIOD LAST YEAR: ACC'TS	KILLED	INJURED
MOTOR VEH WITH	PEDESTRIAN	5183	475	5146	4949	491	4877	- 3%	4812	435	4745	4576	442	4482
	MTR VEH IN TRAFFIC	282038	1232	224818	269376	1245	205751	- 1%	280196	1198	223633	267341	1211	204351
	RAILROAD TRAIN	410	55	258	483	62	300	- 11%	398	55	255	469	62	298
	PARKED MTR VEHICLE	19172	50	4072	19832	52	4133	- 4%	15284	3	2534	15602	6	2479
	PEDALCYCLIST	2935	47	2980	2715	56	2752	- 16%	2812	46	2852	2599	50	2635
	ANIMAL	3581	10	991	3218	7	879	+ 43%	3559	10	985	3184	7	862
	FIXED OBJECT	53866	724	30862	54930	718	31331	+ 1%	1736	8	689	2059	9	926
	OTHER OBJECT	1191	14	467	1173	9	458	+ 56%	957	9	376	595	8	345
	MTR VEH OTHER ROAD	0	0	0	0	0	0	NC %	0	0	0	0	0	0
	OVERTURNED	11553	408	11212	12345	380	11756	+ 7%	2865	88	2842	2561	72	2855
	OTH NON-COLLISION	2426	42	1219	2430	59	1193	- 29%	1760	37	943	1739	45	947
	TOTALS	382355	3057	282025	371448	3079	263430	- 1%	314379	1889	239854	301324	1912	220180
	B LOCATION													
TYPE ROAD	INTERSTATE ROUTES	47002	506	36310	46486	501	34369	+ 1%	36374	274	29061	35399	285	26809
	US & STATE ROUTES	106945	1175	85180	103834	1161	80469	+ 1%	90485	822	74354	86671	804	69471
	FARM-MARKET ROADS	33666	554	26813	32072	521	25294	+ 6%	25577	284	20915	24075	295	19521
	COUNTY ROADS	20997	251	15787	20778	266	15445	- 6%	12664	117	9778	12243	121	9235
	CITY STREETS	172609	564	117377	167209	625	107372	- 10%	148556	387	105328	142320	404	94802
	OTHER	1136	7	558	1069	5	481	+ 40%	723	5	418	616	3	342
	TOTALS	382355	3057	282025	371448	3079	263430	- 1%	314379	1889	239854	301324	1912	220180
POPULATION GROUP	UNDER 2,500	72187	1627	57440	70745	1563	55468	+ 4%	45678	890	37959	43618	870	35610
	2,500 TO 5,000	10708	63	6487	10405	59	6124	+ 7%	9123	48	5662	8640	44	5172
	5,000 TO 10,000	14468	77	8798	13753	90	8076	- 14%	12143	48	7579	11461	60	6843
	10,000 TO 25,000	40344	207	25003	39066	211	23618	- 2%	34865	148	21968	33203	147	20480
	25,000 TO 50,000	21118	72	12486	20548	80	11928	- 10%	18676	50	11171	17976	50	10554
	50,000 TO 100,000	39750	134	27473	38085	167	25060	- 20%	35091	92	25025	33318	117	22645
	100,000 TO 250,000	35084	185	27001	33951	184	24778	+ 1%	29977	138	24129	28784	131	22025
	OVER 250,000	148696	692	117337	144855	725	108378	- 5%	128826	475	106361	124324	493	96851
	TOTALS	382355	3057	282025	371448	3079	263430	- 1%	314379	1889	239854	301324	1912	220180

* INDICATES LESS THAN 0.5% CHANGE

MILEAGE RATES	THIS YEAR TO DATE	SAME PERIOD LAST YEAR	PER CENT CHANGE
REPORTED MOTOR VEHICLE TRAFFIC DEATHS	3057	3079	- 1%
REPORTED MOTOR VEHICLE TRAFFIC INJURIES	282025	263430	+ 7%
ESTIMATED VEH MILES TRAVELED (MILLIONS)	162769	162780	NIL%
DEATH RATE PER 100,000,000 VEHICLE MILES	1.9	1.9	NC%
INJURY RATE PER 100,000,000 VEHICLE MILES	173.3	161.8	+ 7%

	3 TIME HOUR BEGINING	TOTAL ACC'TS: ALL	FATAL	SUNDAY: ALL	FATAL	MONDAY: ALL	FATAL	TUESDAY: ALL	FATAL	WEDNESDAY: ALL	FATAL	THURSDAY: ALL	FATAL	FRIDAY: ALL	FATAL	SATURDAY: ALL	FATAL	PED: ALL	FAT	PEDCYCL: ALL	FAT
BEFORE NOON	MIDNIGHT	9743	159	2498	39	962	13	704	11	854	17	923	21	1128	17	2636	41	152	39	20	2
	1:00 A.M.	8313	128	2466	49	719	9	502	9	747	10	721	4	954	18	2204	29	131	28	12	0
	2:00 A.M.	9780	199	2914	50	785	13	523	8	779	19	850	16	1128	24	2801	69	126	28	12	1
	3:00 A.M.	5078	108	1567	31	398	4	317	8	408	8	409	22	580	12	1399	23	49	15	5	0
	4:00 A.M.	3378	76	990	22	309	5	286	8	308	7	314	3	340	9	861	22	27	6	6	0
	5:00 A.M.	3328	72	666	15	424	4	387	8	397	7	419	8	411	12	624	18	34	11	6	4
	6:00 A.M.	6935	75	585	10	1234	10	1125	11	1149	13	1146	13	1019	11	677	7	85	18	34	3
	7:00 A.M.	17722	79	599	12	3171	11	3453	7	3325	13	3245	16	2968	10	961	10	223	9	108	1
	8:00 A.M.	16502	60	682	6	2995	7	2967	9	2966	7	2726	10	2750	12	1396	9	137	0	74	0
	9:00 A.M.	13072	58	1101	9	2128	7	2108	9	1895	9	1943	11	2042	6	1855	7	90	4	65	1
	10:00 A.M.	14821	48	1403	6	2219	7	2193	9	2019	2	2028	8	2444	5	2515	11	108	4	77	2
	11:00 A.M.	18933	81	1657	11	2802	12	2841	15	2644	13	2719	8	3244	11	3026	11	181	8	119	1
AFTER NOON	NOON	23206	82	2317	10	3589	14	3331	8	3241	11	3352	12	3951	13	3425	14	207	7	154	0
	1:00 P.M.	22123	81	2424	8	3288	14	3109	9	2961	8	3207	10	3770	18	3364	14	202	9	151	1
	2:00 P.M.	23122	100	2547	10	3399	14	3264	15	3249	12	3337	10	3848	20	3478	19	218	9	171	1
	3:00 P.M.	27974	101	2604	12	4377	11	4355	18	3960	15	4210	12	4996	17	3472	16	485	6	244	1
	4:00 P.M.	30254	117	2669	13	4763	16	4542	17	4312	15	4745	11	5677	25	3546	20	405	13	349	3
	5:00 P.M.	32420	126	2692	17	5199	8	4973	16	4996	20	5276	18	5830	20	3454	27	435	18	392	3
	6:00 P.M.	24680	160	2636	21	3484	19	3614	16	3419	25	3729	19	4285	34	3542	26	653	39	354	9
	7:00 P.M.	18033	151	2293	18	2237	16	2245	22	2328	19	2518	23	3309	20	3103	31	428	44	223	3
	8:00 P.M.	14260	167	1970	29	1655	13	1710	18	1700	12	1960	28	2571	31	2694	36	328	49	157	4
	9:00 P.M.	14130	161	1877	18	1505	16	1680	18	1626	9	1856	29	2782	31	2805	40	282	52	109	2
	10:00 P.M.	12843	156	1612	16	1246	13	1351	12	1364	11	1741	23	2831	39	2698	42	219	40	71	1
	11:00 P.M.	11705	145	1295	11	1024	17	1082	8	1167	22	1397	21	2857	31	2883	35	178	28	22	2
	TOTALS	382355	2690	44062	443	53912	275	52632	289	51874	304	54770	356	65686	446	59419	577	5183	470	2935	45

NOTE: ALL FIGURES ON THIS REPORT ARE FINAL

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2134

ACCONF (03/93)

Database **TCFP Bulletin Board**

Source Commission on Fire Protection

General Information

Description:
Agency announcements; training bulletins; fire service messages

Purpose:
Provides information to fire industry

Language & Platform:
PC compatible program

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: On-going

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
Standard ANSI BBS. 24hrs./day. Contact agency for more information

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public: Free to fire industry

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Crime And Public Safety
2. News And Information
3. Firefighters
4.
5.

Agency Contact Dwight Brinkmann **Ph:** 512/873-1728
Administration/Computers

Other Comments

Database **UCR Master File**

Source Department of Public Safety

General Information

Description:
Information on the number of index crime offenses, law enforcement officers killed and assaulted, juvenile and adult arrests and drug seizures

Purpose:
Collects and disseminates information on crime reported by local law enforcement agencies in Texas

Language & Platform:
COBOL AMDAHL Mainframe

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Charlene Cain, 512/465-2090

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: Tape or diskette

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☒ No Text Document Available ☒ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Law Enforcement Officers 2. Crime Statistics 3. Juvenile Arrests 4. Crime And Public Safety 5. Arrests

Agency Contact	Charlene Cain **Ph:** 512/465-2090 Statistical Services Bureau
Other Comments	The public does not have complete access to all information in this database; all requests for access require staff assistance Includes sample

CURRENT DATE: 05/27/93
BEGINNING DATE FOR DATA TOTALS: 01/92
ENDING DATE FOR DATA TOTALS: 12/92

SUMMARY OF DATA FROM RETURN A
STATE

RECORD COUNT: 10440

CLASSIFICATION OF OFFENSES	OFFENSES REPORTED	UNFOUNDED	ACTUAL OFFENSES	TOT. OFFENSES CLEARED	CLEARANCES INVOLVING PERSONS UNDER 18 YR. OF AGE
1. CRIMINAL HOMICIDE					
A. MURDER AND NONNEG. MANSLAUGHTER	2350	111	2239	1622	168
B. MANSLAUGHTER BY NEGLIGENCE	37	0	37	37	13
2. FORCIBLE RAPE (TOTAL)	10219	794	9425	5370	468
A. RAPE BY FORCE	8927	703	8224	4733	402
B. ATTEMPTS TO COMMIT FORCIBLE RAPE	1292	91	1201	637	66
3. ROBBERY (TOTAL)	46207	1625	44582	12847	1611
A. FIREARM	20656	587	20069	5010	660
B. KNIFE OR CUTTING INSTRUMENT	4919	167	4752	1355	93
C. OTHER DANGEROUS WEAPON	4588	202	4386	1232	127
D. STRONG-ARM(HANDS,FISTS,FEET ETC.)	16044	669	15375	5250	731
4. ASSAULT	335006	5729	329277	205559	16274
A. FIREARM	25392	1175	24217	12035	1196
B. KNIFE OR CUTTING INSTRUMENT	17327	427	16900	10778	884
C. OTHER DANGEROUS WEAPON	22373	669	21704	12261	1037
D. HANDS,FISTS,FEET, ETC.-AGGRAV.INJURY	23814	568	23246	14788	1127
E. OTHER ASSAULTS-SIMPLE,NOT AGGRAVATED	246100	2890	243210	155697	12030
5. BURGLARY (TOTAL)	273015	4181	268834	36914	5405
A. FORCIBLE ENTRY	194834	2391	192443	26151	3715
B. UNLAWFUL ENTRY - NO FORCE	65051	1313	63738	9230	1433
C. ATTEMPTED FORCIBLE ENTRY	13130	477	12653	1533	257
6. LARCENY-THEFT(EXCEPT MOTOR VEHICLE)	698559	9044	689515	129717	22593
7. MOTOR VEHICLE THEFT (TOTAL)	153640	8601	145039	20883	4102
A. AUTOS	104385	6573	97812	15154	3212
B. TRUCKS AND BUSES	41492	1815	39677	4808	682
C. OTHER VEHICLES	7763	213	7550	921	208
GRAND TOTAL	1519033	30085	1488948	412949	50634

OFFICERS KILLED BY FELONIOUS ACTS	3
OFFICERS KILLED BY ACCIDENTAL OR NEGLIGENT ACTS	9
OFFICERS ASSAULTED	5152

BEST COPY AVAILABLE

CURRENT DATE: 05/27/93
BEGINNING DATE FOR DATA TOTALS: 01/92
ENDING DATE FOR DATA TOTALS: 12/92

DATA FROM SUPPLEMENTARY HOMICIDE REPORTS
STATE

RECORD COUNT 2326

AGE, SEX, RACE & ETHNICITY OF MURDER VICTIMS

AGE	RACE: WHITE M	F	U	BLACK M	F	U	AM. INDIAN OR ALASK. NATIVE M	F	U	ASIAN OR PAC. ISLANDER M	F	U	UNKNOWN M	F	U	ETHNIC ORIGIN: HISPANIC M	F	U	NOT HISPANIC M	F	U	UNKNOWN M	F	U
UNDER 1	10	3	0	3	2	0	0	0	0	0	0	0	0	0	0	3	1	0	10	4	0	0	0	0
1 - 4	10	8	0	4	2	0	0	0	0	0	0	0	0	0	0	4	5	0	9	3	0	1	2	0
5 - 9	3	6	0	4	4	0	0	0	0	0	0	0	0	0	0	2	2	0	5	8	0	0	0	0
10 - 14	14	10	0	15	3	0	0	0	0	1	0	0	0	0	0	7	1	0	21	10	0	2	2	0
15 - 16	40	9	0	24	5	0	0	0	0	1	0	0	1	0	0	32	5	0	32	8	0	2	1	0
17 - 19	95	21	0	93	8	0	0	0	0	4	1	0	0	0	0	65	6	0	120	20	0	7	4	0
20 - 24	171	35	0	165	22	0	0	0	0	3	0	0	0	0	0	108	16	0	210	38	0	21	3	0
25 - 29	177	48	0	116	27	0	0	0	0	1	1	0	0	0	0	109	21	0	172	48	0	13	7	0
30 - 34	173	28	0	108	14	0	0	0	0	4	1	0	0	0	0	101	14	0	173	25	0	11	4	0
35 - 39	104	33	0	73	15	0	0	0	0	2	0	0	0	0	0	45	10	0	127	34	0	7	4	0
40 - 44	80	33	0	38	8	0	0	0	0	2	0	0	0	0	0	38	8	0	75	32	0	7	1	0
45 - 49	64	11	0	29	3	0	0	0	0	0	1	0	0	0	0	27	4	0	56	9	0	10	2	0
50 - 54	28	13	0	26	3	0	0	0	0	4	0	0	0	0	0	11	2	0	40	12	0	7	2	0
55 - 59	24	4	0	8	2	0	0	0	0	1	1	0	1	0	0	13	1	0	21	6	0	0	0	0
60 - 64	23	5	0	9	5	0	0	0	0	0	0	0	0	0	0	4	2	0	25	7	0	3	1	0
65 - 69	9	10	0	8	2	0	0	0	0	0	0	0	0	0	0	2	3	0	14	6	0	1	3	0
70 - 74	12	9	0	2	1	0	0	0	0	1	0	0	0	0	0	4	2	0	10	8	0	1	0	0
75 & OVER	17	21	0	5	5	0	0	0	0	0	0	0	0	0	0	3	2	0	17	21	0	2	3	0
UNKNOWN	38	7	0	15	3	0	0	0	0	0	0	0	4	2	4	26	2	0	15	7	0	16	3	4
	[illegible]	[illegible]		[illegible]	[illegible]					24	5		6	2	4	[illegible]	[illegible]		1152	306				

AGE, SEX, RACE & ETHNICITY OF OFFENDERS

AGE	RACE: WHITE M	F	U	BLACK M	F	U	AM. INDIAN OR ALASK. NATIVE M	F	U	ASIAN OR PAC. ISLANDER M	F	U	UNKNOWN M	F	U	ETHNIC ORIGIN: HISPANIC M	F	U	NOT HISPANIC M	F	U	UNKNOWN M	F	U
UNDER 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1 - 4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5 - 9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10 - 14	21	2	0	20	0	0	0	0	0	1	0	0	0	0	0	13	0	0	25	2	0	4	0	0
15 - 16	69	3	0	70	1	0	0	0	0	2	0	0	0	0	0	39	0	0	95	4	0	7	0	0
17 - 19	174	4	0	173	7	0	0	0	0	6	1	0	0	0	0	102	0	0	230	11	0	21	1	0
20 - 24	183	18	0	184	18	0	0	0	0	7	2	0	0	0	0	118	9	0	236	27	0	20	2	0
25 - 29	156	17	0	95	14	0	0	0	0	0	0	0	0	1	0	91	5	0	147	25	0	13	2	0
30 - 34	113	13	0	60	13	0	0	0	0	2	0	0	0	0	0	72	4	0	95	20	0	8	2	0
35 - 39	77	9	0	39	16	0	0	0	0	0	0	0	1	0	0	45	2	0	67	21	0	5	2	0
40 - 44	65	10	0	26	5	0	0	0	0	1	0	0	0	0	0	26	2	0	60	12	0	6	1	0
45 - 49	36	2	0	17	2	0	0	0	0	1	0	0	0	0	0	14	1	0	38	3	0	2	0	0
50 - 54	31	6	0	12	4	0	0	0	0	0	0	0	1	0	0	10	1	0	29	8	0	5	1	0
55 - 59	20	2	0	6	3	0	0	0	0	0	0	0	0	0	0	5	0	0	19	5	0	2	0	0
60 - 64	13	0	0	4	2	0	0	0	0	0	0	0	0	0	0	4	0	0	13	2	0	0	0	0
65 - 69	5	1	0	3	1	0	0	0	0	0	0	0	0	0	0	1	0	0	7	2	0	0	0	0
70 - 74	7	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	7	2	0	0	0	0
75 & OVER	5	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	0	1	0	0
UNKNOWN	91	2	0	103	4	2	0	0	0	5	0	0	12	2	590	59	0	0	132	6	13	20	2	579

Database 1990 Census Data

Source North Central Texas Council of Governments

General Information

Description:
Statistics on population are available for CMSA, PMSA's, county, city, census tract and block group level gegraphies. Subjects: population, housing, income, education, poverty and employment

Purpose:
Facilitates strategic planning

Language & Platform:
DBase

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Decennially

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Brain Lester, 817/640-3300, x150

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: Diskette, by mail

☐ Yes ☐ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public:

Govt. Entities: Same as for public

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Census Information 2. North Central Texas 3. Demographics 4. Regional Planning 5.

Agency Contact	Brian Lister **Ph:** 817/640-3300, x150 Research and Information Services
Other Comments	

Database 1990 Regional Profile

Source South East Texas Regional Planning Commission

General Information

Description:
1990 Census data on southeast Texas counties and cities: age, race, sex, income, housing units, etc.

Purpose:
Disseminates regional demographic and economic data

Language & Platform:

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: with new information

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Fred Hellen, 409/727-2384

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: Fax

☐ Yes ☐ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Census Information 2. Southeast Texas 3. Demographics 4. Regional Planning 5.
Agency Contact	Fred Hellen **Ph:** 409/727-2384 Regional Services
Other Comments	

Database **Borderbase**

Source University of Texas at El Paso

General Information

Description:
A wide variety of socio-economic data on the 4 U.S. and 6 Mexican border states. This data includes demographic, labor force, workforce and industry data.

Purpose:
Enhances the economic situation along the Texas-Mexico border

Language & Platform:
Sun, UNIX, Oracle and SQL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
Available 24 hrs./day. Hayes compatible. 7 data bits, 1 stop bit, even parity up to 2400 baud. Contact the Institute for dial-up information

☒ Yes ☐ No Internet Access:
TCP/IP 24hrs/day. Contact the Institute for access information

☐ Yes ☐ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Letty Martinez, 915/747-5336

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: Electronic copies

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $200 per year subscription

Govt. Entities: No charge to non-revenue generating agencies.

Special Tools/ Prerequisites

Query Tools: Public access is limited to screen access.
Schemas: No
Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Border Issues
2. South Texas
3. Mexico
4. Demographics
5. Economic Statistics

Agency Contact

Sergio Barrio or Rebecca Bailey **Ph:** 915/747-5336
Institute for Manufacturing and Materials Management

Other Comments

This database is a robust collection of U.S./Mexico border data. The data has a wide range of applications of value for planning of both governmental agencies and businesses with interests along the border. Users of the database have included businesses in Mexico and the U.S. as well as governmental agencies trying to deal with border issues. Companies interested in doing business along the border will find pertinent and up-to-date facts about the 2,000 mile U.S./Mexico border

Database County Income Data
Source Department of Commerce

General Information

Description:
Total personal income and per capita income for the years 1986 to 1991

Purpose:
Provides useful information for planning purposes

Language & Platform:
Spreadsheet

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512/320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☐ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.
General Public: $10 registration fee, $50 annual subscription
Govt. Entities: Same as general public

Special Tools/ Prerequisites	Query Tools: Databases are accessed via an online menuing system Schemas: Emulation: VT100
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☒ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Counties 2. By County 3. Income 4. Population Statistics 5. Demographics

Agency Contact

Director **Ph:** 512/320-9609
Texas Marketplace Program

Other Comments

This is a spreadsheet file that can be downloaded from the Marketplace bbs and opened into any spreadsheet program for further manipulation

Includes sample printout

2150

Total Personal Income for TEXAS, 1986-91
(thousands of dollars)

FIPS Cod	Area	1986	1987	1988	1989	1990	1991
48000	TEXAS	229977771	233848072	246380952	263238278	283120422	299225088
89931	DALLAS-FORT WORTH, TX (CMSA)	64356417	66196837	69527220	74293582	79523582	83341553
89942	HOUSTON-GALVESTON-BRAZORIA, TX (CMSA)	56428730	56412334	60653284	66102166	72279787	77189628
70040	ABILENE, TX (MSA)	1639455	1652472	1709510	1778712	1839041	1938765
70320	AMARILLO, TX (MSA)	2691651	2783319	2832387	2939166	3070998	3234262
70640	AUSTIN-SAN MARCOS, TX (MSA)	11538478	11687882	12286697	13181785	14693771	15805113
70840	BEAUMONT-PORT ARTHUR, TX (MSA)	4970739	4968911	5249474	5532763	5870275	6371486
71145	BRAZORIA, TX (PMSA)	2746150	2781577	3059781	3264659	3530311	3803938
71240	BROWNSVILLE-HARLINGEN-SAN BENITO, TX (MS	1860916	1923151	2055473	2236169	2469375	2641180
71260	BRYAN-COLLEGE STATION, TX MSA)	1225327	1263007	1327210	1425430	1518907	1609732
71880	CORPUS CHRISTI, TX (MSA)	4279142	4248694	4488856	4675369	5086147	5443157
71920	DALLAS, TX (PMSA)	44388375	45468624	47686212	51030583	54650687	57223994
72320	EL PASO, TX (MSA)	5226109	5475499	5834386	6397503	6809010	7198112
72800	FORT WORTH-ARLINGTON, TX (PMSA)	19968042	20728213	21841008	23262999	24872895	26117559
72920	GALVESTON-TEXAS CITY, TX (PMSA)	3081360	3107123	3401039	3599049	3822008	4082502
73360	HOUSTON, TX (PMSA)	50601220	50523634	54192464	59238458	64927468	69303188
73810	KILLEEN-TEMPLE, TX (MSA)	2795063	2903245	3086934	3221317	3371747	3403800
74080	LAREDO, TX (MSA)	826132	872037	956054	1057547	1187597	1332447
74420	LONGVIEW-MARSHALL, TX (MSA)	2508402	2506593	2646411	2771500	2946851	3112826
74600	LUBBOCK, TX,(MSA)	2776029	2893677	3018286	3165207	3378172	3497593
74880	MCALLEN-EDINBURG-MISSION, TX (MSA)	2486626	2624270	2796091	3069802	3402437	3686519
75800	ODESSA-MIDLAND, TX (MSA)	3468177	3327782	3524363	3677602	3901746	4135645
77200	SAN ANGELO, TX (MSA)	1289045	1313053	1370933	1443194	1515435	1601212
77240	SAN ANTONIO, TX	16962439	17307186	18135212	19398458	20310795	21500769
77640	SHERMAN-DENISON, TX (MSA)	1324410	1348822	1389548	1436946	1506644	1573530
78360	TEXARKANA, TX-TEXARKANA, AR (MSA)	1429338	1458758	1521361	1616428	1732854	1806541
78640	TYLER, TX (MSA)	2184219	2258681	2349793	2462251	2624679	2791972
78750	VICTORIA, TX (MSA)	1060419	1054461	1094506	1154417	1241439	1334977
78800	WACO, TX (MSA)	2404119	2437374	2507428	2638105	2801116	2983005
79080	WICHITA FALLS, TX (MSA)	1874676	1889525	1993729	2087437	2189423	2249332
48998	TEXAS (METROPOLITAN PORTION)	197183724	200376978	211897558	227280663	244755597	259245933
48999	TEXAS (NON-METROPOLITAN PORTION)	32794047	33471094	34483394	35957615	38364825	39979155
48001	ANDERSON	481357	494667	519018	549589	571856	604424
48003	ANDREWS	206936	197585	195203	201962	213120	218570
48005	ANGELINA	851830	867522	918777	966130	1029084	1087782
48007	ARANSAS	219591	210671	217515	236071	248635	264577

Per Capita Personal Income for TEXAS, 1986-91 (dollars)

FIPS Cod	Area	1986	1987	1988	1989	1990	1991
48000	TEXAS	13885	14067	14780	15663	16600	17248
89931	DALLAS-FORT WORTH, TX (CMSA)	17046	17148	17848	18732	19570	20157
89942	HOUSTON-GALVESTON-BRAZORIA, TX (CMSA)	15319	15470	16535	17892	19300	20007
70040	ABILENE, TX (MSA)	13292	13535	14224	14876	15360	16347
70320	AMARILLO, TX (MSA)	14215	14738	15167	15741	16343	17042
70640	AUSTIN-SAN MARCOS, TX (MSA)	14523	14446	15141	15898	17236	18081
70840	BEAUMONT-PORT ARTHUR, TX (MSA)	13251	13432	14327	15262	16264	17361
71145	BRAZORIA, TX (PMSA)	14382	14707	16047	17113	18378	19104
71240	BROWNSVILLE-HARLINGEN-SAN BENITO, TX (MS	7412	7648	8098	8709	9448	9824
71260	BRYAN-COLLEGE STATION, TX MSA)	10010	10402	11009	11781	12430	13068
71880	CORPUS CHRISTI, TX (MSA)	11999	12066	12815	13391	14521	15273
71920	DALLAS, TX (PMSA)	17609	17715	18449	19403	20291	20892
72320	EL PASO, TX (MSA)	9487	9737	10187	10992	11441	11764
72800	FORT WORTH-ARLINGTON, TX (PMSA)	15913	16023	16662	17412	18153	18714
72920	GALVESTON-TEXAS CITY, TX (PMSA)	14192	14459	15709	16627	17549	18316
73360	HOUSTON, TX (PMSA)	15448	15582	16618	18020	19468	20169
73810	KILLEEN-TEMPLE, TX (MSA)	11721	11875	12422	12797	13140	13742
74080	LAREDO, TX (MSA)	6796	7031	7529	8121	8840	9529
74420	LONGVIEW-MARSHALL, TX (MSA)	12702	12840	13617	14321	15193	15839
74600	LUBBOCK, TX (MSA)	12485	13025	13662	14301	15138	15577
74880	MCALLEN-EDINBURG-MISSION, TX (MSA)	7023	7238	7599	8166	8807	9230
75800	ODESSA-MIDLAND, TX (MSA)	14368	14506	15457	16271	17304	17980
77200	SAN ANGELO, TX (MSA)	13435	13669	14171	14807	15334	16252
77240	SAN ANTONIO, TX	13477	13447	14075	14855	15252	15950
77640	SHERMAN-DENISON, TX (MSA)	13677	14089	14647	15172	15833	16398
78360	TEXARKANA, TX-TEXARKANA, AR (MSA)	11939	12148	12718	13506	14401	15004
78640	TYLER, TX (MSA)	14626	15059	15744	16411	17291	18159
78750	VICTORIA, TX (MSA)	13918	14080	14702	15557	16677	17625
78800	WACO, TX (MSA)	12850	12980	13396	14048	14771	15623
79080	WICHITA FALLS, TX (MSA)	14033	14285	15258	16039	16781	17363
48998	TEXAS (METROPOLITAN PORTION)	14418	14554	15315	16249	17197	17861
48999	TEXAS (NON-METROPOLITAN PORTION)	11361	11717	12169	12755	13591	14109
48001	ANDERSON	10209	10518	10953	11540	11870	12581
48003	ANDREWS	12774	13168	13220	13944	14907	14919
48005	ANGELINA	12220	12553	13232	13899	14694	15356
48007	ARANSAS	12314	11927	12302	13296	13855	14266

Database County Time Series

Source Department of Commerce

General Information

Description:
Fourteen page report containing up to 15 years of demographic information in 55 data categories (e.g. population, employment, bank deposits, retail sales) for all of Texas' 254 counties

Purpose:
Provides useful information for planning purposes

Language & Platform:
Text files made available through gopher

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: annual

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
gopher.tourism.tdoc.texas.gov

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Laura Dunne, 512/320-9620

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☐ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public: No cost if accessed through gopher. $15 per county, $400 for entire set.

Govt. Entities: Same as general public

Special Tools/ Prerequisites

Query Tools: Gopher

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Counties
2. By County
3. Demographics
4.
5.

Agency Contact Laura Dunne **Ph:** (512) 320-9620

Other Comments The information is collected and updated annually from published sources

Includes sample

```
PROG TIMESERIES              TIME SERIES DATA ANALYSIS                PAGE    1
FOR COUNTY:                                  777 - TRAVIS
--------------------------------------------------------------------------------


--------------------------------------------------------------------------------
  010                                       |020
  POPULATION ESTIMATES                      |NUMBER OF FAMILIES
                                            |
          YEAR                DATA          |         YEAR               DATA
           20               57,606          |          50              37,360
           30               77,777          |          60              49,027
           40              111,053          |          70              69,561
           50              160,980          |          80              99,852
           60              212,136          |          90             135,428
           70              295,516          |
           80              419,573          |
           83              472,500          |
           84              499,100          |
           85              533,200          |
           86              550,500          |
           87              556,400          |
           88              556,300          |
           90              576,407          |
           91              595,385          |
                                            |
    SOURCE:                                 |  SOURCE:
  U.S. BUREAU OF THE CENSUS                 |COUNTY-CITY DATA BOOK & U.S. CENSUS
--------------------------------------------------------------------------------


--------------------------------------------------------------------------------
  030                                       |040
  PER CAPITA INCOME ($)                     |AVERAGE WEEKLY WAGE OF WORKERS ($)
                                            |
   YEAR         CURRENT         CONSTANT    | YEAR        CURRENT         CONSTANT
   74             4,542           10,111    | 78              202              335
   75             5,209           10,583    | 79              218              333
   76             5,623           10,741    | 80              241              336
   77             6,427           11,501    | 81              268              340
   80             9,543           13,306    | 82              293              350
   81            10,868           13,778    | 83              317              364
   82            10,428           12,447    | 84              345              379
   83            10,911           12,520    | 85              363              385
   84            12,328           13,537    | 86              384              396
   85            13,113           13,894    | 87              390              390
   86            13,850           14,289    | 88              397              382
   87            14,178           14,178    | 89              409              377
   88            12,873           12,399    | 90              433              383
   90            15,305           13,520    | 91              448              380
   91            16,476           13,986    | 92              467              386
                                            |
    SOURCE:                                 |  SOURCE:
  U.S. CENSUS & SALES MKTG. MGMT.         * |COVERED EMP.& WAGES-2ND QUARTER: TEC
   $ CONSTANT -- BASED ON 1987 DOLLARS      | $ CONSTANT -- BASED ON 1987 DOLLARS
   * STATISTICAL CALCULATION                |
------------------------------------------------------------------------------
  050                                   |060
  TOTAL LABOR FORCE IN APRIL            |TOTAL EMPLOYMENT IN APRIL
                                        |
          YEAR                DATA      |       YEAR                DATA
           79              196,345      |        79              191,194
           80              201,393      |        80              193,820
           81              211,069      |        81              205,461
           82              225,342      |        82              215,979
           83              236,751      |        83              227,619
           84              270,582      |        84              259,866
           85              307,976      |        85              296,632
           86              318,178      |        86              302,291
           87              343,391      |        87              322,702
           88              334,053      |        88              315,741
           89              323,965      |        89              305,821
           90              329,741      |        90              315,158
           91              342,149      |        91              325,557
           92              354,954      |        92              336,683
           93              358,515      |        93              342,764
                                        |
    SOURCE:                             |  SOURCE:
  TEXAS EMPLOYMENT COMMISSION           |TEXAS EMPLOYMENT COMMISSION
------------------------------------------------------------------------------


------------------------------------------------------------------------------
  070                                   |080
  NUMBER OF UNEMPLOYED IN APRIL         |PERCENT UNEMPLOYMENT IN APRIL
                                        |
          YEAR                DATA      |       YEAR                DATA
           79                5,151      |        79                 2.60
           80                7,573      |        80                 3.80
           81                5,608      |        81                 2.70
           82                9,363      |        82                 4.20
           83                9,132      |        83                 3.90
           84               10,716      |        84                 4.00
           85               11,344      |        85                 3.70
           86               15,887      |        86                 5.00
           87               20,689      |        87                 6.00
           88               18,312      |        88                 5.50
           89               18,144      |        89                 5.60
           90               14,583      |        90                 4.40
           91               16,592      |        91                 4.80
           92               18,271      |        92                 5.10
           93               15,751      |        93                 4.40
                                        |
    SOURCE:                             |  SOURCE:
  TEXAS EMPLOYMENT COMMISSION           |TEXAS EMPLOYMENT COMMISSION
```

Database	**Latin American & Caribbean Economic and Social Data**
Source	University of Texas at Austin

General Information

Description:
Data cover regional indicators, economy, education, environment, foreign assistance, health, investment, nutrition, poverty and trade for Latin American and Caribbean countries

Purpose:
Provides economic and social data for each Latin American and Caribbean country. Data collected by the U.S. Agency for International Development (USAID)

Language & Platform:
ASCII on a UNIX computer

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:
Available only to UT Austin computer account holders

☒ Yes ☐ No Internet Access:
Point your gopher to: lanic.utexas.edu

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Ning Lin, 512/471-5551
nlin@info.lanic.utexas.educ

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: e-mail

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Gopher

Schemas:

Emulation: As determined by your gopher software

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
USAID: Latin American and the Caribbean Selected Economic [and] Social Data

☒ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Demographics
2. Business And Commerce
3. Latin America
4. Caribbean
5. Economic Development

Agency Contact

Ning Lin **Ph:** 512/471-5551
Institute of Latin American Studies (ILAS)

Other Comments

This database is contributed courtesy of the U.S. Agency for International Development (USAID).

The database is part of UT-LANIC which stands for University of Texas Latin American Network Information Center. UT-LANIC helps the user identify and utilize existing databases and information services located at sites throughout the world.

Includes sample printout

LAC COUNTRIES ARRANGED BY SIZE OF POPULATION WITH

FREEDOM HOUSE RANKINGS

COUNTRY	1980	1981	1982	1983	1984	1985	1986	1987	1988	1989
Brazil	7	7	6	6	6	5	4	4	5	4
Mexico	7	7	7	7	7	8	8	8	7	7
Argentina	11	11	11	6	4	4	3	3	3	3
Colombia	5	5	5	5	5	5	5	5	5	7
Peru	5	5	5	5	5	5	5	5	5	6
Venezuela	3	3	3	3	3	3	3	3	3	4
Group #1 Avg	6.33	6.33	6.17	5.33	5.00	5.00	4.67	4.67	4.67	5.17
Chile	11	11	11	11	11	11	11	11	9	7
Cuba	12	12	12	12	12	12	12	12	13	14
Ecuador	4	4	4	4	4	5	5	5	4	4
Guatemala	11	12	12	12	11	8	6	6	6	6
Bolivia	12	12	5	5	5	5	5	5	5	5
Dominican Rep	5	5	3	3	4	4	4	4	4	4
Haiti	12	13	13	13	13	13	9	11	12	12
El Salvador	10	10	9	9	8	6	7	7	6	7
Honduras	7	6	5	6	5	5	5	5	5	5
Paraguay	10	10	10	10	10	10	11	11	12	7
Nicaragua	10	11	11	11	10	10	11	10	9	10
Uruguay	10	10	9	9	9	4	4	4	4	3
Costa Rica	2	2	2	2	2	2	2	2	2	2
Jamaica	5	5	5	5	5	5	5	4	4	4
Panama	8	8	10	9	7	9	9	10	11	7
Group #2 Avg	8.60	8.73	8.07	8.07	7.73	7.27	7.07	7.13	7.07	6.47
Trin./Tobago	4	4	3	3	3	3	3	2	2	2
Guyana	8	9	9	10	10	10	10	10	10	9
Suriname	12	12	13	13	13	12	12	8	5	7
Barbados	2	2	2	2	3	3	2	2	2	2
Bahamas	3	3	4	4	4	4	4	5	5	5
Belize	3	3	3	3	3	2	2	2	3	3
St. Lucia	5	4	4	4	3	3	3	3	3	3
St. Vinc/Grenad.	4	4	4	4	4	4	4	3	3	3
Dominica	4	4	4	4	4	4	4	4	4	3
Grenada	10	11	11	13	8	5	4	3	3	4
Antigua/Barbuda	4	4	5	5	5	5	5	5	5	5
St. Kitts/Nevis	5	5	5	4	2	2	2	3	3	2
Group #3 Avg	5.33	5.42	5.58	5.75	5.17	4.75	4.58	4.17	4.00	4.00
TOTAL AVERAGE	7.00	7.09	6.82	6.73	6.30	5.94	5.73	5.61	5.52	5.33

COUNTRY	1990	1991	1992.
Brazil	5	5	5.
Mexico	8	8	7.
Argentina	4	4	5.
Colombia	7	6	6.
Peru	7	8	11.
Venezuela	4	4	6.

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Group #1 Avg	5.83	5.83	6.67
Chile	4	4	4.
Cuba	14	14	14.
Ecuador	4	5	5.
Guatemala	7	8	9.
Bolivia	5	5	5.
Dominican Rep	5	5	5.
Haiti	8	14	14.
El Salvador	7	7	6.
Honduras	5	5	5.
Paraguay	7	6	6.
Nicaragua	6	6	7.
Uruguay	3	3	3.
Costa Rica	2	2	2.
Jamaica	4	4	4.
Panama	6	6	7.
Group #2 Avg	5.80	6.27	6.40
Trin./Tobago	2	2	2.
Guyana	9	9	6.
Suriname	10	8	6.
Barbados	2	2	2.
Bahamas	5	5	3.
Belize	3	2	2.
St. Lucia	3	3	3.
St. Vinc/Grenad.	3	3	3.
Dominica	3	3	3.
Grenada	4	3	3.
Antigua/Barbuda	5	6	6.
St. Kitts/Nevis	2	2	2.
Group #3 Avg	4.25	4.00	3.42
TOTAL AVERAGE	5.24	5.36	5.36

NOTE: Ranking scale runs from 2 - 14 based on an annual evaluation of political rights and civil liberties. Within this spectrum, countries ranked 2-5 are considered "free," countries ranked 6-11 are considered "partly free," and 11-14 countries are considered "not free." Ranking system was developed by Dr. Raymond Gastil and have been modified somewhat by current Freedom House staff.

Source: Freedom House
Date: 03/05/93

Database Population Projections

Source Department of Commerce

General Information

Description:
Projections in 5 year intervals to the year 2030 for each county. Data are broken out by age groupings and ethnicity and presented for three different migration scenarios based on previous decade's migration rate

Purpose:
Provides useful information for planning purposes

Language & Platform:
Oracle

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512/320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☐ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system
Schemas:
Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☒ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Counties
2. By County
3. Demographics
4. Population Statistics
5.

Agency Contact

Director **Ph:** 512/320-9609
Texas Marketplace Program

Other Comments

Projections are prepared by the Rural Sociology Department of the Texas A&M University. They are updated every two years

Includes sample

Texas Information System (TEXIS)

Detail Report

County Population Projections
For: Travis

SCN	Year	Age	Total	Anglo	Black	Hispanic	Other
0.0	1990	TOTAL	576,407	376,111	61,152	121,731	17,413
0.5			576,407	376,111	61,152	121,731	17,413
1.0			576,407	376,111	61,152	121,731	17,413
0.0	1995	TOTAL	611,672	391,410	65,554	135,467	19,241
0.5			617,214	388,448	66,853	141,196	20,717
1.0			621,439	384,041	68,161	147,175	22,062
0.0	2000	TOTAL	641,159	402,390	69,063	148,590	21,116
0.5			655,810	397,071	72,407	161,953	24,379
1.0			666,083	387,163	75,061	176,094	27,765
0.0	2005	TOTAL	666,856	410,357	72,128	161,426	22,945
0.5			690,112	400,484	77,560	183,825	28,243
1.0			717,068	390,984	82,379	208,977	34,728
0.0	2010	TOTAL	686,428	413,764	74,685	173,682	24,297
0.5			729,684	407,159	82,977	207,172	32,376
1.0			762,414	385,950	88,251	244,843	43,370
0.0	2030	TOTAL	749,542	417,279	81,936	220,595	29,732
0.5			868,893	398,400	102,302	314,490	53,701
1.0			980,172	339,030	115,735	423,191	102,216
0.0	1990	0-4	45,098	24,318	5,716	13,837	1,227
0.5			45,098	24,318	5,716	13,837	1,227
1.0			45,098	24,318	5,716	13,837	1,227
0.0	1995	0-4	51,921	27,773	6,578	15,629	1,941
0.5			52,237	27,349	6,742	16,123	2,023
1.0			52,130	26,846	6,766	16,468	2,050
0.0	2000	0-4	46,513	23,292	6,129	15,248	1,844
0.5			48,891	23,663	6,593	16,588	2,047
1.0			49,864	22,937	6,846	17,899	2,182
0.0	2005	0-4	43,770	20,549	6,050	15,415	1,756
0.5			46,333	20,347	6,513	17,480	1,993
1.0			49,018	19,948	6,974	19,801	2,295
0.0	2010	0-4	42,916	19,115	6,054	16,089	1,658
0.5			46,523	19,083	6,608	18,832	2,000
1.0			50,200	18,582	7,107	22,067	2,444
0.0	2030	0-4	44,847	19,794	5,853	17,190	2,010
0.5			51,408	18,447	6,896	22,925	3,140
1.0			58,417	15,972	7,752	29,740	4,953
0.0	1990	5-17	93,847	50,444	13,526	27,521	2,356
0.5			93,847	50,444	13,526	27,521	2,356
1.0			93,847	50,444	13,526	27,521	2,356

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Database Regional Census Data: 1990

Source Houston-Galveston Area Council

General Information

Description:
Several hundred variables describing region's population according to age, race and ethnicity. All variables at county, place, tract and block group. Others available for individual blocks

Purpose:
Provides demographic/socio-economic characterizations of 13 county region

Language & Platform:
Available in many formats, including DBASE, LOTUS, and ASCII

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: with new information

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Lead person: Cindy Pippen or Bala, 713/627-3200

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: Machine readable for IBM PCs /UNIX

☐ Yes ☐ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Fees vary depending on data set requested and format required. Most range from $5-$35.

Govt. Entities: 25% discount for agencies that are members of HGAC

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☒ No Text Document Available ☒ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Census Information 2. Southeast Texas 3. Regional Planning 4. Demographics 5.

Agency Contact	Cindy Pippen or Bala **Ph:** 713/627-3200 Data Services Dept.
Other Comments	

2167

Database Regional GIS

Source Alamo Area Council of Governments

General Information

Description:
Map files describing the points, lines and areas on Census Bureau maps for a 12-county area. Files are extracts of selected geographic and cartographic data

Purpose:
Integrates existing data sets from member governments into GIS

Language & Platform:
ARC/INFO on UNIX workstations

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
David Kruse, 210/225-5208

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: Tape or Diskette

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Duplication and/or processing fees

Govt. Entities: Different fees

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☒ Yes ☐ No Source Database Available
Available only from source agencies

Daily Use

Number of Information requests received each day:
☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Geographic Information Systems
2. Regional Planning
3. South Texas
4. Demographics
5.

Agency Contact

David Kruse **Ph:** 210/225-5201
Regional Data Center

Other Comments

Database **Texas County Poverty Data**
Source Department of Commerce

General Information

Description:
Persons in poverty, poverty rates with state and national rankings

Purpose:
Provides useful information for planning purposes

Language & Platform:
Spreadsheet

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512/320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☐ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

2170

Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☒ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Counties
2. By County
3. Population Statistics
4. Poverty
5. Demographics

Agency Contact

Director **Ph:** 512/320-9609
Texas Marketplace Program

Other Comments

This is a spreadsheet file that can be downloaded from the Marketplace bbs and opened into any spreadsheet program for further manipulation

Includes sample

		Poverty Rate For All Persons (%)	No. of Persons in Poverty	Rank Among: U.S. Counties*	Rank Among: Texas Counties*
FIPS Code					
48000	STATE OF TEXAS:	18.1	3,000,515	- -	- -
48001	ANDERSON	18.4	6,950	1034.5	157.5
48003	ANDREWS	16.8	2,378	1281.5	189.5
48005	ANGELINA	18.7	12,750	997	153.5
48007	ARANSAS	25.2	4,450	412	70
48009	ARCHER	11.6	917	2268	234.5
48011	ARMSTRONG	11.8	232	2227.5	233
48013	ATASCOSA	29.9	8,973	202	31
48015	AUSTIN	16.4	3,212	1350.5	194.5
48017	BAILEY	24.0	1,684	490	79
48019	BANDERA	14.2	1,470	1758	217.5
48021	BASTROP	17.9	6,602	1114.5	170.5
48023	BAYLOR	23.7	1,016	514	81
48025	BEE	27.4	6,710	300	51
48027	BELL	15.2	27,629	1561.5	208
48029	BEXAR	19.9	229,768	864	138.5
48031	BLANCO	17.0	988	1253.5	187.5
48033	BORDEN	15.0	120	1600.5	211.5
48035	BOSQUE	16.2	2,376	1381	196.5
[illegible]8037	BOWIE	17.1	13,576	1236	184.5
48039	BRAZORIA	10.4	18,909	2509.5	241.5
48041	BRAZOS	26.7	29,199	337	59
48043	BREWSTER	27.6	2,249	283.5	47.5
48045	BRISCOE	26.1	515	363	62
48047	BROOKS	36.8	2,989	77.5	16
48049	BROWN	20.7	6,784	758	122.5
48051	BURLESON	22.1	2,970	622.5	100
48053	BURNET	17.7	3,948	1144.5	178
48055	CALDWELL	30.9	8,010	171	25.5
48057	CALHOUN	18.7	3,515	997	153.5
48059	CALLAHAN	20.1	2,352	838	133.5
48061	CAMERON	39.7	101,362	53.5	10
48063	CAMP	22.5	2,199	589.5	95
48065	CARSON	9.0	583	2740	246
48067	CASS	23.0	6,783	549	90
48069	CASTRO	29.3	2,629	223	37
48071	CHAMBERS	12.4	2,470	2115.5	231
48073	CHEROKEE	21.6	8,408	666	104.5
48075	CHILDRESS	30.9	1,798	171	25.5
48077	CLAY	11.2	1,108	2347	237.5
48079	COCHRAN	28.3	1,202	257.5	44
[illegible]8081	COKE	18.1	601	1083.5	164.5
48083	COLEMAN	24.9	2,366	433.5	72.5

Database **Texas County Profiles**

Source Department of Commerce

General Information

Description:
County population, employment, major employers, unemployment rate, labor force, taxing units, education, travel expenditure data, per capita income, and other related data

Purpose:
Provides an economic and demographic overview of Texas counties

Language & Platform:
Oracle

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512/320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

Special Tools/ Prerequisites	Query Tools: Databases are accessed via an online menuing system Schemas: Emulation: VT100
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☒ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Counties 2. By County 3. Demographics 4. Economic Statistics 5. Population Statistics

Agency Contact Director **Ph:** 512/320-9609

Texas Marketplace Program

Other Comments Profiles are a compilation of a variety of economic and demographic data for all 254 counties in Texas. Provides most recent data available from secondary sources

Includes sample printout

Texas Information System (TEXIS)
County Profile for 'Travis'

P O P U L A T I O N

TOTAL COUNTY POPULATION and CHANGE IN POPULATION

County	1980 Population	1990 Population	1980-90 Population Change	1980-90 Percent Change
Travis	419,573	576,407	156,834	37.38

MAJOR CITIES and THEIR POPULATION

City	1980 Population	1990 Population	1980-90 Population Change	1980-90 Percent Change
Anderson Mill		169	169	.00
Austin	345,109	463,178	118,069	34.20
Bee Cave Villa		241	241	.00
Briarcliff Vil		335	335	.00
Cedar Park				.00
Creedmoor		194	194	.00
Garfield		1,233	1,233	.00
Jollyville		1,112	1,112	.00
Jonestown		1,250	1,250	.00
Lago Vista		2,199	2,199	.00
Lakeway	790	4,044	3,254	411.90
Leander				.00
Lost Creek		4,095	4,095	.00
Manor	1,044	1,041	-3	-.30
Mustang Ridge		257	257	.00
Onion Creek Cd		1,544	1,544	.00
Pflugerville	745	4,444	3,699	496.50
Rollingwood	1,027	1,388	361	35.20
Round Rock				.00
San Leanna Vil	290	325	35	12.10
Sunset Valley	773	327	-446	-57.70
Tanglewood For		2,941	2,941	.00
Wells Branch C		7,094	7,094	.00
West Lake Hill	2,166	2,542	376	17.40
Windemere		3,207	3,207	.00

1990 COUNTY POPULATION by AGE and ETHNICITY

Ages	Total	White	Black	Other	Hispanic
Less than 18	138,945	74,762	19,242	3,583	41,358
Voting Age	437,462	301,349	41,910	13,830	80,373

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1990 Total Housing Units: 264,173

T O P O G R A P H Y

GEOGRAPHY

Area (square miles)	1,022
Density (persons/square mile)	583
Total mileage (1991)	3,916
Highway Lane Miles (1991)	431
U. S. Highway Miles (1991)	63
State Highway Miles (1991)	98
City/County Road Miles	3,485
Farm Road Miles (1991)	183

WEATHER

Daily maximum temperature	79
Daily minimum temperature	58
Days above 92	105
Days below 32	23
Mean Rainfall	32

E C O N O M Y (part 1 of 2)

LABOR FORCE

Civilian Labor Force (1991)	343,890
Employed Labor Force (1991)	327,239
Unemployed Labor Force (1991)	16,652
Unemployment Rate (1991)	4.8

BUSINESS CLIMATE

Total annual wages (1989 $ mils)	1,597
Annual retail sales (1990 $ mils)	5,114
Annual gross sales (1990 $ mils)	11,558
Per capita income (1990 $)	18,340

EMPLOYMENT and WAGES by INDUSTRY (1989)

Industry	Establishments	Employment	Wages
Ag., Forestry, & Fishing	216	1,490	20,639,986
Construction	1,054	9,162	199,636,828
F.I.R.E.	1,393	21,045	488,105,668
Local Government	68	27,299	628,727,648
Manufacturing	604	37,708	1,174,889,689
Mining	47	379	14,686,905
Retail Trade	2,155	56,525	644,731,530

Database **Texas Population Data**

Source Department of Commerce

General Information

Description:
1980 and 1990 population totals for cities and counties. Includes change in population and percent change

Purpose:
Provides useful information for planning purposes

Language & Platform:
Oracle

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Texas Marketplace staff, 512-320-9518

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☐ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☒ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Population Statistics
2. By City
3. By County
4. Cities
5. Counties

Agency Contact

Director **Ph:** 512/320-9609
Texas Marketplace Program

Other Comments

This is a spreadsheet file that can be downloaded from the Marketplace bbs and opened into any spreadsheet program for further manipulation

Includes sample

Texas Information System (TEXIS)
Printed: 10/20/1993 09:26.01

Population and Change in Population
Selected County and Places

COUNTY_NAME	1980 Population	1990 Population	Numerical Change 1980-90	Percent Change 1980-90
Travis County	419,573	576,407	156,834	37.38
Windemere		3,207	3,207	.00
West Lake Hill	2,166	2,542	376	17.36
Wells Branch C		7,094	7,094	.00
Tanglewood For		2,941	2,941	.00
Sunset Valley	773	327	-446	-57.70
San Leanna Vil	290	325	35	12.07
Round Rock				.00
Rollingwood	1,027	1,388	361	35.15
Pflugerville	745	4,444	3,699	496.51
Onion Creek Cd		1,544	1,544	.00
Mustang Ridge		257	257	.00
Manor	1,044	1,041	-3	-.29
Lost Creek		4,095	4,095	.00
Leander				.00
Lakeway	790	4,044	3,254	411.90
Lago Vista		2,199	2,199	.00
Jonestown		1,250	1,250	.00
Jollyville		1,112	1,112	.00
Garfield		1,233	1,233	.00
Creedmoor		194	194	.00
Cedar Park				.00
Briarcliff Vil		335	335	.00
Bee Cave Villa		241	241	.00
Austin	345,109	463,178	118,069	34.21
Anderson Mill		169	169	.00

Data Source:

U.S. Department of Commerce, Bureau of the Census.

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Database **TIGER Line Files**

Source Alamo Area Council of Governments

General Information

Description:
Map files describing the points, lines and areas on Census Bureau maps. Files are extracts of selected geographic and cartographic data

Purpose:
Provides Census Bureau geographic files

Language & Platform:
ASCII on UNIX

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: When available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
David Kruse, 210/225-5201

Information Provided by:
☒ Print out ☐ Verbally ☒ Other: Tape

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Duplication and/or processing fees

Govt. Entities: Different fees

Special Tools/ Prerequisites

Query Tools: n/a
Schemas:
Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Census Information
2. Regional Planning
3. Demographics
4. South Texas
5.

Agency Contact

David Kruse **Ph:** 210/225-5201
Regional Data Center

Other Comments

Database United States Census Data
Source Ark-Tex Council of Governments

General Information

Description:
1990 U.S. Census

Purpose:
Maintains U.S. Census information

Language & Platform:
DBase P.C./DOS

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☒ Other: With new releases

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Elaine Wray or Brad Ellis, 903/832-8636

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.
General Public:
Govt. Entities:

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
U.S. Census in hard copy

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Census Information
2. Regional Planning
3. Northeast Texas
4. Demographics
5.

Agency Contact

Elaine Wray **Ph:** 903/832-8636
Regional Development

Other Comments

Includes sample printout

1990 Census Of Population And Housing Summary Tape File 3A

[illegible]40 Texas
160 Texarkana city

HOUSEHOLD INCOME IN 1989
Universe: Households

Less than $5,000	1,590
$5,000 to $9,999	1,465
$10,000 to $12,499	821
$12,500 to $14,999	621
$15,000 to $17,499	713
$17,500 to $19,999	511
$20,000 to $22,499	727
$22,500 to $24,999	539
$25,000 to $27,499	413
$27,500 to $29,999	438
$30,000 to $32,499	481
$32,500 to $34,999	360
$35,000 to $37,499	460
$37,500 to $39,999	260
$40,000 to $42,499	343
$42,500 to $44,999	357
$45,000 to $47,499	225
$47,500 to $49,999	193
$50,000 to $54,999	402
$5[illegible],000 to $59,999	289
$60,000 to $74,999	568
$75,000 to $99,999	287
$100,000 to $124,999	175
$125,000 to $149,999	32
$150,000 or more	187

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Database U.S. Census Data

Source Alamo Area Council of Governments

General Information

Description:
Summary Tape Files 1 and 3 containing general demographic and sample data information

Purpose:
Maintains U.S. Census data availability

Language & Platform:
ASCII on UNIX

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☒ Other: Decennially

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
David Kruse, 210/225-5201

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: Diskette

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Duplication and/or processing fees

Govt. Entities: Different fees

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☒ Yes ☐ No Source Database Available
U.S. Census

Daily Use

Number of Information requests received each day:
☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Census Information
2. Regional Planning
3. South Texas
4. Demographics
5.

Agency Contact

David Kruse **Ph:** 210/225-5201
Regional Data Center

Other Comments

Includes sample printout

1990 CENSUS OF POPULATION AND HOUSING ARY TAPE FILE 3
PROFILE 1 - SELECTED CHARACTERISTICS OF THE POPULATION
AREA NAME:Comal County

AREA (SQUARE MILES): 574.65
BG/BLOCK: LEVEL CODE:050

STATE NAME:Texas
STATE:48 TX MSA:7240 COUNTY:48091 MCD/CCD: PLACE: TRACT/BNA:

P1/22/26. PERSONS

TOTAL POPULATION	51,832
URBAN:	37,223
INSIDE URBANIZED AREA	157
OTHER URBAN	37,066
RURAL	14,609
FARM	487
NONFARM	14,122
UNWEIGHTED SAMPLE COUNT	7,480

P5. HOUSEHOLDS	19,223
P4. FAMILIES	14,795

P7. SEX:
MALE: 25,188 FEMALE: 26,644

P9. PERSONS BY RACE

WHITE	46,840
BLACK	435
AMERICAN INDIAN	122
ESKIMO	0
ALEUT	0
CHINESE	7
FILIPINO	30
JAPANESE	45
ASIAN INDIAN	23
KOREAN	14
VIETNAMESE	0
CAMBODIAN	0
HMONG	0
LAOTIAN	0
THAI	0
OTHER ASIAN	18
HAWAIIAN	21
SAMOAN	0
TONGAN	0
OTHER POLYNESIAN	0
GUAMANIAN	0
OTHER MICRONESIAN	0
MELANESIAN	0
PACIFIC ISLANDER, NOT SPECIFIED	0
OTHER RACE:	4,275

P10/11. PERSONS OF HISPANIC ORIGIN

NOT OF HISPANIC ORIGIN	40,068
HISPANIC ORIGIN:	11,764
MEXICAN	10,994
PUERTO RICAN	57
CUBAN	0
OTHER HISPANIC	[illegible]

P12. PERSONS OF HISPANIC ORIGIN BY RACE

TOTAL	11,764
WHITE	7,507
BLACK	6
AMER. INDIAN,ESKIMO,ALEUT	13
ASIAN AND PACIFIC ISLANDER	18
OTHER RACE	4,220

P13/14. PERSONS BY SEX BY AGE

	TOTAL	FEMALE
UNDER 1 YEAR	660	264
1 AND 2 YEARS	1,474	730
3 AND 4 YEARS	1,537	795
5 YEARS	732	339
6 YEARS	744	424
7 TO 9 YEARS	2,558	1,307
10 AND 11 YEARS	1,497	717
12 AND 13 YEARS	1,398	682
14 YEARS	603	284
15 YEARS	647	337
16 YEARS	747	377
17 YEARS	812	365
18 YEARS	536	254
19 YEARS	612	274
20 YEARS	471	205
21 YEARS	492	257
22 TO 24 YEARS	1,528	824
25 TO 29 YEARS	3,425	1,734
30 TO 34 YEARS	4,049	2,096
35 TO 39 YEARS	3,875	1,973
40 TO 44 YEARS	3,816	1,868
45 TO 49 YEARS	3,052	1,512
50 TO 54 YEARS	2,788	1,436
55 TO 59 YEARS	2,780	1,427
60 AND 61 YEARS	1,010	539
62 TO 64 YEARS	1,647	898
65 TO 69 YEARS	2,851	1,530
70 TO 74 YEARS	2,179	1,154
75 TO 79 YEARS	1,518	888
80 TO 84 YEARS	1,029	631
85 YEARS AND OVER	765	523

P27. PERSONS 15 YEARS AND OVER BY SEX BY MARITAL STATUS

	MALE	FEMALE
NEVER MARRIED	3,747	3,039
MARRIED, PRESENT	13,199	13,141
MARRIED, SEPARATED	232	400
MARRIED, OTHER	438	351
WIDOWED	570	2,561
DIVORCED	1,341	1,610

P14/15. PERSONS BY RACE & HISPANIC ORIGIN BY SEX BY AGE

	TOTAL	FEMALE
WHITE:		
UNDER 5 YEARS	3,075	1,519
5 TO 14 YEARS	6,575	3,309
15 TO 59 YEARS	26,625	13,445
60 TO 64 YEARS	2,508	1,331
65 YEARS AND OVER	8,057	4,565
BLACK:		
UNDER 5 YEARS	40	13
5 TO 14 YEARS	49	15
15 TO 59 YEARS	260	127
60 TO 64 YEARS	23	18
65 YEARS AND OVER	63	49
AMERICAN INDIAN,ESKIMO,ALEUT:		
UNDER 5 YEARS	5	5
5 TO 14 YEARS	7	0
15 TO 59 YEARS	97	53
60 TO 64 YEARS	8	8
65 YEARS AND OVER	5	0
ASIAN AND PACIFIC ISLANDER:		
UNDER 5 YEARS	12	3
5 TO 14 YEARS	39	12
15 TO 59 YEARS	101	43
60 TO 64 YEARS	0	0
65 YEARS AND OVER	8	0
HISPANIC ORIGIN (ANY RACE):		
UNDER 5 YEARS	1,229	604
5 TO 14 YEARS	2,427	1,259
15 TO 59 YEARS	7,078	3,582
60 TO 64 YEARS	297	173
65 YEARS AND OVER	733	382

P38. FEMALES 15 TO 44 YEARS BY AGE BY MARITAL STATUS AND MEAN NUMBER OF CHILDREN EVER BORN

	15 TO 24 YEARS	25 TO 34 YEARS	35 TO 44 YEARS
SINGLE	2,075	530	142
EVER MARRIED	818	3,300	3,699
MEAN NUMBER OF CHILDREN EVER BORN	0.4	1.5	2.0

Database AGENDA

Source Higher Education Coordinating Board

General Information

Description:
Text format of Board's agenda outline

Purpose:
Facilitates electronic distribution of upcoming Board meeting agenda

Language & Platform:
DOS text

Updates:
☐ Daily ☐ Monthly ☒ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
info.thecb.texas.gov in pub/agenda directory for anonymous ftp

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Gopher

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Augments paper distribution.

☐ Yes ☐ No Text Document Available
n/a

☐ Yes ☐ No Source Database Available
n/a

Daily Use

Number of information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Meetings
2. State Agencies
3. Education, Higher
4. News And Information
5.

Agency Contact

John A. Loveday **Ph:** 512/483-6101
Deputy Commissioner's Office

Other Comments

Network availability of the Board agenda facilitates electronic distribution on local (campus) networks, eliminating the need for local duplication of the paper document

Database Campus-wide Information Service

Source University of Texas Health Science Center at Houston

General Information

Description:
Virtually all documents relating to missions of the University

Purpose:
Provides access to campus-wide information

Language & Platform:
Ingres, WAIS, C, Gopher, UNIX

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
oac.hsc.uth.tmc.edu

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Beth Ardoin, 713/745-1065

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

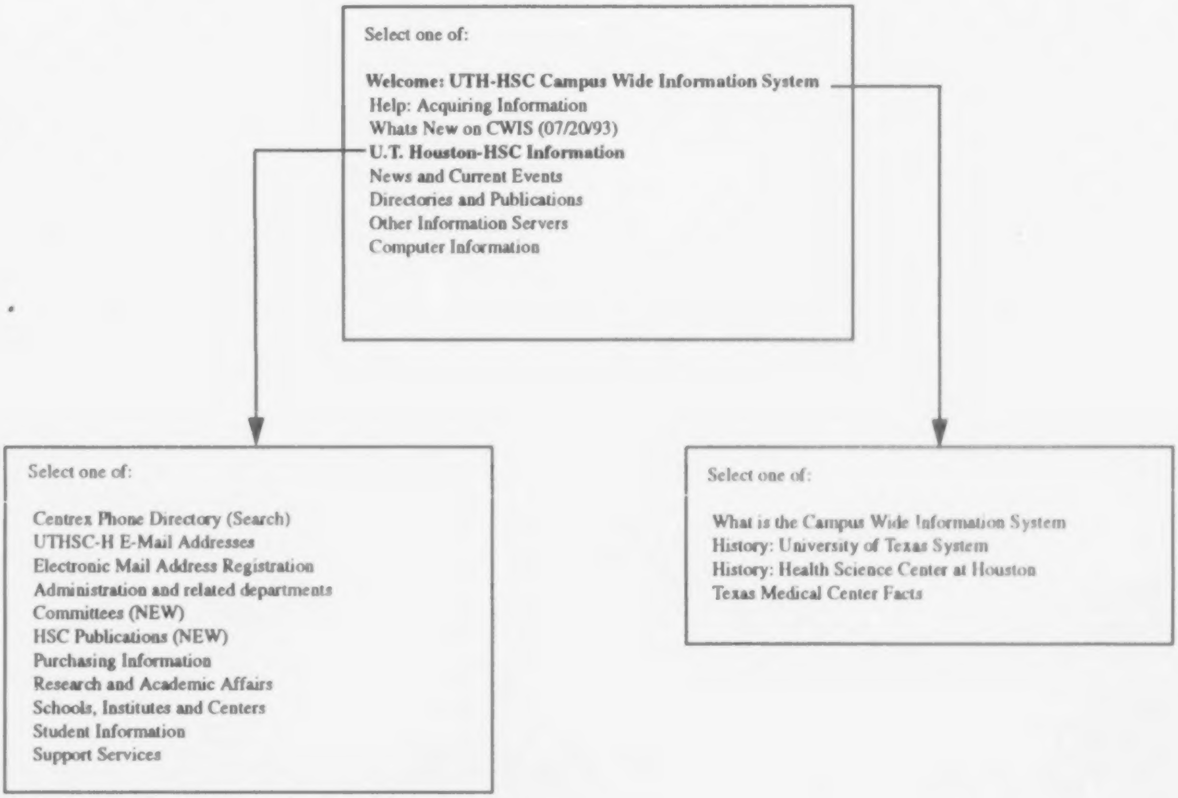
Special Tools/ Prerequisites	Query Tools: SQL, WAIS, Gopher, HTML Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	1. News And Information 2. Campus Information 3. 4. 5.

Agency Contact	William A. Weems, Ph.D **Ph:** 713/792-5277 Academic Computing
Other Comments	Includes sample

AN EXAMPLE OF THE UNIVERSITY OF TEXAS HOUSTON - HEALTH SCIENCE CENTER CAMPUS WIDE INFORMATION SERVICE (CWIS)

(Gopher Protocol)

When one accesses the UTH-HSC Campus Wide information Service using a gopher client, they are presented with an initial list of information resources (see diagram presented below). If, for example, either the **"Welcome: UTH-HSC Campus Wide Information System"** or the **"U.T. Houston-HSC Information"** resource, is selected, one is presented with the information contained therein. Each information resource may contain some combination of lists of other resources and/or the actual text, image, acoustical, database, binary (e.g. computer programs)



Select one of:

Welcome: UTH-HSC Campus Wide Information System
Help: Acquiring Information
Whats New on CWIS (07/20/93)
U.T. Houston-HSC Information
News and Current Events
Directories and Publications
Other Information Servers
Computer Information

Select one of:

Centrex Phone Directory (Search)
UTHSC-H E-Mail Addresses
Electronic Mail Address Registration
Administration and related departments
Committees (NEW)
HSC Publications (NEW)
Purchasing Information
Research and Academic Affairs
Schools, Institutes and Centers
Student Information
Support Services

Select one of:

What is the Campus Wide Information System
History: University of Texas System
History: Health Science Center at Houston
Texas Medical Center Facts

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Database Campus-wide Information System (CWIS-Gopher)

Source University of North Texas

General Information

Description:
Phone directory, financial aid documents, employment listings, class schedules, campus events, policy documents, etc.

Purpose:
Provides for electronic distribution of information produced by campus agencies for the benefit of the campus community

Language & Platform:
n/a

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
Protocol varies/available 24 hrs. Available only to faculty, staff and students

☒ Yes ☐ No Internet Access:
Host-gopher (gopher.rdu.unt) available 24 hrs.

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Support service information office, 817/565-2324

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Gopher WAIS

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☒ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

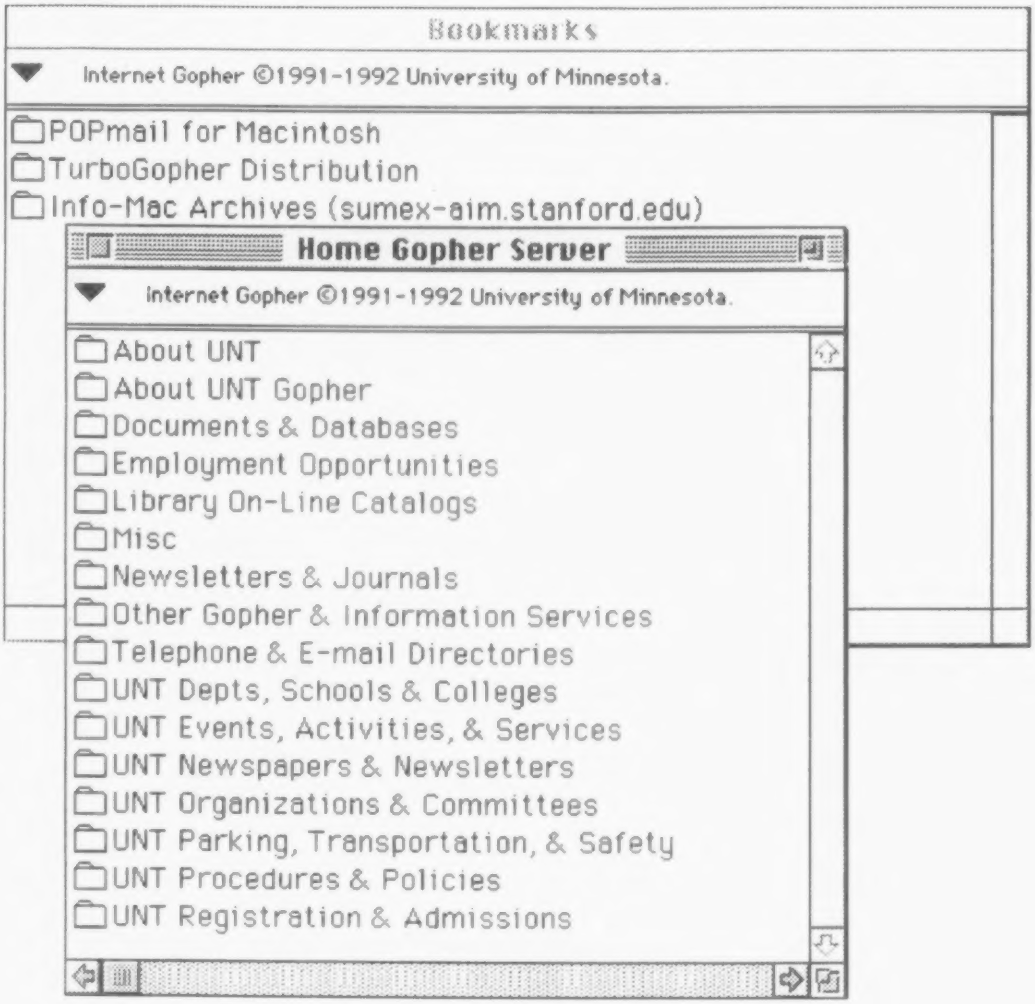
1. Campus Information
2. Directories
3. Job Listings
4. News And Information
5. Education, Higher

Agency Contact

Mark Thacker **Ph:** 817/565-2568
Academic Computing

Other Comments

Includes sample



Bookmarks

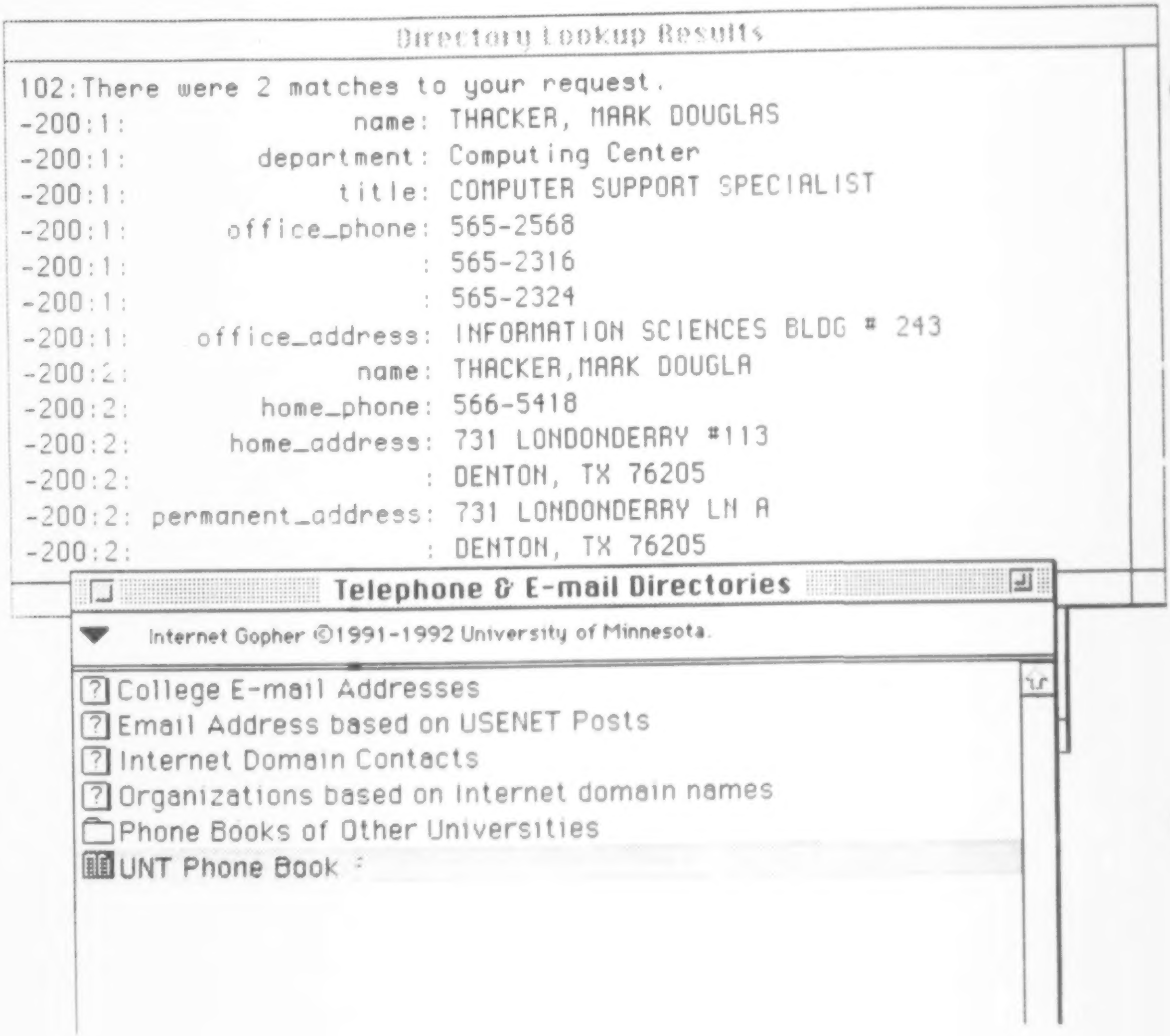
Internet Gopher ©1991-1992 University of Minnesota.

- POPmail for Macintosh
- TurboGopher Distribution
- Info-Mac Archives (sumex-aim.stanford.edu)

Home Gopher Server

Internet Gopher ©1991-1992 University of Minnesota.

- About UNT
- About UNT Gopher
- Documents & Databases
- Employment Opportunities
- Library On-Line Catalogs
- Misc
- Newsletters & Journals
- Other Gopher & Information Services
- Telephone & E-mail Directories
- UNT Depts, Schools & Colleges
- UNT Events, Activities, & Services
- UNT Newspapers & Newsletters
- UNT Organizations & Committees
- UNT Parking, Transportation, & Safety
- UNT Procedures & Policies
- UNT Registration & Admissions



Directory Lookup Results

```
102:There were 2 matches to your request.
-200:1:               name: THACKER, MARK DOUGLAS
-200:1:         department: Computing Center
-200:1:              title: COMPUTER SUPPORT SPECIALIST
-200:1:       office_phone: 565-2568
-200:1:                   : 565-2316
-200:1:                   : 565-2324
-200:1:     office_address: INFORMATION SCIENCES BLDG # 243
-200:2:               name: THACKER,MARK DOUGLA
-200:2:         home_phone: 566-5418
-200:2:       home_address: 731 LONDONDERRY #113
-200:2:                   : DENTON, TX 76205
-200:2: permanent_address: 731 LONDONDERRY LN A
-200:2:                   : DENTON, TX 76205
```

Telephone & E-mail Directories

Internet Gopher ©1991-1992 University of Minnesota.

- ? College E-mail Addresses
- ? Email Address based on USENET Posts
- ? Internet Domain Contacts
- ? Organizations based on Internet domain names
- Phone Books of Other Universities
- UNT Phone Book

Database CB-NEWS

Source Higher Education Coordinating Board

General Information

Description:
News releases

Purpose:
Facilitates electronic distribution of public information

Language & Platform:
DOS text

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As required

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
info.thecb.texas.gov in the pub/cb-news directory for anonymous ftp

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2193

Special Tools/ Prerequisites

Query Tools: Gopher
Schemas: n/a
Emulation: n/a

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Auguments paper distribution

☐ Yes ☐ No Text Document Available
n/a

☐ Yes ☐ No Source Database Available
n/a

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Education, Higher
2. News And Information
3.
4.
5.

Agency Contact

Ray Grasshoff **Ph:** 512/483-61111
Office of Government Relations and Public Information

Other Comments

Provides for retrieval of text of news releases

Database **Central Texas College BBS**

Source Central Texas College

General Information

Description:
Collection of computer programs and educationally related message areas

Purpose:
Offers general information and education related utilities (Shareware and Public Domain programs)

Language & Platform:
Wildcat BBS program for the IBM compatible

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
512/526-1255

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Text search (Subject, description body)
Schemas: No
Emulation: ANSI, VT100, or ASCII

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☒ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Education, Higher
2. News And Information
3. Campus Information
4.
5.

Agency Contact

Ben Hamilton **Ph:** 817/526-1164
Computer Science Department

Other Comments

Database **Computation Center Publications**

Source University of Texas at Austin

General Information

Description:
Descriptions of the kinds of documents available from the Center, and retrievable text for most of them

Purpose:
Provides on-line annotated list of the Center's publications. Contents of most are available as on-line text (ASCII or Postscript)

Language & Platform:
Entries are in plain ASCII text or Postscript

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As needed

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
gopherhost@cc.utexas.edu. See Comments for more information.

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Consulting Services, 512/471-3241

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Gopher
Schemas:
Emulation: As determined by gopher client software

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☒ 50-74 ☐ 75+

Subjects Covered

1. Education, Higher
2. Science And Technology
3. Computer Technology
4.
5.

Agency Contact

Documentation Staff **Ph:** 512/471-3241
Computation Center

Other Comments

Internet Access, cont. Select: ut-austin/computation center/cc publications

Includes sample printouts

Introduction to UNIX

copyright 1988 - 1993

Computation Center

The University of Texas at Austin

Austin, Texas 78712

CCUG-1 Revised, July 1993

This manual is for new users of the UNIX* operating system on the Computation Center's Encore Multiprocessor system (EMX), Sun workstations at the Workstation Facility, and DECsystem 5820 (Bongo). Although UNIX functions essentially the same way on all these, the systems will be referred to in this manual as the EMX, CCWF Suns, and Bongo whenever there is a need to distinguish among them.

The reader of this manual is assumed to have some prior experience with computers, but not with UNIX. This manual does not attempt to teach any programming language or the details of using a text formatting program. It does explain the following:

+ How to connect your terminal to a UNIX system, log in, and log out.

+ How to change your password.

+ How to set up your terminal to communicate with UNIX.

+ How to display online help on your terminal and how to get printed copies of online documents.

+ How to create and maintain files and directories of files.

+ How to use editing programs to alter files.

+ How to print files and how to move them to and from other computer systems.

+ How to compile and run programs you have written.

+ How to send mail to other users and read messages they send to you.

+ How to do elementary shell programming.

===

*UNIX is a trademark of UNIX System Laboratories.

The Computation Center will appreciate any comments about this manual in order to improve later editions. Address comments to:

Documentation Staff
Computation Center

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```
This section is from the document '/pub/doc/general/doc_list_w_desc.txt'.

CCUG-1, Introduction to  [7mUNIX [m (Jul 93)
  Under $2.50 at Co-Op.  Explains how to set up and connect your terminal
  to a  [7mUNIX [m system; log in and out; change your password; display online
  help on your terminal and print copies of online documents; create and
  maintain files and directories of files; use the vi full-screen editor
  and ex line editor to create and alter files; print files and move them
  to and from other computer systems; send, read, and manage electronic
  mail; and compile and run programs.  There is also a chapter describing
  the basics of shell programming.  Highly recommended for new users.
```

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Database Daily Texan

Source University of Texas at Austin

General Information

Description:
Current articles from the Daily Texan (UT Austin student newspaper)

Purpose:
Provides Daily Texan articles in electronic form for use by persons with visual impairments and by the general public

Language & Platform:
ASCII text files on UNIX computer

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:
Available only to UT Austin computer account holders

☒ Yes ☐ No Internet Access:
gopherhost@cc.utexas.edu.

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: Gopher Schemas: Emulation: As determined by your gopher software
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Supplements printed newspaper ☒ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	1. Education, Higher 2. Campus Information 3. News And Information 4. 5.
Agency Contact	Editor, Daily Texan **Ph:** 512/471-4591 Texas Student Publications/Computation Center
Other Comments	

Database Faculty Bibliography

Source Lamar University at Beaumont

General Information

Description:
Citations of published works of the Lamar University faculty

Purpose:
Provides on-line listing by author, department, date, title and keyword from the Lamar University Faculty bibliography from 1990

Language & Platform:
Written in C and SQL on a VAX 7610 using VMS

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100, 8 data bits, 1 stop bit, No parity, 2400 baud . Phone: 409/880-8057.

☒ Yes ☐ No Internet Access:
Telnet: lub002.lamar. edu.

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Juanita Weisel, 409/880-8130

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Telnet, gopher

Schemas:

Emulation: VT100

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Was previously being published each year as a Faculty Bibliography by the Library's Public Services Department

☐ Yes ☒ No Text Document Available
Only citations

☒ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Academic Research
2. Education, Higher
3. University Faculty
4.
5.

Agency Contact

Virginia Allen **Ph:** 409/880-8849
Library

Other Comments

Hours: 24 hours/day except Friday, 4:30-8 pm.
To be online by December 31, 1993.

Includes sample

```
                    FACULTY PUBLICATIONS DATABASE



      This is the faculty publications database Program.

      And this information is in the file fac.greet.

      Please make any changes here about the years of publications
      included etc...

      There can be atmost 20 lines in this file....


Press return to continue...
                         LAMAR UNIVERSITY-BEAUMONT
                        FACULTY PUBLICATIONS DATABASE

             [1] Keyword search
                        To search by one or more keywords;

             [2] Author Search
                        To search by one or more author name and
                        parts of author name;

             [3] Journal Search
                        To search by the journal name or parts of the name;

             [4] Date of Publication search
                        To search by the date of publication;

             [5] Department based Search
                        To search by the name of the Department;

             [6] College based Search
                        To search by the name of the college;

Further help is available in the sub menus.
Please choose or press 0 to exit :
                         LAMAR UNIVERSITY-BEAUMONT
                        FACULTY PUBLICATIONS DATABASE



                         KEYWORD BASED SEARCH


Example Usage:

Keywords: allen september 92
        This search will [illegible] where the words
        'allen','september' and [illegible] appear.
```

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Database Gopher Server for UT Austin Computer Sciences Dept.

Source University of Texas at Austin

General Information

Description:
User directory, technical reports, computer science course syllabi, general information about the department's computing facilities

Purpose:
Provides information about the Computer Sciences Department

Language & Platform:
ASCII and binary files mounted on a UNIX computer

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:
Available only to UT Austin computer account holders

☒ Yes ☐ No Internet Access:
gopher.cs.utexas.edu.

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☒ Yes ☐ No Other: e-mail to unix@cs.utexas.edu

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: Gopher Schemas: Emulation: As determined by your gopher software
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☒ No Text Document Available ☐ Yes ☒ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	1. Education, Higher 2. Science And Technology 3. Directories 4. 5.

Agency Contact Fletcher Mattox **Ph:** 512/471-9592
Department of Computer Sciences

Other Comments

2212

Database GOPHER.UH.EDU

Source University of Houston

General Information

Description:
College-specific data, computing and telecommunications, area weather, library/staff directory, sports schedules

Purpose:
Provides general university-related data

Language & Platform:
DEC5900, ULTRIX 4.3

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
gopher.uh.edu

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Gopher

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Campus Information
2. Directories
3. News And Information
4. Education, Higher
5.

Agency Contact

James Bradley **Ph:** 713/743-1400
Information Services

Other Comments

Database INFOSERV

Source University of Texas at Dallas

General Information

Description:
A variety of campus information such as course schedule, catalog, phone directory, etc.

Purpose:
Accesses campus and Internet information resources

Language & Platform:
C/UNIX (Sun)

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: varies with information

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
Contact Academic Computer Services at 214/690-2651 for dial-up information

☒ Yes ☐ No Internet Access:
Contact Academic Computer Services at 214/690-2651 for information

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Gopher

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements schedules, catalogs, phone directories

☐ Yes ☐ No Text Document Available

☒ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Campus Information
2. News And Information
3. Directories
4. Education, Higher
5.

Agency Contact

Ronald Briggs **Ph:** 214/690-2651
Academic Computer Services

Other Comments

Database INRECH (UT Austin Equipment Inventory)
Source University of Texas at Austin

General Information

Description:
Federal inventory items with campus locations

Purpose:
Lists federal inventory items valued at $10,000 or more

Language & Platform:
Natural/ADABAS/IBM MVS-ESA (Amdahl 5995-6650M mainframe)

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
No parity, 8 data bits, 1 stop bit, VT100 emulation. 512/485-9996.
Username: utcat. M-F, Sun.: 6 am - 2 am. Sat.: 6 am - 12 am

☒ Yes ☐ No Internet Access:
TN3270 utxdp.utexas.edu. Telnet: utcat.utexas.edu

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☒ Yes ☐ No Other: 120 public terminals at UT libraries; other terminals on campus

Access Fees

Fees? ☒ Its free ☐ There are fees.
General Public:
Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Locally-developed search interface

Schemas:

Emulation: VT100 or VT102 required for dial-up; VT100 or TN3270 for Internet access

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☒ Yes ☐ No Text Document Available

☒ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Education, Higher
2. Campus Information
3.
4.
5.

Agency Contact

Education and Training **Ph:** 512/471-8802
Office of Accounting

Other Comments

Database Institution Profile Reports (prep)

Source Higher Education Coordinating Board

General Information

Description:
By institution, for the past 5 years: demographic information about students, faculty, courses, classes and degrees

Purpose:
Describes post-secondary education in Texas

Language & Platform:
COBOL, BULL DPS 90-91E

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: By semester

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
telnet: heinfo.thecb.texas.gov; M-F, 7:30 am -9:30 pm

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: BULL transaction processing - proprietary

Schemas:

Emulation: VT100 or VIP7800

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Ad hoc information requests

☐ Yes ☐ No Text Document Available
n/a

☐ Yes ☒ No Source Database Available
Not on-line. By special request only - proprietary format

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Colleges And Universities
2. Education, Higher
3. Curriculum
4. College Students
5. University Faculty

Agency Contact

Kenneth Dalley **Ph:** 512/483-6302
Educational Data Center

Other Comments

This system constructs an inquiry transaction through an interactive session, then formulates and displays a brief report

Complete instructions for use of this system are available for anonymous ftp on info.thecb.texas. gove in the pub/misc directory. Get the file named prepdoc.txt. or prepdoc.wp (Word Perfect 5.1)

Database LASNET

Source University of Texas at Austin

General Information

Description:
Directory of users and archives by year of message received

Purpose:
Facilitates the transmission of information among Latin Americanists by putting scholars of, and in Latin America in touch with each other

Language & Platform:
ASCII on UNIX

Updates:
☒ Daily ☐ Monthly ☒ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:
Available only to UT Austin computer account holders

☒ Yes ☐ No Internet Access:
Point your gopher to: lanic.utexas.edu

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Ning Lin, 512/471-5551
nlin@info.lanic.utexas.educ

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: e-mail

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: Gopher Schemas: Emulation: As determined by your gopher software
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☒ Yes ☐ No Text Document Available ☒ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	1. Education, Higher 2. Latin America 3. Academic Research 4. Directories 5. News And Information

Agency Contact

Ning Lin **Ph:** 512/471-5551
Institute of Latin American Studies (ILAS)

Other Comments

The database is part of UT-LANIC which stands for University of Texas Latin American Network Information Center. UT-LANIC helps the user identify and utilize existing databases and information services located at sites throughout the world

Includes sample printout

**** LASNET DIRECTORY ****
November 1993
****

Please send any additions or corrections to:

LASNET Staff
The Institute of Latin American Studies
The University of Texas
Austin, TX 78712
(512)471-5551
lasnet-request@emx.utexas.edu (INTERNET)
ilasut@emx.utexas.edu (INTERNET)
ilas@utxvm.bitnet (BITNET)

If you want to send a message to ALL members of LASNET, use one of the following addresses:

INTERNET: lasnet@emx.utexas.edu
BITNET: lasnet@utxvm.bitnet

Jennifer R. Accettola
Tulane University
Latin American Studies
Graduate Student, Spanish and Sociology
717 Nashville St. #2
New Orleans, LA 70115-3251
(504) 895-3477
Interests: Latin American women, political participation and labor organization of women workers, and guide to country networks.
jenn@convex1.tcs.tulane.edu

Randolph A. Adams
Ph.D. Programming Officer
Peace Corps; Inter-America Region
1990 K St. N.W. Suite #7306
Washington D.C. 20526
Office: (202) 606-3055; Home: (703) 620-6535
Interests: Social Movements; Socio-economic Development; Story telling
radams@ia.peace.gov

Walter Randolph Adams
Department of Sociology, Anthropology, and Social Work
Kansas State University
Manhattan, KS 66506-4003
bitnet: wramba at ksuvm
internet: wramba at ksuvm.ksu.edu
Interests: Central America, medical anthropology, alcohol and caffeinated beverages, nutrition, development, agriculture

BEST COPY AVAILABLE

Database MINUTES

Source Higher Education Coordinating Board

General Information

Description:
Approved minutes

Purpose:
Facilitates electronic distribution of approved minutes of meetings of the Texas Higher Education Coordinating Board

Language & Platform:
DOS text

Updates:
☐ Daily ☐ Monthly ☒ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
info.thecb.texas.gov, in the pub/minutes for anonymous ftp

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Gopher

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Augments paper distribution

☐ Yes ☐ No Text Document Available
n/a

☐ Yes ☐ No Source Database Available
n/a

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Meetings
2. Education, Higher
3. Government Administration
4. Legal Documents
5.

Agency Contact

Shayne Lovelady **Ph:** 512/483-6101
Commissioner's Office

Other Comments

Database **Noncredit Computer Classes**

Source University of Texas at Austin

General Information

Description:
Noncredit computer classes offered by General Libraries, Computation Center, MicroCenter

Purpose:
Makes accessible list of noncredit computer classes offered at UT Austin

Language & Platform:
n/a

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Each semester

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
gopherhost@cc.utexas.edu. See Comments for more information.

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: Gopher Schemas: Emulation: VT100, TN3270, Xwindows
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Education, Higher 2. Science And Technology 3. Computer Technology 4. Campus Information 5.

Agency Contact Richard Mendez **Ph:** 512/471-3241
Computation Center

Other Comments Internet Access, cont. Select: ut-austin/classes

Includes sample printout

COMPUTATION CENTER SHORT COURSES

Short courses are lecture or hands-on. Lecture classes are held in COM 8. Hands-on classes are held in TCC 2.118. Most of the courses listed are offered free or at a discount to UT students. Fees listed are for UT students, UT faculty and staff, and non-UT.

Registration is required. To register, go to WCH 9 anytime Monday through Friday, 9 to 11:30 A.M. and 1 to 3 P.M. For more information, call 471-3241.

GENERAL INTEREST COURSES

100 Overview of Campus Computing and Networking (Free)

a)	Aug. 26	1 - 2 p.m.	COM 8
b)	Sept. 1	1 - 2 p.m.	COM 8
c)	Sept. 16	11 - Noon	COM 8
d)	Oct. 21	11 - Noon	COM 8
e)	Nov. 4	1 - 2 p.m.	COM 8

101 Computer and Network Fundamentals ($15/$30/$180)
Sept. 14 - Nov. 16 Tuesday
3 - 4:30 p.m. COM 8

102 How to Use Your Computation Center Computer Account (Free)

a)	Aug. 26	2 - 3 p.m.	COM 8
b)	Sept. 1	2 - 3 p.m.	COM 8
c)	Sept. 8	1 - 2 p.m.	COM 8
d)	Sept. 16	12 - 1 p.m.	COM 8
e)	Sept. 23	11 - Noon	COM 8
f)	Sept. 28	2 - 3 p.m.	COM 8
g)	Oct. 20	11 - Noon	COM 8
h)	Nov. 4	2 - 3 p.m.	COM 8

114 Intro. to Database Systems (Free)

	Sept. 7	1 - 3 p.m.	COM 8

120 Resumes with Word 5.0 (Free/$8/$48)

a)	Sept. 22	1 - 5 p.m.	TCC 2.118
b)	Nov. 4	1 - 5 p.m.	TCC 2.118

NETWORKING COURSES

200 Survey of Internet Tools and Resources (Free/$4/$24)

a)	Sept. 15	3 - 5 p.m.	COM 8
b)	Oct. 7	3 - 5 p.m.	COM 8
c)	Oct. 27	1 - 3 p.m.	COM 8

201 Hands-On Internet for Macintosh Users ($8/$8/$48)

a)	Sept. 23	1 - 5 p.m.	TCC 2.118
b)	Oct. 13	1 - 5 p.m.	TCC 2.118

202 Hands-On Internet for UNIX Users ($8/$8/$48)

a)	Sept. 30	1 - 5 p.m.	TCC 2.118
b)	Nov. 8	1 - 5 p.m.	TCC 2.118

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203 Using Telesys and SLIP (Free/$3/$18)

Database **NOTISEM (Noticiero del Servicio Exterior Mexicano)**

Source University of Texas at Austin

General Information

Description:
Major news articles appearing in Mexican newspapers on a given day

Purpose:
Provides an electronic "clipping" services for news coming out in Mexican newspapers. Provided by the Mexican Consulate in Austin

Language & Platform:
ASCII on UNIX

Updates:
☒ Daily ☐ Monthly ☒ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:
Available only to UT Austin computer account holders

☒ Yes ☐ No Internet Access:
Point your gopher to: lanic.utexas.edu

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Ning Lin, 512/471-5551
nlin@info.lanic.utexas.educ
Information Provided by:
☐ Print out ☒ Verbally ☒ Other: e-mail

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.
General Public:
Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Gopher

Schemas:

Emulation: As determined by your gopher software

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Education, Higher
2. Mexico
3. News And Information
4.
5.

Agency Contact

Ning Lin **Ph:** 512/471-5551
Institute of Latin American Studies (ILAS)

Other Comments

The database is part of UT-LANIC which stands for University of Texas Latin American Network Information Center. UT-LANIC helps the user identify and utilize existing databases and information services located at sites throughout the world.

Includes sample printout

CORTESIA DEL CONSULADO DE MEXICO EN AUSTIN, TEXAS, E.U.A.

A 24 DE AGOSTO DE 1993

SECRETARIA DE RELACIONES EXTERIORES

NOTICIERO DEL SERVICIO EXTERIOR MEXICANO

Numero 1669

Martes 24 de agosto de 1993

1. ENCABEZADOS/DIARIOS NACIONALES

* EL NACIONAL

EXIGE CNC MAS POSICIONES EN EL PRI Y EN LA CAMARA. Somos la fuerza principal y queremos un rol mucho mas dinamico, planteo Hugo Andres/ 30 a%os de residencia para ser candidato presidencial/ Servir sin preferencias politicas, compromiso de ediles de seis partidos

* EXCELSIOR

DESDE 1995 SE INSTALARA EL CONGRESO EL 1' DE SEPTIEMBRE. Cambian los articulos 65 y 66: Diputados/ BMV: Nuevo record historico/ "Crece el PIB o mas desempleo"/ "Jones debera mostrar en los hechos su animo de respeto y colaboracion"/ Peligro de "Anemia economica": Millan.

* EL UNIVERSAL

HACER EFICIENTE LA PRODUCCION DEL AGRO, FIRME PROPOSITO. Aseguro Salinas que tendran los campesinos el apoyo del gobierno/ Sin el PECE sera imposible mantener el rumbo trazado: empresarios/ Aprueban en la Camara de Diputados modificaciones a los articulos 65 y 66/ Seguira el dialogo de PRI y PRD; aun no logran acuerdos/ Si encarcelan a lideres del MUP seran "presos politicos": PRD; todo el rigor de la ley: el PRI

* EL DIA

NEGOCIACIONES CRUCIALES PARA LIBERAR REHENES. Interviene Ortega y Ovando en la mediacion/ Se mantiene abierto el dialogo PRI-PRD/ El PRI propondra una adicion a la reforma del articulo 82/ Asegurar la mas alta calidad de los textos, obligacion de la SEP/ Continuara la accion del gobierno en el campo: CSG

* UNOMASUNO

EL GOBERNADOR DE NAYARIT SUBSIDIA ATAQUES DEL PRD. Denuncia el mandatario electo Rigoberto Ochoa/ Reafirmar valores que unen a los mexicanos, otra meta de la reforma educativa: CSG/ Otro "candado" tendra la reforma al articulo 82/ Por "visible ideologizacion" se rechazo el texto de historia para sexto grado

Database **PNJOBS - UT Austin Jobs Available**

Source University of Texas at Austin

General Information

Description:
Lists available positions of 20 hrs. per week or more for an appointment period of 4 1/2 months or longer that are recruited for through the Employment Center of the Office of Personnel Services and Employee Relations

Purpose:
Provides current UT Austin job vacancies recruited through the Employment Center, including full- and part-time listings for regular classified, administrative and professional positions

Language & Platform:
Natural/ADABAS/IBM MVS-ESA (Amdahl 5995-6650M mainframe)

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
No parity, 8 data bits, 1 stop bit, VT100 emulation. 512/485-9996.
Username: utcat. M-F, Sun.: 6 am - 2 am. Sat.: 6 am - 12 am

☒ Yes ☐ No Internet Access:
TN3270 utxdp.utexas.edu. Telnet: utcat.utexas.edu

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☒ Yes ☐ No Other: 120 public terminals at UT libraries; other terminals on campus

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Locally-developed search interface

Schemas:

Emulation: VT100 or VT102 required for dial-up; VT100 or TN3270 for Internet access

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements the Employment Opportunities Bulletin which is mailed out to recruiting sources ouside of UT Austin once a month.

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Education, Higher
2. Employment
3. Job Listings
4. University Faculty
5.

Agency Contact Linda J. Casarez **Ph:** 512/471-3656
Employment Center

Other Comments Includes sample printouts

2233

```
*PNJOBS                          FULL-TIME JOB VACANCIES
  PR/TR = Promotion/Transfer Opportunities     ADV = Advertised vacancies
==============================================================================
LINE               TITLE                                SALARY RANGE   PR/TR   ADV
 1   STAFF PHYSICIAN                                    OPEN -                   *
 2   ASSOCIATE DIRECTOR                                 OPEN -                   *
 3   SUPERINTENDENT, MCDONALD OBSERVATORY               OPEN -                   *
 4   SUPERINTENDENT - PRODUCTION TSP (OPERATIONS S      OPEN -                   *
 5   ASSISTANT TO THE DEAN                              OPEN -            *
 6   ASSISTANT DEAN                                     OPEN -
 7   DIRECTOR                                           OPEN -                   *
 8   PROJECT MANAGER                                    OPEN -
 9   ASSOCIATE DIRECTOR                                 5000 -    +
10   RESEARCH ENGINEERING / SCIENTIST ASSOCIATE II      3477 -                   *
11   RESEARCH ENGINEERING / SCIENTIST ASSOCIATE II      3311 -                   *
12   RESEARCH ASSOCIATE                                 3290 -                   *
13   RESEARCH ASSOCIATE                                 2833 -                   *
14   ARCHITECT II                                       2801 -    +              *
15   RESEARCH SCIENTIST ASSOCIATE III                   2708 -   4783            *
==============================================================================
For next screen, press ENTER
For more information on a job, type its line number and press enter   -> ____
OR type:  MENU for main menu    STOP to exit this system
```

```
                                                              Screen 1 of 3
 Job title: ARCHITECT II
Job number: 3-09-07-06-5060 A            Monthly/hourly salary: $2801 OR MORE
   Listing: POSITION OPEN TO ALL APPLICANTS
            NOTICES MAILED TO APPLICANTS CURRENTLY ON MAILING LIST
            NOTICES ALSO REQUESTED AT EMPLOYMENT CENTER 8AM-12:30PM

 Avail:  IMMEDIATELY    40 Hours/week.  Work Hours: 8 AM TO 5 PM.
 Qualifications and duties
         REQUIRED QUALIFICATIONS FOR THIS VACANCY:  BACHELOR'S DEGREE
         IN ARCHITECTURE. FIVE YEARS' EXPERIENCE IN GENERAL PRACTICE
         OF ARCHITECTURE AND GENERAL CONSTRUCTION.  INSTITUTIONAL
         CONSTRUCTION EXPERIENCE INCLUDING LABORATORIES, CLASSROOMS,
         FACULTY OFFICES AND OTHER UNIVERSITY FACILITIES.  COMPUTER
         USAGE EXPERIENCE.  EXPERIENCE MANAGING OTHER DISCIPLINES AND
         OUTSIDE CONSULTANTS.  EXPERIENCE TIME SCHEDULING MULTIPLE
         PROJECTS.  EXPERIENCE SUPERVISING DESIGN TEAM MEMBERS.
         LICENSED BY TEXAS STATE BOARD OF ARCHITECTURAL EXAMINERS.
         EXPOSURE TO CONSTRUCTION HAZARDS DURING JOB INSPECTIONS.
==============================================================================
 PRESS ENTER FOR ADDITIONAL QUALIFICATIONS                          -> ____
OR type:  MENU to take you back to the main menu      STOP to exit this system
```

Database Policies Information

Source University of Texas at Austin

General Information

Description:
UT System regents' rules; General Appropriations Act (portions); UT Austin Policy Memoranda; Handbook of Fiscal Procedures; Handbook of Operating Procedures

Purpose:
Makes available currently updated texts of UT policy and procedures documents

Language & Platform:
Natural/ADABAS/IBM MVS-ESA (Amdahl 5995-6650M mainframe)

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As revised

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
No parity, 8 data bits, 1 stop bit, VT100 emulation. 512/485-9996.
Username: utcat. M-F, Sun.: 6 am - 2 am. Sat.: 6 am - 12 am

☒ Yes ☐ No Internet Access:
TN3270 utxdp.utexas.edu. Telnet: utcat.utexas.edu

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☒ Yes ☐ No Other: 120 public terminals at UT libraries; other terminals on campus

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

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Special Tools/ Prerequisites

Query Tools: Locally-developed search interface

Schemas:

Emulation: VT100 or VT102 required for dial-up; VT100 or TN3270 for Internet access

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Provides additional access and keyword search capability to documents listed above

☒ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☒ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Education, Higher
2. Campus Information
3.
4.
5.

Agency Contact

Bobby G. Cook **Ph:** 512/471-4503
Office of the Business Manager

Other Comments

Includes sample printouts

```
Welcome to . . .
                    The Policies Information System
                                  of
                    The University of Texas at Austin

This system enables you to review official UT publications and
search for references to specific topics in any publication.

University of Texas System publications:

                    Regents' Rules
                    General Appropriations Act (portions)

University of Texas at Austin publications:

                    Policy Memoranda
                    Handbook of Fiscal Procedures
                    Handbook of Operating Procedures

                    To continue, press ENTER.

To EXIT the Policies Information System, press PF8 or enter E here: _
```

```
                 The University of Texas : Policies Information
     Press ENTER to view next page,
     OR, type an OPTION from the list below: _                  Press ENTER.
 ==============================================================================
   (Publication)  Policy Memoranda
 The University of Texas at Austin            Policy Memorandum 6.300
 Office of the President                      April 17, 1989
 Subject:  MICROCOMPUTING SOFTWARE COPYRIGHT POLICY
      Most software available in microcomputers at the University of
 Texas at Austin is protected by Federal Copyright laws.  Educational
 insitutions are not exempt from the laws covering copyrights.  Also,
 software is normally protected by a license agreement between the
 purchaser and the software seller.  The software provided through
 the University for use by faculty, staff and students may only be
 used on computing equipment as specified in the various software
 licenses.
      Software license agreements for microcomputers normally contain the
 following provisions.
 1.   Grant of License
 ==============================================================================
OPTIONS:  H = help     S = sub-categories    B = beginning of chapter    I = index
 P = previous page     C = categories        N = next chapter      M or PF7 = menu
 T = table/contents    L = keyword list      V = previous chap     E or PF8 = exit
```

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Database **Rio Grande Free Net**

Source El Paso Community College District

General Information

Description:
Community information. Information to assist educators and students

Purpose:
Provides a means of communication for the region in and around El Paso

Language & Platform:
Runs on the UNIX platform

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
915/775-5600

☒ Yes ☐ No Internet Access:
rgfn.epcc.edu. login: "visitor" or "guest"

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools:

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☒ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. El Paso, Texas
2. News And Information
3. Education, Higher
4. Campus Information
5.

Agency Contact Don Furth **Ph:** 915/775-6077

Other Comments

Database **TAMIU Gateway Database**

Source Texas A&M International University

General Information

Description:
Databases of demographic, employment, and business and commerce for border states in Texas and Mexico

Purpose:
Broadens access to significant data about border region

Language & Platform:
ASCII file format accessable through BBS

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☒ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 dialup via communication software. 24hrs/day. Dial-up information is available with subscription to service

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $100. start-up plus access time

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: Major BBS by Galicticomm Schemas: No Emulation: VT100
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Business And Commerce 2. Employment Statistics 3. Cities 4. Mexico 5. Counties
Agency Contact	Kelly Kirkland **Ph:** 210/722-4248 Center for Border Economic and Enterprise Development
Other Comments	Includes sample

[illegible]

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Database Texas A&M Electronic Phone Book

Source Texas A&M University

General Information

Description:
Name, office phone number, office location, email address, department, and title are some of the information provided

Purpose:
Provides information about students, faculty, staff at Texas A&M. Also included is general listing for depts., colleges, service organizations, etc.

Language & Platform:
Contained in CSO Nameserver. Accessible for Gopher and "ph" clients

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Semester

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
Access available from Gopher client. 24 hrs/day. (See Other Comments)

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Gopher, Ph
Schemas:
Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
it supplements the printed campus phonebook

☒ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Directories
2. College Students
3. University Faculty
4. Campus Information
5. Education, Higher

Agency Contact

Sam Fleitman **Ph:** 409/845-6903
Computing and Information Services

Other Comments

Internet Access: Client should point to Gopher.tamu.edu, port 70. Path to follow is Texas A&M Gophers; telephone directories; Texas A&M

Includes sample

searches for: pr. cont

```
102:There were 6 matches to your request.
-200:1:          alias: general-90038
-200:1:           name: Texas A&M University Administration (TAMU)
  00:1:               : President Dr William H Mobley
 200:1:          phone: (409)845-2217
-200:1:           text:
-200:1:               : Assistant To The President R Ellyn Perrone ... (409)845-2217
-200:1:               :  Asst To The President Sheran A Riley ........ (409)845-2217
-200:1:               :  Admin Asst To The President Billie Davis .... (409)845-2217
-200:1:               :  Exec Director For Strategic Planning
-200:1:               :   Mr Tony Dempster ........................... (409)845-6704
-200:2:          alias: general-90053
-200:2:           name: University Colleges
-200:2:               : Vice President For Health Affairs And
-200:2:           text:
-200:2:               : Executive Director Dr Richard Devaul ......... (409)845-3431
-200:2:               : Assoc Dean And Assoc Vice Pres For Health
-200:2:               :  Affairs Dr Elvin E Smith .................... (409)845-3431
-200:2:               : Asst To The Vice Pres Ms Carol Ames .......... (409)845-3431
-200:2:               : Staff Associate
-200:2:               :  Ms Mary Elizabeth Herring ................... (409)845-0459
-200:2:               : Dean Dr Richard A Devaul ..................... (409)845-3431
-200:2:               :  Assoc Dean Dr Elvin E Smith ................. (409)845-3431
-200:2:               :  Assoc Dean Graduate Studies And Research,
-200:2:               :   Dr Elvin E Smith ........................... (409)845-0370
-200:2:               :  Assoc Dean Admissions And Student Affairs
-200:2:               :   Mr Billy B Rankin .......................... (409)845-7743
  00:2:               :  Assoc.Dean For Finance And Administration
 200:2:               :   Doulgas P Venuti ........................... (409)845-7927
-200:2:               :  Assoc Dean Temple Campus,
-200:2:               :   Dr Dennis L Myers .......................... (817)774-2368
-200:2:               :  Assoc Dean Temple Campus,
-200:2:               :   Dr Edwin A Sammer .......................... (817)778-4811
-200:2:               :  Asst Dean Student Affairs Temple Campus, .... (817)774-2395
-200:2:               :   Dr T Keller Matthews ....................... (817)774-2395
-200:2:               :  Director Of Development Ms Eileen Kuvlesky .. (409)845-6237
-200:2:               :  Director For Public Affairs ,
-200:2:               :   Ms Deborah Seidel .......................... (409)845-6237
-200:2:               :  Senior Academic Bus Admin Barry Nelson ...... (409)845-7927
-200:3:          alias: general-90309
-200:3:           name: Chemical Technology
-200:3:               : President Charles D Holland
-200:3:          phone: (409)845-3372
-200:4:          alias: general-90671
-200:4:           name: Medicine College Of
-200:4:               : Vice President For Health Affairs And
-200:4:           text:
-200:4:               : Executive Director Dr Richard A Devaul ....... (409)845-3431
-200:4:               : Assoc Vice President And Assoc For Health
-200:4:               :  Affairs Dr Elvin E Smith .................... (409)845-3431
-200:4:               : Asst To The Vice Pres Ms Carol Ames .......... (409)845-3431
 200:4:               : Staff Associate
-200:4:               :  Ms Mary Elizabeth Herring ................... (409)845-6237
-200:5:          alias: general-90816
-200:5:           name: President Office Of The TAMU
-200:6:          alias: general-90817
```

Query. Bill Ambrose

```
102:There was 1 match to your request.
-200:1:           alias: B-Ambrose
-200:1:            name: Ambrose William H Jr
-200:1:           email: wha2482@tamsun.tamu.edu
-200:1: alternate_name: bill ambrose
-200:1:           phone: (409) 845-6906
-200:1:    office_phone: (409) 845-6906
-200:1:         address: Texas A&M University
-200:1:                : College Station, Texas
-200:1:                : CAMPUS MS 3142
-200:1:office_location: 219 Teague
-200:1:      department: Computing and Information Services
-200:1:           title: Systems Analyst II
-200:1:      curriculum: CPSC
-200:1:           hours: 8:30 - 4:30 M-F
-200:1:           other: Classification: G7
```

Database Texas A&M University Experts - Spokespersons/Facts

Source Texas A&M University

General Information

Description:
Description of A&M background, colleges, departments, centers, institutes, and programs. On expert/spokespersons portion, retrieval is by keyword search or browsing. (More in Other Comments)

Purpose:
Provides media personnel electronic access to "official" information about A&M institutions, etc. Provides contact information for experts in various fields of interest

Language & Platform:
Gopher, any platform emulating a VT100. Avail. from 800 dial-in no.

Updates:
☐ Daily ☐ Monthly ☒ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
Procom, Kermit,... emulating a VT100 terminal. Available 24 hrs./day.
1-800-852-4335

☐ Yes ☒ No Internet Access:
Currently available only on-campus. (More in Other Comments)

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Sam Fleitman, 409/845-6903

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☒ Yes ☐ No Other: Online help via email: gopher@tamu.edu

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Gopher
Schemas: No
Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☒ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. University Faculty
2. News And Information
3. Campus Information
4. Academic Research
5.

Agency Contact

Rene Henry **Ph:** 409/862-2302
Computing and Information Services/Office of University Relations

Other Comments

Our campus in beginning to use tools such as Gopher to distribute information. Many academic departments are beginning to information to students elsewhere regarding courses offered, resources available and entrance information.. We are also providing access to information that originates elsewhere as a service to your campus personnel. An example of this is the State of Texas telephone directory prepared by General Services Commission, which is now on the Gopher. Description: information returned from expert/spokesperson portion includes: person's name, title, department and telephone.**Internet Access**. Port 70 follow path: Texas A&M Gophers; central gopher; depts. & services; facts & traditions or administrative resources

Database **Texas Union Gopher**

Source University of Texas at Austin

General Information

Description:
Film listings, live music and other event schedules, informal class listings, descriptions of food services, room reservations, recreation center, copy center and other union services, including MicroCenter product and price sheets from Macintosh and DOS computers, etc.

Purpose:
Provides information on Texas Union events and services

Language & Platform:
ASCII files mounted on UNIX computers

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: as needed

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:
Available only to UT Austin computer account holders

☒ Yes ☐ No Internet Access:
gopherhost@cc.utexas.edu. See Comments for more information

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Gopher
Schemas:
Emulation: As determined by your gopher software

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements existing print materials

☒ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Education, Higher
2. Campus Information
3. News And Information
4.
5.

Agency Contact

Ben Moss **Ph:** 512/475-6630
Texas Union

Other Comments

Internet access, cont.: UT Austin/Texas Union

Several files such as the film listings, the informal class listings and the student programming events (bands, speakers, cultural events, etc.) are set up for key word searching

Database TXTELE (faculty/staff telephone directory)
Source University of Texas at Austin

General Information

Description:
Names, telephone numbers, campus and home addresses, e-mail addresses of faculty and staff

Purpose:
Provides directory of faculty and staff

Language & Platform:
Natural/ADABAS/IBM MVS-ESA (Amdahl 5995-6650M mainframe)

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
No parity, 8 data bits, 1 stop bit, VT100 emulation. 512/485-9996.
Username: utcat. M-F, Sun.: 6 am - 2 am. Sat.: 6 am - 12 am

☒ Yes ☐ No Internet Access:
tn3270 utxdp.utexas.edu. Telnet: utcat.utexas.edu

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
University of Texas operators, 512/471-3434

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☒ Yes ☐ No Other: 120 public terminals at UT libraries; other terminals on campus

Access Fees

Fees? ☒ Its free ☐ There are fees.
General Public:
Govt. Entities:

2251

Special Tools/ Prerequisites	Query Tools: Locally-developed search interface Schemas: Emulation: VT100 or VT102 required for dial-up; VT100 or tn3270 for Internet access
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☒ No Text Document Available ☐ Yes ☒ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	1. Education, Higher 2. Directories 3. Campus Information 4. University Faculty 5.

Agency Contact Cathy Lester **Ph:** 512/471-5557
Data Processing Department

Other Comments Includes sample printouts

```
         Welcome to the Telephone Directory Information System for
                      The University of Texas at Austin

==========================================================================
COMMAND CHOICES    EXPLANATION
    F ........... faculty and staff information
    A ........... additional faculty and staff listings
                     (faculty and staff not listed under Command Choice F)
    S ........... student information
    B ........... on-campus offices, agencies, and bureaus information
    C ........... instructions on how to correct a listing
    H or PF6 ..... help using the telephone directory
    M or PF7 ..... telephone directory main menu (this screen)
    E or PF8 ..... to exit the telephone directory
==========================================================================
To begin your search, type one of the commands listed above, and the name
you're searching for, like this example:
COMMAND: f        STARTING NAME: smith, mary

Type your command and starting name here:
COMMAND: _        STARTING NAME: _________________________
```

```
            The University of Texas at Austin Telephone Directory
                  Faculty/Staff - Supplementary Information

==========================================================================
Name:  KUPERSMITH, JOHN J

    Campus Information                       Home Information
Phone:         495-4350               Phone:  (512) 263-5307

Title: PROFESSIONAL LIBRARIAN         Address: 1304 DAYTONA DR
                                               AUSTIN
Mail Code: 55400  Bldg: PCL Room: 3.208        TX            78733
Dept:  GEN LIBS-LIB OFFICE

Degree: MLS
==========================================================================
Press ENTER to return to the Faculty/Staff Listing.

COMMAND: F        STARTING NAME: KUPERSMITH, JOHN J_______

Or Type:   M = Main Menu   F = Faculty/Staff   S = Student   C = Corrections
    A = Additional Faculty/Staff   B = Offices/Bureaus   H = Help   E = Exit
```

Database **UT Austin Directory (X.500)**

Source University of Texas at Austin

General Information

Description:
Names, addresses, phone numbers and e-mail addresses of UT students, faculty and staff

Purpose:
Provides directory service about UT Austin

Language & Platform:
Based on ISODEv8-X.500 (an OSI development environment)

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Weekly

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:
Available only to UT Austin computer account holders

☒ Yes ☐ No Internet Access:
gopherhost@cc.utexas.edu. See Comments for more information.

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Gopher; Finger

Schemas:

Emulation: As determined by your gopher software

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements Official Directory

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Education, Higher
2. Directories
3. Campus Information
4. University Faculty
5. College Students

Agency Contact

William C. Green **Ph:** 512/471-3241
Computation Center

Other Comments

Internet access, cont.: UT-Austin/General UT Information/Student, Faculty, Staff Directory. Also Finger: finger "jane doe"@x500.utexas.edu

Database Facility Capacity Management System (FACTS)

Source Commission on Alcohol and Drug Abuse

General Information

Description:
Treatment center demographics and current capacity availability

Purpose:
Provides capacity information about chemical dependency treatment centers in Texas

Language & Platform:
Filemaker Pro commercial software

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Becky Haskitt, 1-800-852-3364

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.
General Public:
Govt. Entities:

Special Tools/ Prerequisites	Query Tools: No Schemas: No Emulation: None
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☒ No Text Document Available ☐ Yes ☒ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Chemical Dependency Treatment Centers 2. Health And Human Services 3. Substance Abuse Treatment 4. Directories 5. Alcohol And Drug Abuse Treatment

Agency Contact	Michael Curry **Ph:** 512/867-8857 Administrative Services/Computer Services
Other Comments	The system is managed through Texas Tech University

Database LPC

Source Board of Examiners of Professional Counselors/Department of Health

General Information

Description:
Names, preferred mailing address, employment address, various licensing records (issuance, renewal, continuing education records, etc.). Used for providing mailing labels

Purpose:
Maintains licensing records of all Texas licensed professional counselors

Language & Platform:
FoxPro language, Novell network platform

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Diana Conley, general information and verification, 512/834-6658
Lindy Young, mailing labels, 512/834-6658
Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Mailing labels

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $50 plus 1 cent per label. Sales tax at 6.25% on two or more sets.

Govt. Entities: No charge to government agencies

Special Tools/ Prerequisites	Query Tools: n/a Schemas: n/a Emulation: n/a
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☒ No Text Document Available ☐ Yes ☒ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☒ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Counselors 2. Directories 3. Licensing And Regulation 4. Health And Human Services 5.

Agency Contact Ph:

Other Comments

Database **Rnmaster File**

Source Board of Nurse Examiners

General Information

Description:
Information on registered nurses: name, address, date of birth, social security number, license number, school attended, exam scores, other statistical information

Purpose:
Maintains records of registered nurses

Language & Platform:
Informix

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Taunya Caster, 512/873-6552

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☒ Yes ☐ No Other: Voice Information Processing System/Automatic Attendant

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Free for information on individual RN; fee for group of names in a specfic area
Govt. Entities: Same as for public

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☒ No Text Document Available ☐ Yes ☒ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	1. Nurses 2. Licensing And Regulation 3. Health And Human Services 4. 5.

Agency Contact	Taunya Caster **Ph:** 512/873-6552
Other Comments	Includes sample

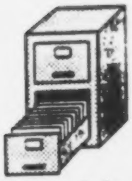
```
RE[illegible]ATED RECORDS MENU:   HISTORY  ANP  DISCIPLINE  EXIT
V[illegible]W History Records
[redacted]                                          LIC:   454545   STATUS: D
=============================================            STATUS DATE: 03/31/82
ADD: 4524 WABASH AVENUE                       MEMO1:             MEMO2:
                                              DISCIPLINE:       00
                                              CEU COMPLY: Y   TGSLC DEFAULT: N
     FORT WORTH                   TX  76133   DUP LIC:        00  DUP CRT:       00
ANP: N    RX:          - DATE:                PRT DUP:        LIC MAILED:
SSN: 564064954  DOB: 11/23/53   SEX: F    RACE: 1    RENEWAL DATE: 03/03/81
REACTIVE DATE:              -  00   DECLARITORY ORDER: N
EMP STAT: 5    FIELD:       POSITION:       AREA:        HI-DEG: 1    BASIC-ED: 3
SCHOOL CODE: 93000  LOCATION:  CA                        ENTRY: 0876   GRAD: 0578
ORIGINAL LICENSURE STATE: CA  - DATE: 08/25/80   EXAMS TAKEN: 01
EXAM RESULTS --------------MED---SUR---OB----CH----PSY---COMP----
             -   SCORE:     709   654   599   630   677   0000   -
             -  SERIES:     778   778   778   778   778   000    -
VERIFIED:    ----------------------------------------------------
    -                EMPLOY STATE:          COUNTY:        ZIP:
    -                RES. COUNTY:         WKS/YEAR:       SEEKING:  N
    -
    -                 CHANGE OPERATOR: INFORMIX   DATE: 10/19/93

ALT: D=DOS L=Logout H=Help M=Menu | u65            | VT100 CsrMd=Nml KpMd=Num
```

Texas Cancer Data Center

HMB 223 • 1515 Holcombe Blvd. • Houston, Texas 77030 • (713)792-2277

Fall 1992 Fact Sheet



What Texas Resource Information is Available through TCDC?

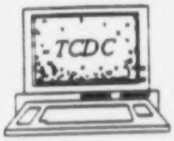
Health Facilities:
- ○ Acute & general hospitals in Texas, about 435.
- ○ Freestanding/integrated cancer programs, about 26.
- ○ Mammography Services, both onsite and mobile units, about 600.
- ○ Cancer Prevention and Early Detection programs for patients with limited financial resources, about 170.

Discharge Planning Health Facilities:
- ○ Hospices that admit cancer patients, 75.
- ○ Home Health Agencies, Class A licensed nd/or JCAHO accredited, over 690.
- ○ Nursing Homes, nearly 1100.
- ○ Rehabilitation Facilities, freestanding and hospital-based, 84.

Health Professionals:
- ○ Physicians in Texas who treat cancer patients, over 3000.
- ○ Tumor Registrars, over 100.

Demographics and Statistics:
- ○ Texas population for 1970, 1980, 1985 through 1990 by Public Health Region, Health Services Area, State Planning Region, county, age, sex and ethnicity.
- ○ Texas cancer deaths for 1970, 1980, 1985 through 1990 by site, age, sex, ethnicity, by Public Health Region, Health Services Area, State Planning Region and county.
- ○ Statistical Topics including leading cancer death rates; comparative rate tables for ethnic groups, regions, cancer sites, and years; population age distributions; and ore.

Community Resources:
- ○ Read only Bulletin Board. Searchable file of announcements, training schedules, and educational opportunities of interest to the oncology community.
- ○ Texas Cancer Council (TCC) Projects addressing Texas Cancer Plan Goals, 33.



What do I Need to Access TCDC?

You will need a personal computer, modem and communications software set to emulate a VT100 terminal.

How do I Use TCDC at No Charge?

*Dial the Texas Cancer Data Center (TCDC) modems directly via the following toll-free number or 713 area code number.

For all areas in Texas: **1-800-788-9293**
or in
Houston or Outside Texas: **(713)794-5858**

Use the Following Log-on Procedure:

- ○ Set software to emulate a VT100.
- ○ Dial the appropriate TCDC number.
- ○ At the *Username:* prompt enter TCDC and press RETURN.

If you are not a registered user of TCDC, choose *1) New User* on the System Menu and complete the requested information. If you have previously registered, choose *2) Registered User* and enter your **last name** and **access code word**.

To exit the TCDC system, return to any menu and enter **QUIT**.

Other Access Methods:

THEnet Users can access TCDC through their own VAX account and password. At the $ prompt enter **SET HOST CANCER** and press **RETURN**. (If your system manager has not yet defined node 21.30 to have the name CANCER, enter SET HOST 21534.) Follow the directions on the screen.

Access via 9600 baud modems and via Internet will be added this year.

2263

If you have any problems accessing TCDC, call *(713)792-2277* for assistance.

Who Uses the Texas Cancer Data Center?

Over 2100 users have registered to date. Registered users include physicians, discharge planners, social workers, nurses, librarians, tumor registrars, hospital administrators, cancer hotlines and others. Physicians account for about 25% of the registered users.

What Does the TCDC Offer?

The intent of the Texas Cancer Council is to offer cancer resource information and statistics via the Texas Cancer Data Center to all who plan, fund, develop, provide, or use cancer resources in Texas. This information provides a framework for more effective planning and marketing of community-based cancer resources to enhance accessibility, availability, and quality of cancer services in Texas. The TCDC database system is available to users 24 hours a day, 7 days a week.

Referrals, placements, discharge planning and strategic planning for specialized services for cancer patients are potential uses of TCDC data. The Data Center is a valuable resource for cancer hot lines and discharge planner who assist cancer patients in locatin continuing care services near their homes The general public gains access to this wealt of information about cancer resources by calling the *Cancer Information Service* at *1-800-4-CANCER*.

BEST COPY AVAILABLE

What Else?

- ○ Training Seminars
- ○ Special Reports
- ○ Community Profiles
- ○ Assistance in Locating Information

There is no charge for these services. Call *(713)792-2277* for more information.

TEXAS
CANCER
DATA
CENTER

Funded by the Texas Cancer Council, a Sta Agency.

92091

Database **Texas Cancer Data Center**

Source Cancer Council

General Information

Description:
Free on-line cancer information on health professionals, facilities and services, cancer statistics, population and community resources

Purpose:
Provides cancer resource information and statistics for all who plan, fund, develop, provide or use cancer resources in Texas

Language & Platform:

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☐ Other: (no information given)

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
In Texas: 1-800-788-9293. In Houston and out-of-state:713/794-5858

☐ Yes ☒ No Internet Access:
(Available soon)

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Rosemary Laidacker, 713/792-2277

Information Provided by:
☐ Print out ☐ Verbally ☐ Other: (No information given)

☒ Yes ☐ No Other: THEnet (See supplementary information)

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2264

Special Tools/ Prerequisites

Query Tools:

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:

☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Cancer
2. Health Statistics
3. Health And Human Services
4. Directories
5. Physicians

Agency Contact Rosemary Laidacker **Ph:** 713/792-2277

Other Comments Editor's Note: brochures about the database are available from the agency

Includes supplementary information

Database **Archives**

Source General Land Office

General Information

Description:
Key information on in-house collections, historical records belonging to the state of Texas

Purpose:
Allows search by various fields on historical documents

Language & Platform:
COBOL, UNISYS SYS 80

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Elaine Schoenfeld, 512/463-5274

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Photocopies of original documents

☒ Yes ☐ No Other: In-house computer terminals available

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Fees only for duplicating information and additional researching of records

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: Special queries are set up wihin COBOL program Schemas: Emulation: VT100
Information Access	Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Supplements access to GLO historical and Republic and Spanish collection ☐ Yes ☒ No Text Document Available ☐ Yes ☒ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	**1.** Historical Documents **2.** Texas History **3.** Library Resources **4.** **5.**

Agency Contact Susan Smith Dorsey **Ph:** 512/463-5260
Central Administration

Other Comments

Database Clippings and Bill Files

Source Legislative Reference Library

General Information

Description:
Computer images of newspaper clippings and bill files

Purpose:
Provides access to library's holdings

Language & Platform:
Unknown

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Library staff, 512/463-1252

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☒ Yes ☐ No Other: Public access terminals in Library

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Fees to make copies

Govt. Entities: Chargeback for copies

2268

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Replaces paper copies of newspaper clips

☒ Yes ☐ No Text Document Available
Yes, as an image only

☐ Yes ☒ No Source Database Available
Not to general public

Daily Use

Number of Information requests received each day:
☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Legislation
2. News And Information
3. Library Resources
4. Texas History
5.

Agency Contact

Nancy Moreno **Ph:** 512/463-1252
Legislative Reference Library

Other Comments

Bill file is under development

Includes sample

By: PARKER S.B. No. 1794

A BILL TO BE ENTITLED

AN ACT

relating to the terms of directors of the Port of Port Arthur Navigation District.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Section 9, Chapter 197, Acts of the 58th Legislature, Regular Session, 1963, is amended to read as follows:

Sec. 9. (a) The District shall hold an election in the District on the first Saturday of May in each odd-numbered year [~~The first board of commissioners shall serve until the first Saturday in April 1967, at which time there shall be elected five (5) Port Commissioners to serve for a term of two (2) years, and on the first Saturday in April 1969, and on the first Saturday in April in each odd-numbered year thereafter there shall be held a general election in said District~~] at which time there shall be elected five (5) Port Commissioners[~~, to be elected for a term of two (2) years~~].

(b) The [~~Said~~] Board of Port Commissioners shall call such elections, which shall be called and held and the returns thereof made and canvassed as provided for the first election in said Act, except that the same shall be called and held by the Board of Port Commissioners and notice thereof shall be given by posting a substantial copy of the order calling the same at three (3) public places in said District not less than ten (10) days before the date of said election. Except as provided by this Act, a commissioner's

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5-11-89
5-12-89
5-22-89

2270

Database **Computation Center Reference Library**

Source University of Texas at Austin

General Information

Description:
Entries contain keywords and brief descriptions of each item in Center's library

Purpose:
Provides on-line catalog of materials in Computation Center Reference Library

Language & Platform:
Entries are in plain ASCII text

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As needed

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
gopherhost@cc.utexas.edu. See Comments for more information.

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Consulting Services, 512/471-3241

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

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Special Tools/ Prerequisites

Query Tools: Gopher

Schemas:

Emulation: As determined by gopher client software

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:

☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Education, Higher
2. Science And Technology
3. Library Resources
4. Computer Technology
5.

Agency Contact Christine Henke **Ph:** 512/471-3241
Computation Center

Other Comments Internet Access, cont. Select: ut-austin/computation center/reference library

2272

Database **Current Periodicals**

Source Lamar University at Beaumont

General Information

Description:
Each citation contains title, holdings summary and call number

Purpose:
Provides a current listing of the journal titles being received at the Mary and John Gray Library

Language & Platform:
DCL and TPU on the VAX 7610

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Yearly

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100, 8 data bits, 1 stop bit, No parity, 2400 baud and below. Phone: 409/880-8057

☒ Yes ☐ No Internet Access:
Telnet: lub002.lamar. edu. username: library. 24 hrs/day

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Juanita Weisel, 409/880-8130

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2273

Special Tools/ Prerequisites	Query Tools: Available through Telnet and Gopher on the Internet Schemas: No. Emulation: VT100
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Paper copies of the database are still produced for in-house use ☐ Yes ☒ No Text Document Available ☒ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	1. Library Resources 2. On-line Public Access Catalogs 3. 4. 5.

Agency Contact	Linda Dugger **Ph:** 409/880-8126 Library
Other Comments	Hours: 24 hours/day except Friday, 4:30-8 pm Includes sample

2274

```
         CURRENT JOURNALS IN THE MARY AND JOHN GRAY LIBRARY

You have accessed the list of current journal subscriptions in
the Mary and John Gray Library of Lamar University - Beaumont.
The list includes journal title, beginning year and/or volume, and
call number.  It also includes a few journals that have ceased
or changed titles.  In that case, the ending year and volume will be
included.

For more complete information, please consult the two volume Serials
List.  This list includes titles that are no longer received as well
as expanded information on current titles.

Titles listed also include those found in Reference, the Environmental
Library, Texas Documents, and selected United States Documents.  For
titles not found in this list, contact the Reference Desk.


Press Return to continue or Control-Z to Exit:
 ALT-F10  HELP 3 VT-100    3 FDX 3  9600 N81 3 LOG CLOSED 3 PRT OFF 3 CR    3 C
```

```
         CURRENT JOURNALS IN THE MARY AND JOHN GRAY LIBRARY


You may search the catalog by TITLE, KEYWORD, SUBJECT QUICKSEARCH.

To find a periodical by title            Example:  T=NEWSWEEK

To find periodicals by words             Example:  MATH SCIENCE
in the title, enter your
search terms, separated by
spaces.

To find journals in a specific           # for the QUICKSEARCH menu
subject area (excluding Documents)


Enter your search below, or press the ? key for more information.
To return to the Library Menu enter Control-Z or press F10 MAIN MENU.

 ALT-F10  HELP 3 VT-100    3 FDX 3  9600 N81 3 LOG CLOSED 3 PRT OFF 3 CR    3 C
```

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```
              LAMAR UNIVERSITY LIBRARY CURRENT PERIODICALS


*NEWS & VIEWS
Library has from 1980, v. 1980  v. 2/2, v. 4/2
Call Number--T.Doc R1500.6 Tr599


*NEWSLETTER (AMERICAN COUNCIL OF LEARNED SOCIETIES)
Library has from 1987, v. 1  Older volumes bound
Call Number--AS 36.A46556


*NEWSLETTER (AMERICAN COUNCIL ON CONSUMER INTERESTS)
Library has from Retain 1 year  All issues on 2d floor
Call Number--TX 335.A1A5


*NEWSLETTER FROM SWEDEN
Library has from 1983, v. 57  Older volumes bound
Call Number--HC 371.N49

 S-tart new search   N-ext screen  P-revious screen  H-elp  B-ack  T-op

 ALT-F10  HELP 3 VT-100   3 FDX 3  9600 N81 3 LOG CLOSED 3 PRT OFF 3 CR   3 CR
```

Database El Paso Library Public Access Catalog

Source El Paso Community College District

General Information

Description:
Title, author, publication data, edition, physical location, description, check-out status, and media type of all publications held by El Paso Library System

Purpose:
Provides users of the El Paso Library System access to the card catalogs of the El Paso Community College and El Paso Public Libraries

Language & Platform:
COBOL for Hewlett-Packard

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
915/775-6900. HP emulation required

☒ Yes ☐ No Internet Access:
laguna.epcc.edu

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Lori Hoefner, 915/775-6111

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2277

Special Tools/ Prerequisites

Query Tools: INLEX catalog software

Schemas:

Emulation: HP70092

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
El Paso Library System card catalog

☐ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. On-line Public Access Catalogs
2. El Paso, Texas
3. El Paso Public Library
4. Library Resources
5.

Agency Contact Lori Hoefner **Ph:** 915/775-6111

Other Comments

Database ETSU LION (Library Information Online Network)

Source East Texas State University

General Information

Description:
Gee Library holdings

Purpose:
Catalogs library holdings

Language & Platform:
Commercial software from Data Research Assoc. on VAX 3100-80

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
PH: 903/886-5988; 886-5188; 886-5989 Down: 10:30 pm-12:30 am.
At Connect: (enter); at select destination: C library; at username: PAC

☒ Yes ☐ No Internet Access:
Telenet: etsu.edu; username: pac (no password)

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Carol Dodd, 903/886-5742

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2279

Special Tools/ Prerequisites

Query Tools:

Schemas:

Emulation: VT100

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Replaces card catalog

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Library Resources
2. On-line Public Access Catalogs
3.
4.
5.

Agency Contact Carol Dodd **Ph:** 903/886-5742
Library

Other Comments Includes sample

```
                              (Record 10 of 30)
  AUTHOR: Conrad, James H.
   TITLE: A brief history of the James G. Gee Library

PUBLISHER: James G. Gee Library, East Texas State University, c1986.
 SUBJECTS: James G. Gee Library--History.


LIBRARY HOLDINGS:
   Gee Library Main Stacks
   1.    CALL NUMBER: Z733 .E34C657 1986 -- Book -- Available
   Special Collections
         CALL NUMBER: Z733 .E34C657 1986 -- Archv.Book --
         NonCirculating/NonRequest


No more holdings. Enter 'H' to redisplay all Holdings information.
Select a line number for detailed information about that line.
Enter:  B           to backup.
        F           to see the Full title record.
        R           to Request the material.

                                               Enter ? for HELP.
|NL|Tue Aug 31 09:47:44 1993                 LIBRARY
```

```
  AUTHOR: Dougan, Michael, 1958-
   TITLE: East Texas : tales from behind the pine curtain

PUBLISHER: Real Comet Press, 1988.
 SUBJECTS: Texas, East--Caricatures and cartoons.   American wit and humor,
           Pictorial.


LIBRARY HOLDINGS:
   Gee Library Main Stacks
   1.    CALL NUMBER: F391.2 .D59 1988 -- Book -- Available




No more holdings. Enter 'H' to redisplay all Holdings information.
Select a line number for detailed information about that line.
Enter:  B           to backup.
        F           to see the Full title record.
        R           to Request the material.

                                               Enter ? for HELP.
|NL|Tue Aug 31 09:50:36 1993                 LIBRARY
```

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Database **General Catalog**

Source Navarro College

General Information

Description:
Book collection catalog

Purpose:
Provides public access to catalog of book collection

Language & Platform:

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Dr. Darrell Beachamp, 903/874-6501

Information Provided by:
☒ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2282

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Library Resources
2. On-line Public Access Catalogs
3.
4.
5.

Agency Contact

Dr. Darrell Beachamp **Ph:** 903/874-6501
Learning Resources Center

Other Comments

Database Gulf Coast Environmental Library Electronic BBS

Source Lamar University at Beaumont

General Information

Description:
Environmental Library on-line catalog: environmental research/publications database

Purpose:
Informs public of contents of Library and current environmental research

Language & Platform:

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 or higher, 8 data bits, 1 sto bit, No parity, 1200 baud Phone: 409/880-8709

☒ Yes ☐ No Internet Access:
telnet: lub002.lamar.edu. login: hazard

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Julie Weaver, 409/880-8897

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools:

Schemas:

Emulation: VT100 or higher

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Environmental Protection
2. Gulf Coast
3. Library Resources
4.
5.

Agency Contact

Julie Weaver **Ph:** 409/880-8897
Gulf Coast Environmental Library

Other Comments

Environmental Library and bulletin board is funded by Gulf Coast Hazardous Substance Research Center (Lamar University) which is in turn funded with federal and state grants. Researcher and publication database is expected to be available December 1, 1993

Database **Harrington Library Consortium On-Line Catalog**

Source Texas State Technical College-Amarillo

General Information

Description:
On-line catalog of 26 libraries, including the following state-supported institutions: West Texas A&M University, Amarillo College, Frank Phillips College, Texas State Technical College-Amarillo

Purpose:
Provides information on the holdings of member libraries

Language & Platform:
Vaxiums platform, DRA software

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
806/372-2665. username: tst_dial

☐ Yes ☒ No Internet Access:
Pending. Contact Roseanne Perez at 806/371-5135 for information

☐ Yes ☐ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Roseanne Perez, 806/371-5135

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: On-line

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2286

Special Tools/ Prerequisites

Query Tools: Only direct access

Schemas:

Emulation: VT emulation

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. On-line Public Access Catalogs
2. Library Resources
3.
4.
5.

Agency Contact

Cynthia Sadler **Ph:** 806/335-2316
Library

Other Comments

Database Latin American Information Base (LAIB)

Source University of Texas at Austin

General Information

Description:
Indexes set up to assist user in the identification of databases

Purpose:
Lists databases and CD-ROMS developed by, concerning or of interest to the Latin American community in the Western Hemisphere. It was created by SALALM

Language & Platform:
Binary on UNIX

Updates:
☐ Daily ☐ Monthly ☒ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:
Available only to UT Austin computer account holders

☒ Yes ☐ No Internet Access:
Point your gopher to: lanic.utexas.edu

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Ning Lin, 512/471-5551
nlin@info.lanic.utexas.educ

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: e-mail

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2288

Special Tools/ Prerequisites

Query Tools: Gopher

Schemas:

Emulation: As determined by your gopher software

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☒ Yes ☐ No Text Document Available

☒ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Library Resources
2. Business And Commerce
3. Latin America
4.
5.

Agency Contact

Ning Lin **Ph:** 512/471-5551
Institute of Latin American Studies (ILAS)

Other Comments

This database is produced by the Latin American Database Interest Group on PC platform.

The database is part of UT-LANIC which stands for University of Texas Latin American Network Information Center. UT-LANIC helps the user identify and utilize existing databases and information services located at sites throughout the world.

Includes sample printout

```
Gateways  Utilities  Index    Browse  Networks  Admin   Language  Quit
┌──────────────── THE LATIN AMERICAN INFORMATION BASE ───────────────────┐
│Database:     LATIN AMERICA FORECAST                        (          )│
│                                                                        │
│        REGION                   SUBJECT                  GENERAL       │
│  Region:LATIN AMERICA        1: BUSINESS             Type: NUMERIC     │
│ Country:LATIN AMERICA        2: STATISTICS         Listed: 1993        │
│                              3: FINANCE            Update: QUARTERLY   │
│                              4: ECONOMY            Access: ON-LINE     │
│                                                  Language: ENGLISH     │
│                                                                        │
│     Sponsor:                                                           │
│ Organization:  THE WEFA GROUP                                          │
│                              NOTES                                     │
│     Contains more than 1000 annual time-series of historical and forecast
│  data on the economies of Latin American countries. Covers national income
│  accounts (including supply, demand, and factor income data), balance of
│  payments, external debt and debt servicing, imports and exports by major
│  categories of products, and financial and inflation indicators.      │
│                                                                        │
└────────────────────────────────────────────────────────────────────────┘
┌─────────────────────────────── HELP ───────────────────────────────────┐
│         Move in the Note Field with arrows and/or Page Up or Page Down │
│                        Esc to exit the note field                      │
└──[Edition: August 1993]─────────[The current index is: DATABASE NAME]──┘
```

Database **Legislative Reference Library Catalog**

Source Legislative Reference Library

General Information

Description:
Computerized card catalog

Purpose:
Provides information of Library's holdings

Language & Platform:
Unknown

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Library staff, 512/4630-1252

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☒ Yes ☐ No Other: Public can use terminals in the Library

Access Fees

Fees? ☒ Its free ☐ There are fees.
General Public:
Govt. Entities:

2291

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Paper version of the card catalog ☒ Yes ☐ No Text Document Available Yes, in the sense that a card catalog is text ☒ Yes ☐ No Source Database Available Yes, except for shelflist information
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	1. Library Resources 2. On-line Public Access Catalogs 3. 4. 5.

Agency Contact Brenda Olds **Ph:** 512/463-1252
Legislative Reference Library

Other Comments

Database **Library Bibliography**

Source Tarleton State University

General Information

Description:
Bibliographic/MARC data of library book holdings

Purpose:
Reflects holdings (book) of university library

Language & Platform:
COBOL, BASIS PLUS, FORTRAN, PASCAL

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
Async, 2400 BPS. M-Thurs, 7:45-10 pm; Fri, 7:45-5:00 pm; Sat, 9:00-6:00 pm; Sun, 1:00-10 pm. 817/968-9852

☒ Yes ☐ No Internet Access:
Tarleton.edu Telnet. Same hours as above

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Paul Schaleg, 817/968-9466

Information Provided by:
☐ Print out ☐ Verbally ☒ Other: In-house use of computers

☐ Yes ☐ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2293

Special Tools/ Prerequisites

Query Tools: Menu driven search by title, author and subject

Schemas: No

Emulation: VT100

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Bibliographic card index

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Library Resources
2. On-line Public Access Catalogs
3.
4.
5.

Agency Contact Donna Savage **Ph:** 817/968-9455
Library

Other Comments

Database **Library Catalog**

Source Lamar University at Beaumont

General Information

Description:
More than 350,000 bibliographic records of the monographs, serial and media holdings of the Beaumont and Orange campus libraries

Purpose:
Provides displays of subsets of the catalog of holdings of the Beaumont and Orange libraries. Retrieval by author, subject, title and keyoword with qualifiers/limitations

Language & Platform:
Database structure by Data Research Assocs. on a VAX 7610 computer

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100, 8 data bits, 1 stop bit, No parity, 2400 baud and below. Phone: 409/880-8057

☒ Yes ☐ No Internet Access:
Telnet: lub002.lamar. edu. username: library. (See Other Comments)

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Juanita Weisel, 409/880-8130

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2295

Special Tools/ Prerequisites

Query Tools: Available through Telnet and Gopher on Internet

Schemas: No

Emulation: VT100

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Replaces card catalog

☐ Yes ☒ No Text Document Available
Only MARC bibliographic records

☒ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Library Resources
2. On-line Public Access Catalogs
3.
4.
5.

Agency Contact

Virginia Allen **Ph:** 409/880-8849
Library

Other Comments

Hours: 24 hours/day except Friday, 4:30-8 pm

Includes sample

```
          You may search the catalog by one of the following: LAMAR_LIBRARY

AUTHOR         To find authors, composers, performers, illustrators,
               editors, conferences, corporate authors.

                  EXAMPLES:    A=shakespeare will [illegible] (enter last name first)
                               A=american [illegible]

[illegible]    To find a [illegible]

                  EXAMPLES: [illegible]

[illegible]    [illegible]

                  [illegible]

[illegible]    To search [illegible] word
               type the [illegible] prompt.

Enter [illegible] below, [illegible] for more information.

 VT-PRO  HELP [illegible]-100  [illegible]  LOG CLOSED 3 PRT OFF 3 CR   3 CR

                                                                 LAMAR_LIBRARY

Your search: T=GONE WITH THE WIND
             Holdings [illegible]

Line   # of
 #     titles    ---------------------- TITLES ------------------------------
 1       7       Gone with the wind.
 2       1       Gone with the wind, a book and film.
 3       1       Gone with the wind[illegible].




Enter:  Line #       (1,2,3, etc.) to see more information.
        N            to see Next screen            P    to see the Previous screen.
        B            to Backup.                    SO   to start over.
       (UP ARROW)    to view previous screens.

                                              Enter ? for HELP.
 [illegible]  HELP [illegible]  [illegible]  LOG CLOSED 3 PRT OFF 3 CR   3 CR
```

BEST COPY AVAILABLE

Database **Library Catalog**

Source University of Texas Medical Branch at Galveston

General Information

Description:
Catalog records for books, journals, and special collection materials

Purpose:
Provides access to the materials in the Library's collection

Language & Platform:
Cobol, IBM 3090 MVS

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
IBM.BEACH.EDU / Available 24 hours per day

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Lead person: "Deirdre"

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2295

Special Tools/ Prerequisites	Query Tools: CICS Schemas: No Emulation: VT100
Information Access	Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Card catalog ☐ Yes ☐ No Text Document Available Not applicable ☐ Yes ☒ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	1. Library Resources 2. On-line Public Access Catalogs 3. 4. 5.

Agency Contact

Brett A. Kirkpatrick **Ph:** 409/772-2371
Moody Medical Library

Other Comments

Includes sample

```
    1                    *  AUTHOR CIRCULATION DISPLAY  *        PAGE  1 OF  1
CALL NUMBER: QZ/4/S989H/1965                                ACCN #: A111247
SYMPOSIUM ON HUMAN PALEOPATHOLOGY, WASHINGTON, D. C., 1965.
    HUMAN PALEOPATHOLOGY; PROCEEDINGS ...  EDITED BY SAUL JARCHO.  NEW HAVEN,
 YALE UNIVERSITY PRESS, 1966.
    XIII, 182P.  ILLUS.  22CM.
    UNDER THE AUSPICES OF THE SUBCOMMITTEE ON GEOGRAPHIC PATHOLOGY,
 NATIONAL ACADEMY OF SCIENCES-NATIONAL RESEARCH COUNCIL.

     STATUS          DATE DUE   HOLDS
CHECKED OUT          08/29/92     0




                            FULL RECORD DISPLAY                PAGE  1 OF  1
ACCESSION NUMBER: A111247
CALL NUMBER:      QZ/4/S989H/1965
SYMPOSIUM ON HUMAN PALEOPATHOLOGY, WASHINGTON, D. C., 1965.
    HUMAN PALEOPATHOLOGY; PROCEEDINGS ...  EDITED BY SAUL JARCHO.  NEW HAVEN,
 YALE UNIVERSITY PRESS, 1966.
    XIII, 182P.  ILLUS.  22CM.
    UNDER THE AUSPICES OF THE SUBCOMMITTEE ON GEOGRAPHIC PATHOLOGY,
 NATIONAL ACADEMY OF SCIENCES-NATIONAL RESEARCH COUNCIL.

    1. PALEOPATHOLOGY/CONGRESSES  I. JARCHO, SAUL  II. NATIONAL RESEARCH
 COUNCIL (U.S.).  SUBCOMMITTEE ON GEOGRAPHIC PATHOLOGY  III. TITLE



OPTIONS:  TYPE B TO PAGE BACKWARD
          TYPE I TO RETURN TO INDEX
          ENTER NEW SEARCH HERE:
          THEN PRESS ENTER KEY :
```

2300

Database Library Catalog of Texas State Agencies

Source Texas State Library

General Information

Description:
All machine readable bibliographic records held by TSL, partial holdings of State Law Library

Purpose:
Supplies holdings information for Texas state agency libraries

Language & Platform:
SQL, UNIX

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
512/475-4444. Protocol: 8 data bits, 1 stop bit, no parity

☒ Yes ☐ No Internet Access:
gabi@tsl.texas.gov (192.80.50.1)

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Diana Houston, 512/463-5455

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

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☐ Yes ☐ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2301

Special Tools/ Prerequisites

Query Tools: Menu driven

Schemas:

Emulation: VT100

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Replaces paper card catalogs

☐ Yes ☒ No Text Document Available

☒ Yes ☐ No Source Database Available
OCLC

Daily Use

Number of information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. State Law Library
2. On-line Public Access Catalogs
3. Library Resources
4.
5.

Agency Contact

Bonnie Grobar **Ph:** 512/463-5427
Information Services

Other Comments

Includes supplementary information

2302

The Texas State Library and Archives Commission
Library Catalog of Texas State Agencies

The Online Public Access Catalog (OPAC) of the Texas State Library and Archives Commission (TSL) is now available for public use. To use the catalog, follow the instructions below. Call Bonnie Grobar with any problems or suggestions.

What is an OPAC?

It is a computerized catalog for the holdings of the Texas State Library and Archives, plus other state agencies that are partners in this project. This OPAC contains about half a million titles, including:

- -- Federal depository publications
- -- Texas state publications
- -- Reference, Genealogy, Texas, Records Management, Talking Books Reference, and Library Science collections
- -- Archives book collection and selected manuscripts
- -- selected titles from the State Law Library and Texas Natural Resource Conservation Commission Library

What are TSL's plans for the OPAC?

Presently the OPAC is available to anyone with access to a computer, modem, and telecommunications software. Materials found in the OPAC can be checked out from circulating collections (such as Reference) or used on-site. TSL is also inviting all other state agency libraries and information clearinghouses to add their collections to the OPAC. Note that the State Law Library and Texas Natural Resource Conservation Commission are already adding titles from their collections.

How can I use the OPAC?

There are two ways to access the OPAC

1) You can access the OPAC through Internet. Telnet to gabi.tsl.texas.gov (or 192.80.50.1). VT100 terminal emulation is required.

2) You can access the OPAC through a modem if you have:
    - -- PC or Macintosh with telecommunications software that will emulate VT100 (ProComm or Comet work best) **OR**
    - -- VT100 terminal

   Set your modem to:
    - -- data bits = 8, stop bits = 1
    - -- parity = none
    - -- speed up to 14.4 kbps (sometimes called "baud rate")

   Dial 512-475-4444

In either case, login as public, press return twice, and you are in the OPAC.

DO NOT USE FUNCTION KEYS! You can arrow to a selection and press return, or use "hot keys" which are highlighted and underlined. If you don't see highlights or underlines, maybe adjusting the intensity of your screen will help. We have function key information available for those using emulators with a key re-mapping feature.

Where can I get more information or help with problems?

-- Contact Bonnie Grobar at 512/463-5427 (bgrobar@tsl.texas.gov) 11/93

Database **Library Information System--Public Catalog & Medline**

Source University of North Texas Health Science Center at Fort Worth

General Information

Description:
Book, journal and AV holdings and availability status; citations from 2,000+ biomedical journals

Purpose:
Inventories Lewis Library Holdings; citation retrieval from National Library Medicine databases

Language & Platform:
MUMPS Language for SCO UNIX

Updates:
☒ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
8N1 VT100 emulation, 1200 Baud; 817/735-2222

☒ Yes ☐ No Internet Access:
library. hsc. unt.edu

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Ann Brooks, 817/735-2380

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: By letter

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2304

Special Tools/ Prerequisites

Query Tools: Proprietary
Schemas: No
Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Library Resources
2. On-line Public Access Catalogs
3.
4.
5.

Agency Contact

Dohn H. Martin **Ph:** 817/735-2380
Gibson H. Lewis Library

Other Comments

Database Library's On-line Public Access Catalog (OPAC)
Source University of North Texas

General Information

Description:
Listing of UNT's library holdings

Purpose:
Provides on-line access to library holdings

Language & Platform:
n/a

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
protocol varies/available 24 hours. Available to faculty, staff and students

☒ Yes ☐ No Internet Access:
host - library (library.unt.edu) / available 24 hours

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Library Reference, 817/565-3245

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.
General Public:
Govt. Entities:

2306

Database LUIS

Source University of Texas at Arlington

General Information

Description:
Library holdings

Purpose:
Provides access to Library catalog

Language & Platform:
BAL, for IBM MVS

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
817/792-4100 (2400 Baud, E-7-1)
M-F, 8 am - 12 am, S-S, 8 am-12 am.

☒ Yes ☐ No Internet Access:
ADMIN.UTA.EDU (129.107.122.2). Same hours as above

☐ Yes ☐ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☐ Telephone ☒ In-Person
Bob Samson, 817/273-3000

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☐ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.
General Public:
Govt. Entities:

2307

Special Tools/ Prerequisites	Query Tools: Schemas: Emulation: VT100
Information Access	Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Library catalog ☒ Yes ☐ No Text Document Available ☐ Yes ☒ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	1. Library Resources 2. On-line Public Access Catalogs 3. 4. 5.

Agency Contact Bob Samson **Ph:** 817/273-3000
Library

Other Comments

2308

Database **Map Collection**

Source Texas State Library

General Information

Description:
Call number, date, title, cartographer, publisher, physical description, provenance, related maps, narrative description

Purpose:
Describes archival maps

Language & Platform:
FoxBASE/DOS

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Irregularly

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Laura Saegert, 512/463-5500

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2309

Special Tools/ Prerequisites

Query Tools: n/a
Schemas:
Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Almost all data is available in unpublished finding aids and indexes in the Archives

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Historical Documents
2. Library Resources
3. Maps
4. Texas History
5.

Agency Contact

Laura Saegert **Ph:** 512/463-5500
Archives Division

Other Comments

Direct public access is not permitted because of the potential for inadvertent or malicious modification or deletion of data. Data elements giving coded location information is confidential

Includes sample

MAP DESCRIPTION

Map Number: 0906
Map Date: 1839
Date Code:

Title: Map of Texas

Cartographer: Hunt, Richard S. and Jesse F. Randel,...
Publisher: Colton, J.H.. Engraved by Stiles, Sherman and Smith, New York

Scale of map: 1 inch = 20 miles of inset:
Size: 80 cm x 61 cm Format: col/elp Type: gen

Record Group and Series or Collection:
Donor: AC Number:

Language: e Related Maps: 908, 909

[Cart., cont.] ... Compiled from surveys on record in the General Land Office of the Republic, to the year 1839

Shows rivers, mountainous and forested areas, colonies, counties, towns, routes and trails--including the Old San Antonio Road, proposed railroads, forts, battlegrounds, and Indian tribes and villages. There are notes on topographic features. Inset: Map of the Rio Grande and Country West to the Pacific. Later editions of this map are map nos. 908 and 909.

Long. of map 93° - 101° ; of inset 94° -127°

7/26/82

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Database **McDermott Library Catalog**

Source University of Texas at Dallas

General Information

Description:
Bibliographic reference to books, periodicals, and documents

Purpose:
Provides access to catalog of library holdings

Language & Platform:
PL1/Assembler for IBM use

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:

☐ Yes ☐ No Commercial Services:

☐ Yes ☐ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☐ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2312

Special Tools/ Prerequisites

Query Tools:
Schemas:
Emulation: VT100

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Library Resources
2. On-line Public Access Catalogs
3.
4.
5.

Agency Contact

Dr. Ed Walters Ph: 214/690-2959
University Library

Other Comments

2313

Database MIDCAT

Source Midland College

General Information

Description:
Monographic holdings records for the Learning Resource Center (Midland College), the Midland County Public Library (main), and the Midland Centennial Branch Library. Some records for audiovisual materials

Purpose:
Provides an on-line public access catalog of library holdings for use by students and the community

Language & Platform:
RPGIII written for the IBM AS-400 minicomputer at the courthouse

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person

Information Provided by:
☒ Print out ☐ Verbally ☐ Other:

☒ Yes ☐ No Other: Public access to terminals

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

'2314

Special Tools/ Prerequisites

Query Tools: No
Schemas: No
Emulation: 5250 emulation

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Library's card catalog

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☒ 50-74 ☐ 75+

Subjects Covered

1. Library Resources
2. Midland County Public Library
3. On-line Public Access Catalogs
4.
5.

Agency Contact

John W. Deats **Ph:** 915/685-4726
Midland College

Other Comments

Minicomputer is located at the Midland County Courthouse, Information Services Dept.

Operating hours: M-Thurs., 8 am-10 pm; Fri., 8 am - 5 pm.; Sunday, 2-5 pm.

Database Nacogdoches Archives

Source Texas State Library

General Information

Description:
Nacogdoches Archives document number, box and folder location and microfilm reel number

Purpose:
Correlates document data, document number, box and folder location and microfilm reel number for patron assistance and administrative control

Language & Platform:
FoxBASE/DOS

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As required

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Jean Carefoot, 512/463-5504

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2316

Special Tools/ Prerequisites

Query Tools: n/a
Schemas:
Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Historical Documents
2. Library Resources
3. Texas History
4.
5.

Agency Contact

Jean Carefoot **Ph:** 512/463-5504
Archives Division

Other Comments

Direct public access is not permitted because of the potential for inadvertent or malicious modification or deletion of data

Database NOTIS Online Public Access Catalog

Source San Antonio College

General Information

Description:
MARC bibliographic records and local holdings information

Purpose:
Provides holdings and circulation information to library patrons

Language & Platform:
Assembler IMB3084Q MVS

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Liz Cooper, 210/733-2132

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☒ Yes ☐ No Other: Public terminals in Library

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2318

Special Tools/ Prerequisites

Query Tools: Gopher
Schemas: No
Emulation: TN3270

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Library card catalog

☒ Yes ☐ No Text Document Available

☒ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Library Resources
2. On-line Public Access Catalogs
3.
4.
5.

Agency Contact Liz Cooper **Ph:** 210/733-2132

Other Comments

Database On-Line Catalog (CIRC/CAT)

Source Weatherford College

General Information

Description:
Library holdings

Purpose:
Provides on-line access to library materials

Language & Platform:

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☒ Other: On-site computer terminals

☐ Yes ☐ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2320

Special Tools/ Prerequisites

Query Tools: Keyword searching

Schemas:

Emulation:

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Card catalog

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. On-line Public Access Catalogs
2. Library Resources
3.
4.
5.

Agency Contact

Martha Tandy **Ph:** 817/594-5471, x252
Library

Other Comments

Database Prints and Photographs

Source Texas State Library

General Information

Description:
Collection title, abstract, time period, number of images, provenance, restrictions; image abstract, number, place, date

Purpose:
Describes archival holdings of prints and photographs at collection and image level

Language & Platform:
FoxBASE/DOS

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Irregularly

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
John Anderson, 512/463-5506

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements unpublished finding aids available in the Archives

☐ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Historical Documents
2. Library Resources
3. Texas History
4.
5.

Agency Contact

John Anderson **Ph:** 512/463-5506
Archives Division

Other Comments

Direct public access is not permitted because of the potential for inadvertent or malicious modification or deletion of data. Data elements giving coded location information is confidential

Includes sample

1991/133-0001	"Views of Houston, Texas" [Houston City Hall & Market Bldg.] albumen stereo 3/4 view made from elevated position on opposite street corner TX, Houston 1885 c. ?
1991/133-0002	"Views of Houston, Texas" [Capitol Hotel] albumen stereo 3/4 view made from opposite street-level corner TX, Houston 1885 c.
1991/133-0003	"Views of Houston, Texas" [Harris County Jail] albumen stereo 3/4 view of Italianate structure from opposite street-level corner TX, Houston 1885 c.
1991/133-0004	"Views of Houston, Texas" [Christ Episcopal Churc ?] albumen stereo 3/4 view from opposite side of street; Black man posed standing on sidewalk TX, Houston 1885 c.
1991/133-0005	"Views of Houston, Texas" [Harris County Courthouse] albumen stereo 3/4 view from opposite street-level corner TX, Houston 1885 c.
1991/133-0006	"Views of Houston, Texas" [iron railroad bridge o masonry piers over river or bayou] albumen stereo view from embankment TX, Houston 1885 c.

PRINTS AND PHOTOGRAPHS

Collection Description

Title: C.J. Wright Stereo Views of Houston

"Views of Houston, Texas" 6 unnumbered albumen stereo views by C.J. Wright of structures & sites of interest (no individual titles); most show serious fading & foxing

Time Period: 1885 c. ? Number of Images: 0006

Accession Number: 1991/133 Type: D
Date: 1991/04/15

Provenance: Florida State Archives

Restrictions: unid.

2325

Database Republic Documents

Source Texas State Library

General Information

Description:
Author, recipient, date, place from and place to, endorsement, certification, physical condition, citation, notes

Purpose:
Inventories Republic era documents in or missing from the State Archives

Language & Platform:
FoxBASE/DOS

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As time permits

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2326

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of information requests received each day:

☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Historical Documents
2. Library Resources
3. Texas History
4.
5.

Agency Contact

Jean Carefoot **Ph:** 512/463-5504
Archives Division

Other Comments

Direct public access is not permitted because of the potential for inadvertent or malicious modification or deletion of data. No report program has been written for this application

Database **Standards Database**

Source Lamar University at Beaumont

General Information

Description:
Industrial and commercial standards available in the Mary and John Gray Library

Purpose:
Provides a listing of standards held by the Library

Language & Platform:
DCL and TPU using VMS operating system on VAX 7610

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: To be determined

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100, 8 data bits, 1 stop bit, No parity, 2400 baud and below. Phone: 409/880-8057.

☒ Yes ☐ No Internet Access:
Telnet: lub002.lamar. edu. username: library.

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Juanita Weisel, 409/880-8130

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: Dialin, Internet, gopher
Schemas: No
Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☒ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Library Resources
2. Industrial Standards
3.
4.
5.

Agency Contact

Virginia Allen **Ph:** 409/880-8849
Library

Other Comments

Hours: 24 hours/day except Friday, 4:30-8 pm.
To be online by December 31, 1993.

2329

Database State Agencies

Source Texas State Library

General Information

Description:
Names and dates of state agencies, their predecessor and successor agencies, and notes for name authority control

Purpose:
Provides access to records of agency histories

Language & Platform:
FoxBASE/DOS

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As required

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Tony Black, 512/475-3799

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☐ No Text Document Available ☐ Yes ☒ No Source Database Available
Daily Use	Number of Information requests received each day: ☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. State Agencies 2. Library Resources 3. Texas History 4. Government Administration 5.

Agency Contact
Tony Black **Ph:** 512/475-3799
Archives Division

Other Comments
Direct public access is not permitted because of the potential for inadvertent or malicious modification or deletion of data. No report has been written for this application

2331

Database TALLONS

Source University of Texas at Austin

General Information

Description:
Bibliographic records for over 140,000 titles in the School of Law, Jamail Center for Legal Research. Item location & circulation status and library information also displayed

Purpose:
Accesses library catalog

Language & Platform:
INNOPAC and C. UNIX platform (Convergent 5451)

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
No parity, 8 data bits, 1 stop bit, VT100 emulation. 512/471-7968. type login, wait for login: prompt, type login. 24 hrs.

☒ Yes ☐ No Internet Access:
Telnet: tallons.law.utexas.edu (128.83.212.10). Login, type library

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☒ Yes ☐ No Other: 6 public terminals in Center; networked terminals in UT libraries

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2332

Special Tools/ Prerequisites	Query Tools: Schemas: See attached information sheets Emulation: VT100 for dialup; VT100 or TV1925 required for network access
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Replaces card catalogs for access to most items; but they are still used for older items without machine-readable records ☐ Yes ☒ No Text Document Available ☐ Yes ☒ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+
Subjects Covered	1. Library Resources 2. On-line Public Access Catalogs 3. 4. 5.

Agency Contact Brian Quigley **Ph:** 512/471-6228
Jamail Center for Legal Research, Asst. Dir. for Bibliographic Services

Other Comments

2333

Database TechPAC

Source Texas Tech University

General Information

Description:
Bibliographic information for the items held in the Main Library, Southwest Collection, and the Law Library

Purpose:
Provides on-line public access to the Texas Tech University libraries' holdings

Language & Platform:
VAX/II Basic, VAX/II Macro and C Platform: Open VMS

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
806/742-1824, at Username prompt type: TTUCAT.
3 am.-12 am, Sat.-Thurs., 3 a.m.-9:00 p.m. Fri.

☒ Yes ☐ No Internet Access:
Telnet TTACS3.TTU.EDU, Username: TTUCAT. (same hrs. as above)

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Virginia Andrews, 806/742-2220 or Reference Dept., 806/742-2236

Information Provided by:
☒ Print out ☒ Verbally ☒ Other: User Instruction Sessions

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2334

Special Tools/ Prerequisites

Query Tools: DRA Library System Menu-based System
Schemas: Menu and command line driven
Emulation: VT100

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Replaces the paper card catalogs for all three libraries

☒ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available
Not applicable

Daily Use

Number of information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Library Resources
2. On-line Public Access Catalogs
3.
4.
5.

Agency Contact Virginia Andrews **Ph:** 806/742-2220
Library

Other Comments

Database **Texas Academic Library Statistics**

Source Texas State Library

General Information

Description:
Statistics showing the budgets, income, collection size, enrollment, services, hours, staffing, etc. for the previous year

Purpose:
Collects, compiles, and publishes data from the annual surveys of Texas academic libraries

Language & Platform:
dBase for PC's

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Grants Coordinator, 512/463-5532

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☐ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2336

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Serves as the source database for the annual publication

☐ Yes ☒ No Text Document Available

☒ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Academic Libraries
2. Libraries
3. Library Statistics
4. Education, Higher
5. Library Resources

Agency Contact

Grants Coordinator Ph: 512/463-5532
Library Development

Other Comments

2337

Database **Texas Public Library Statistics**

Source Texas State Library

General Information

Description:
Statistics showing the budgets, income, collection size, enrollment, services, hours, staffing, etc. for the previous year

Purpose:
Collects, compiles, and publishes data from the annual surveys of Texas public libraries

Language & Platform:
Foxpro for PC's

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Mark Smith, 512/463-5527

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2338

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Serves as the source database for the annual publication

☐ Yes ☒ No Text Document Available

☒ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Public Libraries
2. Libraries
3. Library Resources
4. Library Statistics
5.

Agency Contact Mark Smith **Ph:** 512/463-5527
Library Development

Other Comments

Database TSTCPAC

Source Texas State Technical College - Waco

General Information

Description:
Bibliographic entries (full MARC records for books) and holdings. Also videos, and periodical holdings in near future

Purpose:
Provides bibliographic data and holdings

Language & Platform:
Modula 2 and C; on a Sybase Netware SQL server 4.2.2, MS-Windows

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
Available on-campus only

☐ Yes ☒ No Internet Access:
Still in testing phase

☐ Yes ☐ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Linda Koepf, Library Director, 817/867-2349

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☐ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2340

Special Tools/ Prerequisites	Query Tools: MS-Windows Clients Schemas: Emulation: VT100
Information Access	Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Video subject listings, by technology. Periodicals listings by title and technology ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of information requests received each day: ☐ 1-9 ☐ 10-24 ☒ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Library Resources 2. On-line Public Access Catalogs 3. 4. 5.
Agency Contact	Linda Koepf **Ph:** 817/867-2349 Instructional Support Services Division, Library
Other Comments	The system is new, installed in spring 1993. Staff is still changing parameters and local option defaults. Access to database is through MS-Windows clients for the entire local campus. Other TSTC campuses will be able to access the database through MS-Windows clients as the campuses are interconnected. Future access through Internet will be installed using UNIX client with VT100 terminal emulation. Project completion date is unknown

2341

Database U.S. Environmental Protection Agency Publications

Source Lamar University at Beaumont

General Information

Description:
3,000 Citations of EPA documents held in the Gulf Coast Environmental Library

Purpose:
Provides a listing of EPA documents held in the Library

Language & Platform:
DCL and TPU on a VAX 7610

Updates:
☐ Daily ☐ Monthly ☒ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100, 8 data bits, 1 stop bit, No parity, 2400 baud and below. Phone: 409/880-8057.

☒ Yes ☐ No Internet Access:
Telnet: lub002.lamar. edu. username: library. 24hrs./day

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Juanita Weisel, 409/880-8130

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2342

Special Tools/ Prerequisites

Query Tools: Telnet, gopher
Schemas: No
Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☒ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Environmental Protection
2. U.S. Environmental Protection Agency
3. Library Resources
4.
5.

Agency Contact

Virginia Allen **Ph:** 409/880-8849
Library

Other Comments

Internet hours: 24 hours/day except Friday, 4:30-8 pm

Includes sample

2343.

```
          U.S. Environmental Protection Agency (EPA) Publications

                                  in the

                               [illegible]

                               [illegible]

                     Gulf Coast Environmental Library



Press Return to continue or Control-Z to Exit


 ALT-F10  HELP 3 VT-100    3 FDX 3  9600 N81 3 LOG CLOSED 3 PRT OFF 3 CR    3 CR


                          SEARCHING INSTRUCTIONS

Enter keyword or keyword you wish to search by.

 --Note the call number in the SUDOC field and the format (P or M).
These publicatons may be found in Government Publications on the 2nd floor in ei
either _P_aper or _M_icrofiche.

--If there is no SUDOC number, the publication may be found in the Environmental
Library on the 2nd floor.  Please note its EPA number.


For additional help on searching, enter a question mark (?).
Enter your search below or press Control-Z or F10 for the Main Menu.


 ALT-F10  HELP 3 VT-100    3 FDX 3  9600 N81 3 LOG CLOSED 3 PRT OFF 3 CR    3 CR
```

BEST COPY AVAILABLE

```
LAMAR UNIVERSITY LIBRARY CURRENT PERIODICALS


TITLE: Controlling Air Toxics [illegible]

DOCNO: EP 1.2:ai 7/45
REPNO: EPA 600 M 88 006
FORMAT: P
YEAR: 1988


TITLE: Report of the EPA Peer Review Workshop on Alpha 2u Globulin: Association
 with Renal Toxicity and Neoplasia in the Male Rat, Risk Assessment Forum
DOCNO: EP 1.2:Al 7
REPNO: EPA
FORMAT: P
YEAR: 1991

 R-start new search  N-ext screen  P-revious screen  H-elp  B-ack  T-op

 ALT-F10  HELP 3 VT-100   3 FDX 3  9600 N81 3 LOG CLOSED 3 PRT OFF 3 CR   3 CR
```

BEST COPY AVAILABLE

Database UTCAT

Source University of Texas at Austin

General Information

Description:
Bibliographic records for over 5 million items in the UT Austin libraries with display of current status of each item. Library hours, etc. also displayed

Purpose:
Accesses library catalog

Language & Platform:
Natural/ADABAS/IBM MVS-ESA (Amdahl 5995-6650M mainframe)

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
No parity, 8 data bits, 1 stop bit, VT100 emulation. 512/485-9996.
Username: utcat. M-F, Sun.: 6 am - 2 am. Sat.: 6 am - 12 am

☒ Yes ☐ No Internet Access:
tn3270 utxdp.utexas.edu. Telnet: utcat.utexas.edu

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☒ Yes ☐ No Other: 120 public terminals at UT libraries; other terminals on campus

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2346

Special Tools/ Prerequisites

Query Tools: UTCAT search interface (locally developed)
Schemas: See attached information sheets
Emulation: VT100 or VT102 required for dial-up

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Replaces card catalogs for access to most items; but they are still used for some older items (retrospective conversion in progress)

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Library Resources
2. On-line Public Access Catalogs
3.
4.
5.

Agency Contact

Jo Anne Hawkins **Ph:** 512/495-4350
General Libraries

Other Comments

Includes supplementary information

UTCAT Plus
UT Austin Campus
Information System

Access to UTCAT PLUS

Revised August 1993

The UTCAT PLUS campus information system, including the UTCAT Library Catalog, is accessible from many kinds of terminals and personal computers anywhere in the world.

No passwords or charges are required for using UTCAT, but remote access to some databases in the UTCAT PLUS system is restricted to current UT Austin students, faculty, and staff.

Some of the computer systems through which UTCAT PLUS is available may require passwords [illegible] charges.

UTCAT PLUS hours
Sunday - Friday, 6am - 2am;
Saturday, 6am - midnight.

Telephone help

General help in searching
512-495-4250

Computer system problems (logging on/off, using keyboard, etc.)
Computation Ctr.: 512-471-3241
Data Processing: 512-471-8800

Library terminals

120 UTCAT PLUS terminals are available in campus libraries, on a first-come, first-served basis.

Printing/downloading
Those using microcomputers to access UTCAT PLUS can print out information or save it to a disk (one screen at a time or continuously, depending on the access method being used). Those using terminals with printers can print one screen at a time.

UT Austin students, faculty, and staff may print or download from UTCAT PLUS, by appointment, in the Electronic Information Centers located in the PCL Reference Room (512-495-4291) and the Undergraduate Library (512-495-4435).

Access for users with disabilities
Library staff assist users with disabilities as needed, and provide instruction for users and their research assistants.

Wheelchair-height terminals are available in most campus libraries.

The Adaptive Technology Library Center, located in UGL, offers an IBM-compatible PC with voice output, a Kurzweil reading machine, a Versabraille II computer, Braille and dot-matrix printers, and other special equipment. For more information, call 512-495-4444.

Data Processing terminals

UTCAT PLUS is available on terminals in UT Austin administrative offices, connected directly to the Data Processing Division computer.

From the "tower screen"
Type `info` and press ENTER.

If you have already logged on with your user ID and password, give the command `*utcat`

Dial-up access

This method is now recommended for free dial-up access with personal computers using a modem and communications software. No special account or password is needed.

1. **Set your communications software**
   8 data bits, 1 stop bit,
   No parity, Full duplex,
   VT100 or VT102 emulation

   If your software cannot emulate a VT100 or VT102 terminal, please call John Kupersmith at 512-495-4350 or send e-mail to lyaa060@utxvm.cc.utexas.edu

2. **Dial:** 475-9996

   When connected, you will see a "TELESYS User Access Verification" message on the screen.

3. **At Username prompt:**
   Type `utcat`
   and press `RETURN`.

4. **Using UTCAT PLUS**
   Follow directions on the screen. See "Keyboard Tips," next page.

5. **Printing or saving to disk**
   This method provides good results using the continuous printing or logging functions of your communications software; or, to print or save a screen exactly as you see it, use the "print screen" or "screen dump" functions.

6. **To log off and disconnect**
   Give the STOp command and follow directions on the screen.

TELESYS

While there is a charge for a TELESYS account, it provides access to many computers and information systems in addition to UTCAT PLUS (for details, call 471-3241).

1. **Dial and log on to TELESYS with your Username and Password.**
2. **At the Telesys> prompt**
   If you are using VT100 or VT102 emulation, type `tn3270 utxdp` and press RETURN.

   Alternative method If you cannot use VT100 or VT102 emulation:
   At the Telesys> prompt, type `utcat` *and press RETURN. When you see the word "Open" press RETURN once (or more if needed). At the GO prompt, press RETURN. Then follow directions on the screen.*
3. **Using UTCAT PLUS**
   Follow directions on the screen. See "Keyboard Tips" below.
4. **To log off**
   Give the STOp command and follow directions on the screen. You will see the TELESYS> prompt. To disconnect, type `quit` and press RETURN.

MICOM

The MICOM network is available from some terminals and computer labs, including the Computation Center's facilities in FAC 29 and TAY 101.

Connect to MICOM
You will see a blank screen. Press RETURN once (or more if needed). At the CLASS= prompt, type `utcat` and press RETURN. At the GO prompt, press RETURN. Then follow directions on the screen.

UT System SNA Network

UTCAT PLUS is conveniently accessible from some UT System campuses, using the SNA Network. Check with your campus computer center to see what command sequence is used.

THEnet

THEnet (Texas Higher Education Network) is another way to reach UTCAT PLUS from other Texas campuses. If you have access to THEnet, follow these instructions; otherwise, see "Internet" below.

1. **Connect to your local system**
   For details, contact your campus library or computer center.
2. **At the network prompt**
   Give the command
   `set host utaus`
3. **At the Username: prompt**
   Type `utcat` and press RETURN. Follow directions on the screen.

Internet

UTCAT PLUS is accessible from terminals or personal computers linked to the worldwide Internet.

Connect to your local system
Then give the command
`tn3270 utxdp.utexas.edu`
Follow directions on the screen.

Alternative method If you cannot use tn3270:
Give the command
`telnet utcat.utexas.edu`
You will see a blank screen unless your local system generates a prompt. Press RETURN once (or more if needed). At the GO prompt, press RETURN. Then follow directions on the screen.

UTCAT PLUS is also available through Gopher, LIBS, and other Internet menu systems.

Keyboard tips

Depending your hardware and software, you may have to use one of these as a substitute for ENTER: RETURN, keypad ENTER, CONTROL-J, SHIFT-F10

All UTCAT commands can be given using the "plain English" words and abbreviations listed on the bottom of each screen. For faster operation, some of the commands also work with ESCAPE key combinations (press ESC, then the number key):

```
ESC/1 = BAC = BACk
ESC/2 = REP = REPeat
ESC/3 = IND = INDex
ESC/4 = EXP = EXPlain
ESC/5 = NEW = NEWs
ESC/6 = HEL = HELp
ESC/7 = MEN = MENu
ESC/8 = STO = STOp
ESC/9 = COM = COMment
```

The following keys should work in VT100 emulation:

Unlock/reset keyboard: TAB, keypad ENTER, or SHIFT-F8
Backspace: left arrow <-
Delete character: DEL
Delete to end of line: ESC/DEL

For a complete table of keyboard equivalents for all terminal types and emulations, see the Computation Center's guide, "Using the IBM VM Computer with ASCII Terminals". To request this guide, use the COMment function, or call 471-3241.

The General Libraries
The University of Texas
at Austin

Database WINCAT

Source Cooke County College

General Information

Description:
Database contains records for book, periodical and audiovisual materials in the library. Patrons can search for books by author, subject, and title; for periodicals and audiovisuals, only by title

Purpose:
Provides access to library holdings

Language & Platform:
Information is not available

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
Contact the Library for more information

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Patsy Wilson, 817/668-4283

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2350

Special Tools/ Prerequisites

Query Tools: No
Schemas: No
Emulation:

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Replaces paper catalog.

☒ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Library Resources
2. On-line Public Access Catalogs
3.
4.
5.

Agency Contact

Patsy Wilson **Ph:** 817/668-4283
Library

Other Comments

Database Alternative Fuels Site and Fleet Information

Source Railroad Commission

General Information

Description:
Physical locations of alternative fuels sites throughout Texas Each entry includes: company name, address, county, and type and hours of operation. Also fleet information from the Texas Department of Transportation

Purpose:
Maintains registration information

Language & Platform:
COBOL

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2352

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements LP-Gas permit registration forms

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4. Alternative Fuels
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Authority to Transport Products (P-4)

Source Railroad Commission

General Information

Description:
Information identifies the companies an operator has designated as the gatherer for oil and gas, the purchaser for gas, and the nominator for gas. Tracks changes in nomenclature of oil and gas leases. Data include: district, field, operator and system number, lease name, etc.

Purpose:
Maintains oil and gas related activities

Language & Platform:
COBOL

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2354

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements Authority to Transport Products Form P-4

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database BORDERLANDS (through bulletin board)
Source Water Development Board

General Information

Description:
Natural resource information along the Texas/Mexico border.

Purpose:
Provides bulletin board news

Language & Platform:
TXT ASCII

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Weekly

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
24 hours, N81

☐ Yes ☒ No Internet Access:
Planned in the future

☐ Yes ☒ No Commercial Services:

☐ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Roger Jaster, 512/463-7957

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☐ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.
General Public:
Govt. Entities:

2356

Special Tools/ Prerequisites

Query Tools: Bulletin board
Schemas:
Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
it will eventually replace or supplement paper documents

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Mexico
3. Border Issues
4.
5.

Agency Contact

Roger Jaster **Ph:** 512/463-7957
Texas Natural Resources Information System

Other Comments

Database **Customer Databases**

Source Parks and Wildlife Department

General Information

Description:
Boat registrations, license holders (both sport & commercial), employees, magazine subscribers, marine dealers and license sellers

Purpose:
Provides data to the general public or government agencies

Language & Platform:
Cobol, RPG, Model 204

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Peter Allen, 512/389-4561

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $68.75-setup, $18.75-list, $25.-labels, $6.25-magnetic tape, $15. -reel (per thousand)
Govt. Entities: Same as above

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Licensing And Regulation
2. Outdoor Recreation
3. Natural Resources
4. Directories
5.

Agency Contact

Peter Allen/Lydia Salas **Ph:** 512/389-4561/389-4991
CFO/Applications Development

Other Comments

Database **Disposal Pits**

Source Railroad Commission

General Information

Description:
Information related to all disposal pits in Texas. Data include: location of pit, physical characteristics, status of permit application, type of pit, permit renewal status, operator information

Purpose:
Maintains oil and gas related activities

Language & Platform:
COBOL

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2360

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements Form H-11

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4. Waste Disposal
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Drilling Permits

Source Railroad Commission

General Information

Description:
Information on every application to drill for an oil or gas well in Texas. Data include: permit number, date issued, lease name, location, spud-in date, information concerning Rules 36-39

Purpose:
Maintains oil and gas related activities

Language & Platform:
COBOL

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/563-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2362

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements Form W-1

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database **Galveston Bay Bibliography**

Source Texas A&M University at Galveston

General Information

Description:
Citations to approximately 5,000 sources of information about Galveston Bay. Bibliographic description and abstract

Purpose:
Provides information about Galveston Bay

Language & Platform:
Program: INMAGIC. Platforms: VAX

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: [not given]

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
1200 Baud ; 8 Databits, no parity; 1 stop bit; Ph: 409/740-4578 or 740-4579.

☒ Yes ☐ No Internet Access:
Address: tamug.tamu.edu Username: gbay. Decnet: tamug2

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Cathy Palmer, 409/740-4703

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2364

Special Tools/ Prerequisites	Query Tools: SEARCHMAGIC Schemas: Emulation: VT100
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Supplements the Galveston Bay Literature Survey (1992) and Supplement (1993) ☐ Yes ☒ No Text Document Available But abstracts are often available ☒ Yes ☐ No Source Database Available Available for approximately 60 percent of citations
Daily Use	Number of Information requests received each day: ☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Galveston Bay 2. Water Resources 3. Natural Resources 4. Gulf Coast 5.

Agency Contact Cathy Palmer **Ph:** 409/740-4703
Galveston Bay Information Center

Other Comments Includes supplementary information

Galveston Bay Bibliography **Computer Access Guide**

Galveston Bay Information Center
Jack K. Williams Library
Texas A&M University at Galveston
200 Seawolf Parkway • Galveston, Tx. 77553
(409)740-4703

FUNCTIONS/TERMINOLOGY

FOR SEARCHING THE BIBLIOGRAPHY:

Arrow Keys	Use to access commands along bottom of screen.
PF2	Use for on-screen help with searching.
&	Use to combine words in a field when a match for *all* of the words is desired. Narrows your search strategy.
,	**Comma**: Use to combine words in a field when a match with *one* of the words is desired. Broadens your search strategy.
*	**Asterick**: Use at the end of a word stem to search various forms of a word. Example: comput* for a search for computers, computing, etc.
+ (Plus)	Place to the left of a brief citation to ***view*** complete citation
- (Minus)	Place to the left of a citation you wish to ***remove*** from your search result.
Term	A series of words separated by blank spaces. Example: "Houston Ship Channel."
KP	Indicates the number pad.
KP4	Produces a list of available ***words*** for a particular field in which a cursor resides.
KP5	Produces a list of available ***terms*** for a particular field in which a cursor resides.
Control-Z	Use to ***quit*** program, go ***back one*** screen, or to ***log-off*** from modem or networks.
Gold Key	Is PF1 on the number pad.

See Center or Library staff for assistance.

ACCESSING THE SYSTEM

TERMINAL IN LIBRARY

Computer Prompt	***Type***
Enter Resource or ?>	**TAMUG [RTN] [RTN]**
Username>	**GBAY [RTN]**

NETWORK ACCESS

Internet Address: TAMUG.TAMU EDU
DECnet: TAMUG2::

Computer Prompt	***Type***
Username>	~~TAMUG~~ [RTN] GBAY

MODEM ACCESS

Telephone Numbers		(409) 740-4578
		(409) 740-4579
Baud Rate:	1200	Parity: None
Data Bits:	8	Stop Bits: 1

Computer Prompt	***Type***
Blank Screen>	**[RTN]**
TAMUG Channel 01-100 Enter Resource or ?>	**TAMUG [RTN]**
Connected to...>	**[RTN]**
Username>	**GBAY [RTN]**

BEST COPY AVAILABLE

PRINTING

2366

Search [illegible] printed by choosing the print option from on-screen menus. Request your printouts from the circulation desk.

Galveston Bay Bibliography Computer Access Guide

SEARCHING OPTIONS

TEN SEARCH FIELDS: Available search fields, with example entries, are listed below:

Author/Editor: ALDRICH
Title: ENVIRONMENT* & COMPUT*
Source: PROCEEDING*
Date: 1990
Subject (s): WATER QUALITY
Geographic Location: HOUSTON SHIP CHANNEL
Accession Number: 1234
Index Number: 5678
Combination: ENVIRONMENT*,COMP*

Geographic and subject terms are assigned to each citation. Use KP4 or KP5 for online help with choosing your field entries:

a. place the cursor in a field
b. press KP4 or KP5
c. browse the list by moving the cursor up or down using the arrow keys
d. press [RTN] to place the highlighted word/term in the chosen field and begin search

The geographic and subject term fields are the ***only*** fields where words may be combined ***without*** the aid of the '&' or ',' signs.

The ***source field*** contains the title of the larger work or the name of a journal. For example, in the case of a chapter cited from a book, the ***chapter title*** would be found in ***title field***, and the ***book title*** would be found in the ***source field***.

Use of the ***combination field*** will give you the broadest search because several fields are searched at once, including author, editor, title, source, geographic location, subject, abstract, and series.

SEARCH RESULTS: The total number of citations in your search result may be found in the top right portion of the computer screen. Use arrow keys or [RTN] to browse through citations in search result.

Your search results first appear in a ***brief format:***

AUTHOR:	Landry, A.M., Jr. and K. Strawn
DATE:	1974
TITLE:	Number of individuals and injury rates of fishes caught on revolving screens at P.H. Robinson Generating Station
ACC# 41	Archives Room

For ***complete citations*** place a + (plus sign) next to the brief citation:

[illegible]	[A41]
AUTHOR	Landry, A.M., Jr. and K. Strawn
DATE	1974
TITLE	Number of individuals and injury dates of fishes caught on revolving screens at the P.H. Robinson Generating Station
[illegible]	L.D. Jensen
SOURCE	Proceedings of the Second Entrainment and Intake Screening Workshop
PUBLISHER	Baltimore, Maryland: John Hopkins University Press
PAGINATION	p. 263-271
[illegible]	[illegible]
# 41	Archives Room

2367

BEST COPY AVAILABLE

Database Gas Allowable By Gatherer

Source Railroad Commission

General Information

Description:
Monthly allowable for every eligible gas well in Texas. Data include: operator number., RRC ID no., well status, well allowable, lease and field name, gas well number, allowable code, gas word allowable & gatherer code

Purpose:
Maintains oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2368

Special Tools/ Prerequisites

Query Tools: n/a
Schemas:
Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Gas Allowable By Operator

Source Railroad Commission

General Information

Description:
Monthly allowable for every eligible gas well in Texas. Data include: operator number., RRC ID number., well status, well allowable, allowable code, gas word allowable, lease name, gas well number, gatherer code, and field name

Purpose:
Maintains oil and gas related activities

Language & Platform:
COBOL

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2370

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

2371

Database Gas Master
Source Railroad Commission

General Information

Description:
Allowable and production information for each gas well in the state. Information pertains to: individual fields, field allocation formulas, leases, balancing status and allowable and production information. Other information pertaining to completed wells, well testing, etc.

Purpose:
Maintains oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☐ Other: Bi-monthly

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.
General Public: Contact RRC
Govt. Entities:

2372

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Railroad Commission
3. Licensing And Regulation
4. Oil And Gas Industry
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Gas Processing Plant

Source Railroad Commission

General Information

Description:
Information on all gas processing plant: remarks from the operator; monthly intake and disposition of unprocessed and residue gas, liquid hydrocarbon production volumes, opening and closing balances, gas delivery information, and drip or scrubber recovery information

Purpose:
Maintains gas plant operations

Language & Platform:
COBOL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2374

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements Form R-3

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Gas Purchaser Stripout

Source Railroad Commission

General Information

Description:
General identification information for all oil leases producing Casinghead gas and gas wells. Monthly data includes; gas allowables, gas deliverables, current gas well status, gas field type, field allocation code, and prorated gas field factors

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2376

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

2377

Database Gas Purchaser System

Source Railroad Commission

General Information

Description:
Gas purchaser system names and numbers

Purpose:
Maintains oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Natural Resources 2. Oil And Gas Industry 3. Licensing And Regulation 4. 5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Gas Utilities Annual Report

Source Railroad Commission

General Information

Description:
Information as required by law, on budget appropriation, spending, auditing and analysis, plus pertinent data obtained from gas utility companies

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
?

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☐ Telephone ☐ In-Person
Gas Utilities Division, 512/463-7029

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2380

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements paper copy

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact Gas Utilities Division **Ph:** 512/463-7029

Other Comments

Database **Gas Utilities Docket**

Source Railroad Commission

General Information

Description:
Records of cases brought before the Commission concerning legal matters involving natural gas. Data include: docket number, type of application, names of parties, codes relating to disposition and nature of case, and dates of action taken

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2382

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database **Gas Well Test (G-10)**
Source Railroad Commission

General Information

Description:
Database represents one month of accumulated Gas Well System data and/or test information. Data include: test date, daily gas rate, daily condensate, daily gas/condensate ratio, flowing pressure, bottom-hole pressure, shut-in pressure and date, commingle code, & operator no.

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:
ADP Division, 512/463-7254

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.
General Public: Contact RRC
Govt. Entities:

2384

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database GIS Graphic Data

Source Edwards Underground Water District

General Information

Description:
Not a ASCII attribute file. Only a graphic file containing lines and arcs

Purpose:
Shows graphic data boundary of recharge, transition and artesian zones over the Edwards aquifer

Language & Platform:
Ultimap software used to digitize boundaries

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: With new data

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Anna Riniker, 210/222-2204

Information Provided by:
☐ Print out ☐ Verbally ☒ Other: Floppy disk

☐ Yes ☐ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public: No fees but requestor must supply own floppy disk

Govt. Entities: Same as for public

~~2386~~

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available
n/a

☐ Yes ☒ No Source Database Available

Daily Use

Number of information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Geographic Information Systems
2. Water Resources
3. Edwards Aquifer
4. Natural Resources
5.

Agency Contact

Anna Riniker **Ph:** 210/222-2204
Planning and Environment Management

Other Comments

Database **Hydrogen Sulfide (H-9)**
Source Railroad Commission

General Information

Description:
Database identifies fields which produce hydrogen sulfide gas and keeps track of where the operators' emergency contingency plans are located.

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.
General Public: Contact RRC
Govt. Entities:

2388

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements hydrogen sulfide certification Form H-9

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database **HYDROMET Database**

Source Lower Colorado River Authority

General Information

Description:
River stage and streamflow, lake head and tail levels, rainfall, reservoir operations

Purpose:
Stores and retrieves real-time water resources data

Language & Platform:
INGRES relational database on several VAX/VMS systems

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Hourly

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Wes Birdwell, 512/473-4062

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2390

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Water Resources
2. Natural Resources
3. Colorado River
4.
5.

Agency Contact

Michelle Creasey **Ph:** 512/473-3200
Water Resources

Other Comments

Access to this computer system is available via dial-up for all agencies of the government. They only need to contact our office, and we will give them all necessary information to access the system. This service is available only to those agencies because of restrictions and limitations of our system. It simply cannot handle a lot of traffic, especially during a significant event such as a flood

Database **Information & Statistical Facts on Coal & Uranium Mining**

Source Railroad Commission

General Information

Description:
Database concerns all exploration and surface mining for coal, uranium, iron ore, and iron gravel as well as reclamation. Data include: permits, annual reports, standards, the extraction and removal of minerals, bonding, insurance and various definitions

Purpose:
Maintains information on mining related activities

Language & Platform:
?

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☐ Telephone ☐ In-Person
Surface Mining Division, 512/464-6900

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2392

Special Tools/ Prerequisites

Query Tools: n/a
Schemas:
Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Mining
3. Licensing And Regulation
4.
5.

Agency Contact Surface Mining Division **Ph:** 512/464-6900

Other Comments Information was compiled by the Commission with the assistance from the Bureau of Economic Geology and the Public Utility Commission

Database Liquid Hydrocarbon Leaks, Spills (H-8)

Source Railroad Commission

General Information

Description:
Information on any loss of crude oil or liquid hydrocarbons amounting to more than five barrels, resulting from any fire, leak, spill or breach in facilities

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2394

Special Tools/ Prerequisites

Query Tools: n/a
Schemas:
Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements Form H-8

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database LP-Gas Approvals

Source Railroad Commission

General Information

Description:
A system for tracking engineering specifications and drawings of all tanks, piping, fittings, valves and other items. Information includes drawing number, manufacturer and date

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Supplements drawings received from LP-Gas companies ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Natural Resources 2. Oil And Gas Industry 3. Licensing And Regulation 4. 5.

Agency Contact	ADP Division **Ph:** 512/463-7254
Other Comments	Engineering drawings received from LP-Gas companies are translated into IMS database formats

Database LP-Gas Examinations

Source Railroad Commission

General Information

Description:
A system of tracking persons taking examinations given by the LP-Gas Division. Data include: statewide information availability, generation of letters reflecting test results, filing of applications with fees .

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Supplements LP-Gas exam forms ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Natural Resources 2. Oil And Gas Industry 3. Licensing And Regulation 4. 5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database LP-Gas Inspections

Source Railroad Commission

General Information

Description:
A system of tracking the processing and filing of inspection and service reports for LP-Gas users and dealers

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

~~2406~~

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Supplements LP-Gas service forms ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Natural Resources 2. Oil And Gas Industry 3. Licensing And Regulation 4. 5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

2401

Database LP-Gas Insurance
Source Railroad Commission

General Information

Description:
A system of tracking insurance of companies engaged in the sale, distribution, installation and manufacture of LP-Gas products

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.
General Public: Contact RRC
Govt. Entities:

2402

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of Information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Natural Resources 2. Oil And Gas Industry 3. Licensing And Regulation 4. Insurance 5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

2403

Database LP-Gas Licensing

Source Railroad Commission

General Information

Description:
A system of tracking licenses of companies engaged in the sale, distribution, installation and manufacture of LP-Gas products

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2404

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements LP-Gas licensing forms

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

2405

Database NGPA (Natural Gas Policy Act)
Source Railroad Commission

General Information

Description:
A system for tracking information relative to oil and gas wells which come under the jurisdiction of the Natural Gas Policy Act. Information includes: operator and lease/well identification, district, categories of gas, names of parties, examiners' names, and application status

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.
General Public: Contact RRC

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements the NGPA Supplemental Application (Form F-1)

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

2407

Database Oil Allowable by Gatherer

Source Railroad Commission

General Information

Description:
An information system for calculating monthly allowables for oil wells. System information includes: operator number, gatherer code, lease and field number, well number, daily oil and gas allowables, monthly allowables, lease and field names, etc.

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2408

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database **Oil Allowable by Operator**
Source Railroad Commission

General Information

Description:
An information system for calculating monthly allowables for oil wells. System information includes: operator number, gather code, lease number, field and well numbers, daily oil and gas allowables, monthly allowables, lease name and field name

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.
General Public: Contact RRC
Govt. Entities:

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

2411

Database Oil and Gas Annual Report

Source Railroad Commission

General Information

Description:
Reports on information gathered on oil and gas production. Information includes: production by field, operators of pipeline and gathering systems, gasoline plants, refinery output, and production by county

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☐ Telephone ☐ In-Person
Publications Section, 512/463-7255

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2412

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements Annual Report

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact Publications Section **Ph:** 512/463-7255

Other Comments

2413

Database Oil and Gas Directory
Source Railroad Commission

General Information

Description:
Directory of active organizations in the oil and gas industry. In three sections: alphabetical list of businesses, business specialty, and types of activity

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
?

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☐ Telephone ☐ In-Person
Publications Section, 512/463-7255

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.
General Public: Contact RRC

Govt. Entities:

2414

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements Organizational Report (Form P-5)

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4. Directories
5.

Agency Contact Publications Division **Ph:** 512/463-7255

Other Comments

Database Oil and Gas Docket

Source Railroad Commission

General Information

Description:
A system of tracking cases heard before the Commission

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2416

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Railroad Commission
3. Licensing And Regulation
4. Oil And Gas Industry
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Oil and Gas Field

Source Railroad Commission

General Information

Description:
Information on fields appearing on the Oil and Gas Production Schedules. Data include: information on individual fields, field rules, remarks and allocation formulas, allowable and production statistics, etc.

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division Ph: 512/463-7254

Other Comments

Database **Oil and Gas Production Data Base**

Source Railroad Commission

General Information

Description:
Information on the amount of oil and gas produced. Data includes: RRC district, oil lease no., gas well identification no., oil production, casinghead gas production, gas well production, condensate production oil lease overproduction status, gas well status ang capability, etc.

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2420

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Oil and Gas Well Bore

Source Railroad Commission

General Information

Description:
Historical information on each bore or hole in the ground. Data include: technical and completion information, date forms were filed, tubing, casing, perforations, liner, formation data, squeeze, useable quality water protection, old & new location, plugging, and drilling permit no.

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities: 2422

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: Supplements a variety of operators' reports ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Natural Resources 2. Oil And Gas Industry 3. Licensing And Regulation 4. 5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Oil and Gas Well Data Base

Source Railroad Commission

General Information

Description:
Information used to calculate next month's allowable for oil and gas wells. Data includes: RRC district, oil lease number, gas well identification number, well allowable, allowable code, 24 hr. test information, and other related information

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2424

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Oil Detail Well Tape

Source Railroad Commission

General Information

Description:
Information on individual wells in a multi-well grouping. Data include: field, operator, multi-well and lease numbers., county codes, well types, test information, producing methods, water production, previous test information, offshore codes and other information

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Bi-monthly

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database **Oil Master**

Source Railroad Commission

General Information

Description:
All allowable and production information on each oil lease. Data include : individual fields, field allocation formulas and their corresponding factors, leases, allowable and production information

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Bi-monthly

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2428

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Organization Report (P-5)

Source Railroad Commission

General Information

Description:
Directory information on oil and gas companies. Data include: the organization of the individual company, executives' names, type of company, and addresses

Purpose:
Maintain information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2430

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements information derived from Form P-5

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4. Directories
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

2431

Database P1 and P2 Gas Disposition

Source Railroad Commission

General Information

Description:
Gas disposition information from production reports

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2432

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Natural Resources 2. Oil And Gas Industry 3. Licensing And Regulation 4. 5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

2433

Database Pipeline Permits
Source Railroad Commission

General Information

Description:
Information on permits authorizing the operation of pipelines

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.
General Public: Contact RRC

Govt. Entities:

2434

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements information reported on forms T-4 and T-4C

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Saltwater Disposal

Source Railroad Commission

General Information

Description:
Information on saltwater disposal well permits. Data include: injection well volume allowed, casing and tubing information, elevation of well, permit and operator numbers., depth of injection zone, injection pressure, special restrictions and permit effective dates

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2436

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements Form W-14

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4. Waste Disposal
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

2437

Database **Secondary and Enhanced Recovery Project**

Source Railroad Commission

General Information

Description:
Information on all enhanced recovery projects and operations in Texas prior to 1982. Data include: injection volume and pressures, type of fluids, reservoir characteristics and project definition

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements survey of enhanced recovery operations

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Statewide Rules for Oil, Gas and Geothermal Operations

Source Railroad Commission

General Information

Description:
Specific regulations governing the orderly exploration, development, and production of oil, gas and geothermal energy as well as other associated resources

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
?

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☐ Telephone ☐ In-Person
Publications Section, 512/463-7255

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2440

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements Commission rules 1-85

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4. Geothermal Energy
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database **Texas Parks and Wildlife Bulletin Board**

Source Parks and Wildlife Department

General Information

Description:
Hunting, fishing, camping, state parks, news

Purpose:
Distributes information to hunters, fishermen and other outdoorsmen, department communication; source for media

Language & Platform:
ASCII

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
512/389-4430. Also 389-4431, -4307 and -4308

☒ Yes ☐ No Internet Access:
See Other Comments

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☒ Yes ☐ No Other: Window on State Government. See Other Comments

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2442

Special Tools/ Prerequisites

Query Tools:

Schemas:

Emulation: VT100

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
TPWD weekly news, job vacancies

☒ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☒ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. News And Information
2. Natural Resources
3. Outdoor Recreation
4. State Parks
5. Job Listings

Agency Contact

Paul Hope **Ph:** 512/389-4570
Conservation Communications

Other Comments

Accessible through Comptroller's "Window on State Government"

Database UIC Inventory and Monitoring

Source Railroad Commission

General Information

Description:
An inventory of all oil and gas disposal, injection, and storage wells

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2444

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements Forms H-1, H1A, H-10, H-5, W-14

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database **Well Location Mapping**
Source Railroad Commission

General Information

Description:
Graphic and non-graphic data associated with the 7.5 minute USGS quadrangles that are being digitized for the Well Location Data Base, including oil and gas well locations

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
FORTRAN

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.
General Public: Contact RRC
Govt. Entities:

2446

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements completion and plugging forms

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4.
5.

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Well Records

Source Edwards Underground Water District

General Information

Description:
Well schedules, ground water levels, water quality

Purpose:
Provides research and information to private and governmental agencies

Language & Platform:
DOS - Paradox

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☐ Telephone ☒ In-Person
Stephen Walthour, 210/222-2204

Information Provided by:
☐ Print out ☒ Verbally ☐ Other:

☐ Yes ☐ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public: No fees but requestor must supply own floppy disk

Govt. Entities:

2448

Special Tools/ Prerequisites

Query Tools:

Schemas: No

Emulation: n/a

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Water Resources
3. Edwards Aquifer
4.
5.

Agency Contact Steven D. Walthour **Ph:** 210/222-2204
Field Operations

Other Comments This database is expected to be available December 31, 1993.

Database WINDINF

Source Texas A&M University-Corpus Christi

General Information

Description:
It has water level, wind speed and direction, air temperature, water temperature, and barometric pressure

Purpose:
Provides scientific data for modeling changes in water level along the Texas Coast

Language & Platform:
Relational database called INGRES. It runs on UNIX

Updates:
☒ Daily ☐ Monthly ☐ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
Contact the Blucher Institute at 512/994-2720 for dial-up information

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2450

Special Tools/ Prerequisites

Query Tools: n/a
Schemas:
Emulation:

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☒ Yes ☐ No Source Database Available

Daily Use

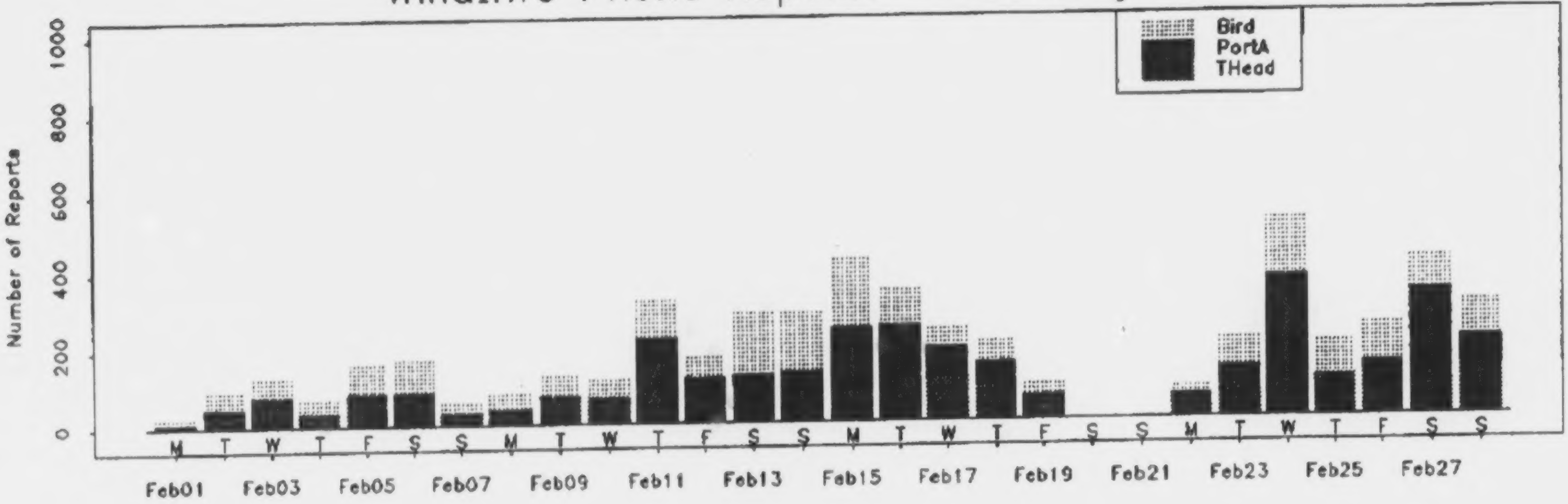
Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Water Resources
2. Gulf Coast
3. Weather
4. Natural Resources
5.

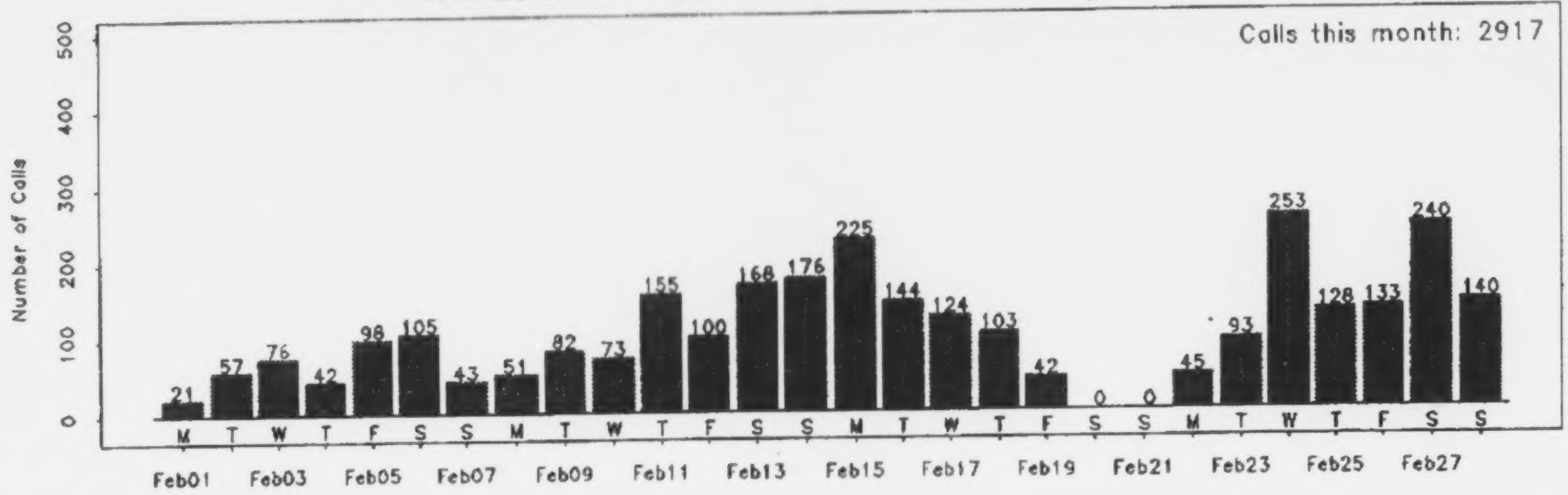
Agency Contact Dr. Gary Jefferess **Ph:** 512/994-2720
Blucher Institute

Other Comments Includes sample



WindInfo Phone Reports – February 1993

06/02/93 03:43 CDT



WindInfo Phone Calls – February 1993

Calls this month: 2917

2452

2453

Database **ACTLAB Gopher**
Source University of Texas at Austin

General Information

Description:
Academic and technical papers; pointers to gophers, muds and moos

Purpose:
Provides access to research that is relevant to the study of virtual systems (including interfaces, interaction and agency)

Language & Platform:
ASCII and binary files on UNIX. Platform (SPARC)

Updates:
☒ Daily ☐ Monthly ☒ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:
Available only to UT Austin computer account holders

☒ Yes ☐ No Internet Access:
gopherhost.cc.utexas.edu

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2454

Special Tools/ Prerequisites

Query Tools: Gopher

Schemas:

Emulation: As determined by your gopher software

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Too many to list here

☒ Yes ☐ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☒ 75+

Subjects Covered

1. Science And Technology
2. Education, Higher
3. Academic Research
4. Virtual Systems
5.

Agency Contact

Allucquere Rosanne Stone **Ph:** 512/471-6499
Radio-TV-Film

Other Comments

The Advanced Communication Technologies (ACT) Laboratory is located in the Radio Television and Film (RTF) Department of the Communications College at the University of Texas at Austin. Presently, the primary users of the laboratory are students in a class titled "The Challenge of Interactive Multimedia"

We welcome suggestions regarding material to consider including in this Gopher. Send suggestions to gopher@actlab.rtf.utexas.edu

Database **DIR Bulletin Board**

Source Department of Information Resources

General Information

Description:
Technical information on various topics including articles, evaluations, and announcements of technologies under evaluation

Purpose:
Distributes information from the State Technology Assessment Center (STAC)

Language & Platform:
Wildcat BBS software from Mustang software

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As needed

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
512/475-2302

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2456

Special Tools/ Prerequisites

Query Tools: None
Schemas: No
Emulation: ANSI

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Supplements STAC Notes and Tech Times

☒ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available
n/a

Daily Use

Number of Information requests received each day:
☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Government Administration
2. Science And Technology
3. News And Information
4. Computer Technology
5.

Agency Contact

Wayne McDilda **Ph:** 512/475-4715
Statewide Technology Assessment Center

Other Comments

Includes supplementary information which represents a bulletin board that will eventually replace the one described above.

BULLETIN BOARD SERVICES

The following are essential services to provide the up-to-date information from, about, and to the DIR:

1. Access from a dial-up device or over the CAPNET network
2. Ability to view the information in a menu format from a variety of devices (dumb terminal, PC, Macintosh, VAX, UNIX workstation)
3. Ability to retrieve or down load information
4. Ability to use an index or search tool to find information on the bulletin board.
5. Ability for DIR to receive information and respond to requests from outside callers.
6. Utilize existing resources through bulletin board connections to other information sources.
7. Provide the above services with production level support.

BULLETIN BOARD INFORMATION

The following items are information that DIR would post to its bulletin board on a regular basis.

1. General information about DIR: Mission, organizational structure, services DIR offers, how to obtain DIR services.
2. Information about DIR specific to the vendor community.
3. DIR rules (1 TAC, § 201) plus proposed and adopted changes that are published in the Texas Register.
4. DIR Calendar of important dates such as DIR reporting due dates, board meetings, conferences, etc.
5. Board Meeting announcements, agendas, and minutes.
6. Information on interagency focus groups such as: Open Systems Workgroup, GIS Planning Council, Emergency Management. For each topic, bulletin board information could include things like: issue papers, reports, directives, meeting times, project updates, product information.

7. List of agencies which report to DIR, their strategic and operating plans, and annual reports.

8. Strategic and Biennial Operating Plan instructions and files on the BBS, so that agencies could download files, such as spreadsheets, and later electronically submit completed plans back to the DIR BBS.

9. Questions and comments for DIR personnel by subject area. The System Administrator would route bulletin board messages (via eMail) to the appropriate Division for replies.

10. List of current events that affect Information Resources in state government.

11. Electronic mail over BBS for those not on CAPNET or other networks.

12. Forum for IRMs to share information and highlight project successes.

13. Equipment and software classified ads for exchange of unused items.

14. Phone number and E-mail address of key DIR staff that interact with agencies, vendors, and the public.

15. Highlight areas of DIR services, perhaps one per division or one per area of specialization. Each would also accommodate requests for information about services, and requests for services. (Specifics for some areas are outlined below.)

Newsletter

16. Tech Times - past issues and as a means to disseminate new issues.

Library

17. Technology Information Center - hours, location, services provided.

18. Indexes to material from META Group and IDC Government (or whomever has the Statewide Contract for Information Services).

19. Teleconference announcements (META Group) in which all agencies can participate.

Purchasing

20. Items available from Cooperative Contracts, site-licenses, instructions on how to obtain equipment through Cooperative Contracts, order forms for downloading and submission.

21. Consolidated database of catalogues.

Training

22. Training class schedules, cancellation notices, things happening today, product reviews, conference announcements, fees, registration instructions, on-line registration submittal.

Human Resources

23. Job listings, application forms which could be downloaded, filled in by applicants, and uploaded back into the system.

Other

24. A statewide ADDRESS DATA BASE for all agencies to use.

ADDITIONAL NETWORK SERVICES

In addition to information from, about, and to the DIR, the Bulletin Board will link to existing Internet services:

1. Use the network to retrieve files from public areas on Internet computers over the network (via anonymous file transfer protocol).

2. Use the network to view electronic mailing lists of Internet Users registered to receieve documents in a given subject area. (Government Documents, White House Press Releases, Public Policy Issues, etc.) (Mailing Lists)

3. Receive specific information in a given subject area(s). (i.e. USENET News)

4. Tools to navigate or search the network for the location of desired information. The location or owner of the data is not required. (i.e. GOPHER)

5. Tools to query data bases on the network. (i.e. WAIS)

Database **E-Source**

Source General Land Office

General Information

Description:
Information obtained from the Natural Resource Conservation Commission on where public businesses can recycle waste. Also includes a vendor database, calendar of events, and list of speakers

Purpose:
Provides information of recycling markets

Language & Platform:
Q&A, IBM-PC, DOS Platform

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: Annually

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
Wildcat BBS. In Austin: 512/463-6257. 1-800-831-8826

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
Larry Rosenblatt, 512/463-4760

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities: Free

2461

Special Tools/ Prerequisites

Query Tools: Yes
Schemas:
Emulation:

Information Access

Database ☒ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:
Produced by TNRCC

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Recycling
2. Solid Waste
3. Science And Technology
4. Natural Resources
5.

Agency Contact

Terry Robinson **Ph:** 512/463-5344
Marketing Coordinator

Other Comments

A brochure about E-Source is available from the agency

Database **Flower.egr.uh.edu**

Source University of Houston

General Information

Description:
Engineering data

Purpose:
Provides engineering data

Language & Platform:
32M NeXTStation under NeXTSTEP 3.0 and the Mach kernel

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
flower.egr.uh.edu

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2463

Special Tools/ Prerequisites

Query Tools: Gopher

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:

☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Engineering
2. Science And Technology
3. Academic Research
4.
5.

Agency Contact

Brian Hodgdon **Ph:** 713/743-1449
Information Services

Other Comments

Database Microlib-Library of Microcomputer Software
Source University of Texas at Austin

General Information

Description:
Public-domain and shareware software for Macintosh and DOS microcomputers and indexes to that software

Purpose:
Makes available public-domain and shareware software for Macintosh and DOS microcomputers

Language & Platform:
Software is compressed and archived with microcomputer utilities

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As needed

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
gopherhost@cc.utexas.edu. See Comments for more information.

☒ Yes ☐ No Commercial Services:
Those that offer Internet access

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
Consulting Services, 512/471-3241

Information Provided by:
☒ Print out ☒ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.
General Public:
Govt. Entities:

2465

Special Tools/ Prerequisites

Query Tools: Gopher

Schemas:

Emulation: As determined by gopher client software

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☒ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Education, Higher
2. Science And Technology
3. Computer Technology
4.
5.

Agency Contact

Microcomputer Technologies **Ph:** 512/471-6317
Computation Center

Other Comments

Internet Access, cont. Select: ut-austin/computation center/microcomputers/software: archives ... / microlib-utaustin

Database **Signal Recognition Particle Database (SRPDB)**

Source University of Texas Health Center at Tyler

General Information

Description:
SRPD consists of phylogentically ordered, aligned, and annotated sequences of the SRP RNA and the SRP proteins

Purpose:
Maintains and distributes data of the molecular components of signal recognition particle (SRP)

Language & Platform:
Text files, VAX VMS and UNIX

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available.

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
Anonymous ftp to iris.hct.utexas.edu (currently 192.88.11.2)

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2467

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☒ No Text Document Available

☐ Yes ☒ No Source Database Available

Daily Use

Number of Information requests received each day:

☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Biology
2. Academic Research
3. Science And Technology
4.
5.

Agency Contact

Christian Zwieb **Ph:** 903/877-7689
Department of Molecular Biology

Other Comments

Internet access: Use email address as password

SRPDB is the result of a collaborative effort with Dr. Niels Larsen, Department of Microbiology, University of Illinois, Urbana, IL 61801

Database UH Gene-Server
Source University of Houston

General Information

Description:
Biology data

Purpose:
Provides general biology data

Language & Platform:

Updates:
☐ Daily ☒ Monthly ☐ Quarterly ☐ Other:

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☒ Yes ☐ No Internet Access:
Ftp.bchs.uh.edu

☐ Yes ☒ No Commercial Services:

☐ Yes ☒ No Staff Assistance by: ☐ Telephone ☐ In-Person

Information Provided by:
☐ Print out ☐ Verbally ☐ Other:

☐ Yes ☒ No Other:

Access Fees

Fees? ☒ Its free ☐ There are fees.

General Public:

Govt. Entities:

2469

Special Tools/ Prerequisites

Query Tools: Gopher
Schemas:
Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☒ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Biology
2. Science And Technology
3. Academic Research
4.
5.

Agency Contact

Dan Davison **Ph:** 713/743-8360
Biology

Other Comments

Database Waste Exchange

Source Department of Commerce

General Information

Description:
The Resource Exchange Network for Eliminating Waste (RENEW) is a materials exchange program to promote the recycling or reuse of waste materials

Purpose:
Provides information to help market your waste materials, save on disposal costs, promote recycling, and save the environment

Language & Platform:
TEAMate

Updates:
☐ Daily ☐ Monthly ☒ Quarterly ☐ Other:

Means of Access

☒ Yes ☐ No Direct Computer Dial-Up:
VT100 emulation, 8,n,1. 1-800-446-8676 or in Austin, 320-9690

☒ Yes ☐ No Internet Access:
texis.tdoc.texas.gov. Contact agency for password information

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☐ In-Person
512/463-7773

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Disk

☐ Yes ☐ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: $10 registration fee, $50 annual subscription

Govt. Entities: Same as general public

Special Tools/ Prerequisites

Query Tools: Databases are accessed via an online menuing system

Schemas:

Emulation: VT100

Information Access

Database ☐ Does ☒ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☒ Yes ☐ No Text Document Available

☒ Yes ☐ No Source Database Available
Texas Natural Recource Conservation Commission

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Recycling
2. Waste Disposal
3. Natural Resources
4. Science And Technology
5.

Agency Contact

Hope Castillo **Ph:** 512/463-7773

Other Comments

The Waste Exchange provides the same information availble in the RENEW publication produced by the Texas Natural Resource Conservation Commission

Includes sample

THE WASTE EXCHANGE

Description : Entered 07/16/92 by txwater
Variable, 40gals/month. Sample and lab analysis available. TX

Contact: Robert Stuckey
Company: .
Address: .
City : Hauppauge, NY .
Country: .
Phone : 516-434-2627
Fax : .

Description : Entered 07/17/92 by txwater
Dry alum (Aluminum Sulfate). Main constituent 17% alum powder. Contains 100 ppm iron, pH 3.5. Reacts with strong alkalies, 90% thru 100 mesh. Potential use: water treatment. Presently 400 tons, continuous 30tons/month, pallets. Sample and lab analysis available. TX

Contact: Mike Mebta
Company: .
Address: .
City : Houston, TX .
Country: .
Phone : 713-928-3411
Fax : .

Description : Entered 07/17/92 by txwater
Unused product. pH13, flash point 126 F. Clear, colorless, fuming liquid. Potential use:recycling. One-time only,350 gallons, drums. Sample available. TX

Contact: Hope Castillo
Company: RENEW
Address: Texas Water Commission
City : Austin, TX .
Country: .
Phone : 512-463-7773
Fax : .

Description : Entered 07/17/92 by txwater
Main constituent 35% hydrogen peroxide in water. Water white with pungent odor, oxidizer, drums never opened. Potential use: oxidezer. 110 gallons, 2-55 gal. drums. One-time only, MSDS available. TX

Contact: Hope Castillo
Company: RENEW
Address: Texas Water Commission
City : Austin, TX .
Country: .
Phone : 512-463-7773
Fax : .

Description : Entered 07/17/92 by txwater
Generated by drying of gas in a bulk gas in a bulk gas plant. Main constituent 60% silicon dixoide. Contains 40% aluminum oxide., 20% sodium dixoide, 5% magnesium. Type 13X, contaminated with a small amount of activated carbon, les

Database LP-Gas-Truck Registration

Source Railroad Commission

General Information

Description:
A system for tracking safety checks for trucks registering to transport LP-Gas

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

Special Tools/ Prerequisites	Query Tools: n/a Schemas: Emulation:
Information Access	Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document. Publications that the database replaces or supplements: ☐ Yes ☐ No Text Document Available ☐ Yes ☐ No Source Database Available
Daily Use	Number of information requests received each day: ☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+
Subjects Covered	1. Natural Resources 2. Oil And Gas Industry 3. Licensing And Regulation 4. Trucks 5. Transportation

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database Transportation

Source Railroad Commission

General Information

Description:
Information on the Transportation Registration System as well as the Insurance Verification System and the Carrier Agent System

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2476

Special Tools/ Prerequisites

Query Tools: n/a

Schemas:

Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4. Transportation
5. Trucks

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Database **Transportation Docket**

Source Railroad Commission

General Information

Description:
A system for tracking the processing of a carrier application from the date it is received until its final disposition. Data include: applicant's name and attorney's name, subject of case, type of case, examiner's name code and remarks

Purpose:
Maintains information on oil and gas related activities

Language & Platform:
COBOL

Updates:
☐ Daily ☐ Monthly ☐ Quarterly ☒ Other: As available

Means of Access

☐ Yes ☒ No Direct Computer Dial-Up:

☐ Yes ☒ No Internet Access:

☐ Yes ☒ No Commercial Services:

☒ Yes ☐ No Staff Assistance by: ☒ Telephone ☒ In-Person
ADP Division, 512/463-7254

Information Provided by:
☐ Print out ☒ Verbally ☒ Other: Other storage formats as available

☐ Yes ☒ No Other:

Access Fees

Fees? ☐ Its free ☒ There are fees.

General Public: Contact RRC

Govt. Entities:

2478

Special Tools/ Prerequisites

Query Tools: n/a
Schemas:
Emulation:

Information Access

Database ☐ Does ☐ Does Not replace information previously made available to the public only as a paper document.

Publications that the database replaces or supplements:

☐ Yes ☐ No Text Document Available

☐ Yes ☐ No Source Database Available

Daily Use

Number of Information requests received each day:
☐ 1-9 ☐ 10-24 ☐ 25-49 ☐ 50-74 ☐ 75+

Subjects Covered

1. Natural Resources
2. Oil And Gas Industry
3. Licensing And Regulation
4. Transportation
5. Trucks

Agency Contact ADP Division **Ph:** 512/463-7254

Other Comments

Section 2

Index to Public Information Databases

Alamo Area Council of Governments.
- Regional GIS ..... **III-17.**
- TIGER Line Files ..... **III-25.**
- U.S. Census Data ..... **III-29.**

Alcohol and Drug Abuse, Commission on.
- Facility Capacity Management System (FACTS) ..... **VII-1.**

Alcoholic Beverage Commission.
- Licensing Information Processing System ..... **I-13.**

Ark-Tex Council of Governments.
- United States Census Data ..... **III-27.**

Cancer Council.
- Texas Cancer Data Center ..... **VII-7.**

Central Texas College.
- Central Texas College BBS ..... **IV-9.**

Commerce, Department of.
- Community Profiles ..... **VI-3.**
- County Income Data ..... **III-7.**
- County Time Series ..... **III-9.**
- Directory of Texas Companies ..... **I-3.**
- Hotel/Motel Performance Data ..... **I-5.**
- Industry Profile System (County Business Patterns) ..... **I-7.**
- International Trade Leads ..... **I-9.**
- Japanese Importers Directory ..... **I-11.**
- Population Projections ..... **III-13.**
- Rural Resource Guide ..... **I-17.**
- Selected State and Federal Sources of Capital ..... **I-19.**
- State License and Permit Information ..... **I-21.**
- Texas County Labor Force Data ..... **V-7.**
- Texas County Poverty Data ..... **III-19.**
- Texas County Profiles ..... **III-21.**
- Texas Minority- & Women-Owned Business Directory ..... **I-23.**
- Texas Population Data ..... **III-23.**
- Texas Wage and Salary Data ..... **V-9.**
- Waste Exchange ..... **X-15.**

Comptroller of Public Accounts.
- Window on State Government ..... **I-29.**

Cooke County College.
- WINCAT ..... **VIII-71.**

Counselors, Board of Examiners of Professional.
- LPC ..... **VII-3.**

Criminal Appeals, Court of.
- Case Management ..... **VI-1.**

East Texas State University.
- ETSU LION (Library Information Online Network) ..... **VIII-11.**

Edwards Underground Water District.
  GIS Graphic Data ..... **IX-33.**
  Well Records ..... **IX-95.**

El Paso Community College District.
  El Paso Library Public Access Catalog ..... **VIII-9.**
  Rio Grande Free Net ..... **IV-39.**

Employment Commission.
  Hi-TECH BBS ..... **V-1.**

Fire Protection, Commission on.
  TCFP Bulletin Board ..... **II-9.**

Higher Education Coordinating Board.
  AGENDA ..... **IV-1.**
  CB-NEWS ..... **IV-7.**
  Institution Profile Reports (prep) ..... **IV-25.**
  MINUTES ..... **IV-29.**

Houston-Galveston Area Council.
  Regional Census Data: 1990 ..... **III-15.**

Information Resources, Department of.
  DIR Bulletin Board ..... **X-3.**

Lamar University at Beaumont.
  Current Periodicals ..... **VIII-7.**
  Faculty Bibliography ..... **IV-15.**
  Gulf Coast Environmental Library Electronic BBS ..... **VIII-15.**
  Library Catalog ..... **VIII-25.**
  Standards Database ..... **VIII-53.**
  U.S. Environmental Protection Agency Publications ..... **VIII-67.**

Land Office, General.
  Archives ..... **VIII-1.**
  E-Source ..... **X-5.**

Legislative Reference Library.
  Clippings and Bill Files ..... **VIII-3.**
  Legislative Information System of Texas (LIST) ..... **VI-5.**
  Legislative Reference Library Catalog ..... **VIII-21.**
  Texas Appointment System ..... **VI-7.**

Library, Texas State.
  Library Catalog of Texas State Agencies ..... **VIII-29.**
  Map Collection ..... **VIII-37.**
  Nacogdoches Archives ..... **VIII-43.**
  Prints and Photographs ..... **VIII-49.**
  Republic Documents ..... **VIII-51.**
  State Agencies ..... **VIII-55.**
  Texas Academic Library Statistics ..... **VIII-61.**
  Texas Public Library Statistics ..... **VIII-63.**

Lower Colorado River Authority.
  HYDROMET Database ..... **IX-37.**

Midland College.
MIDCAT ..... VIII-41.

Navarro College.
General Catalog ..... VIII-13.

North Central Texas Council of Governments.
1990 Census Data ..... III-1.

Nurse Examiners, Board of.
Rnmaster File ..... VII-5.

Parks and Wildlife Department.
Customer Databases ..... IX-7.
Texas Parks and Wildlife Bulletin Board ..... IX-89.

Public Safety, Department of.
Driver Record ..... II-1.
Family Violence Master File ..... II-3.
Hate Crime Master File ..... II-5.
Motor Vehicle Traffic Accident Information ..... II-7.
UCR Master File ..... II-11.

Racing Commission.
Texas Racing Commission Licensing System ..... I-25.

Railroad Commission.
Alternative Fuels Site and Fleet Information ..... IX-1.
Authority to Transport Products (P-4) ..... IX-3.
Disposal Pits ..... IX-9.
Drilling Permits ..... IX-11.
Gas Allowable By Gatherer ..... IX-15.
Gas Allowable By Operator ..... IX-17.
Gas Master ..... IX-19.
Gas Processing Plant ..... IX-21.
Gas Purchaser Stripout ..... IX-23.
Gas Purchaser System ..... IX-25.
Gas Utilities Annual Report ..... IX-27.
Gas Utilities Docket ..... IX-29.
Gas Well Test (G-10) ..... IX-31.
Hydrogen Sulfide (H-9) ..... IX-35.
Information & Statistical Facts on Coal & Uranium Mining ..... IX-39.
Liquid Hydrocarbon Leaks, Spills (H-8) ..... IX-41.
LP-Gas Approvals ..... IX-43.
LP-Gas Examinations ..... IX-45.
LP-Gas Inspections ..... IX-47.
LP-Gas Insurance ..... IX-49.
LP-Gas Licensing ..... IX-51.
LP-Gas-Truck Registration ..... XI-1.
NGPA (Natural Gas Policy Act) ..... IX-53.
Oil Allowable by Gatherer ..... IX-55.
Oil Allowable by Operator ..... IX-57.
Oil and Gas Annual Report ..... IX-59.

Railroad Commission, Cont.
- Oil and Gas Directory ..... **IX-61.**
- Oil and Gas Docket ..... **IX-63.**
- Oil and Gas Field ..... **IX-65.**
- Oil and Gas Production Data Base ..... **IX-67.**
- Oil and Gas Well Bore ..... **IX-69.**
- Oil and Gas Well Data Base ..... **IX-71.**
- Oil Detail Well Tape ..... **IX-73.**
- Oil Master ..... **IX-75.**
- Organization Report (P-5) ..... **IX-77.**
- P1 and P2 Gas Disposition ..... **IX-79.**
- Pipeline Permits ..... **IX-81.**
- Saltwater Disposal ..... **IX-83.**
- Secondary and Enhanced Recovery Project ..... **IX-85.**
- Statewide Rules for Oil, Gas and Geothermal Operations ..... **IX-87.**
- Transportation ..... **XI-3.**
- Transportation Docket ..... **XI-5.**
- UIC Inventory and Monitoring ..... **IX-91.**
- Well Location Mapping ..... **IX-93.**

San Antonio College.
- NOTIS Online Public Access Catalog ..... **VIII-45.**

South East Texas Regional Planning Commission.
- 1990 Regional Profile ..... **III-3.**

Tarleton State University.
- Library Bibliography ..... **VIII-23.**

Texas A&M International University.
- Center for Border Economic & Enterprise Development ..... **I-1.**
- NAFTA Text Database ..... **I-15.**
- TAMIU Gateway Database ..... **IV-41.**

Texas A&M University.
- Texas A&M Electronic Phone Book ..... **IV-43.**
- Texas A&M University Employment Opportunities ..... **V-5.**
- Texas A&M University Experts - Spokespersons/Facts ..... **IV-45.**

Texas A&M University at Galveston.
- Galveston Bay Bibliography ..... **IX-13.**

Texas A&M University-Corpus Christi.
- WINDINF ..... **IX-97.**

Texas State Technical College-Amarillo.
- Harrington Library Consortium On-Line Catalog ..... **VIII-17.**

Texas State Technical College-Waco.
- TSTCPAC ..... **VIII-65.**

Texas Tech University.
- TechPAC ..... **VIII-59.**

Transportation, Department of.
- TRAX ..... **I-27.**

University of Houston.
Flower.egr.uh.edu ..... **X-7.**
GOPHER.UH.EDU ..... **IV-19.**
UH Gene-Server ..... **X-13.**

University of North Texas.
Campus-wide Information System (CWIS-Gopher) ..... **IV-5.**
Library's On-line Public Access Catalog (OPAC) ..... **VIII-33.**

University of North Texas Health Science Center at Fort Worth.
Library Information System--Public Catalog & Medline ..... **VIII-31.**

University of Texas at Arlington.
LUIS ..... **VIII-35.**

University of Texas at Austin.
ACTLAB Gopher ..... **X-1.**
Computation Center Publications ..... **IV-11.**
Computation Center Reference Library ..... **VIII-5.**
Daily Texan ..... **IV-13.**
Gopher Server for UT Austin Computer Sciences Dept. ..... **IV-17.**
INRECH (UT Austin Equipment Inventory) ..... **IV-23.**
LASNET ..... **IV-27.**
Latin American & Caribbean Economic and Social Data ..... **III-11.**
Latin American Information Base (LAIB) ..... **VIII-19.**
Microlib-Library of Microcomputer Software ..... **X-9.**
Noncredit Computer Classes ..... **IV-31.**
NOTISEM (Noticiero del Servicio Exterior Mexicano) ..... **IV-33.**
PNJOBS - UT Austin Jobs Available ..... **IV-35.**
Policies Information ..... **IV-37.**
TALLONS ..... **VIII-57.**
Texas Union Gopher ..... **IV-47.**
TXTELE (faculty/staff telephone directory) ..... **IV-49.**
UT Austin Directory (X.500) ..... **IV-51.**
UTCAT ..... **VIII-69.**

University of Texas at Dallas.
INFOSERV ..... **IV-21.**
McDermott Library Catalog ..... **VIII-39.**

University of Texas at El Paso.
Borderbase ..... **III-5.**

University of Texas Health Center at Tyler.
Signal Recognition Particle Database (SRPDB) ..... **X-11.**

University of Texas Health Science Center at Houston.
Campus-wide Information Service ..... **IV-3.**

University of Texas Medical Branch at Galveston.
Library Catalog ..... **VIII-27.**

Water Development Board.
BORDERLANDS (through bulletin board) ..... **IX-5.**

Weatherford College.
On-Line Catalog (CIRC/CAT) ..... **VIII-47**.

Workers' Compensation Commission.
Subscriber/Nonsubscriber ..... **V-3**.

Academic Libraries
Texas Academic Library Statistics (Texas State Library) ..... **VIII-61**.

Academic Research
ACTLAB Gopher (University of Texas at Austin) ..... **X-1**.
Faculty Bibliography (Lamar University at Beaumont) ..... **IV-15**.
Flower.egr.uh.edu (University of Houston) ..... **X-7**.
LASNET (University of Texas at Austin) ..... **IV-27**.
Signal Recognition Particle Database (SRPDB) (University of Texas Health Center at Tyler) ..... **X-11**.
Texas A&M University Experts - Spokespersons/Facts (Texas A&M University) ..... **IV-45**.
UH Gene-Server (University of Houston) ..... **X-13**.

Alcohol and Drug Abuse Treatment
Facility Capacity Management System (FACTS) (Commission on Alcohol and Drug Abuse) ..... **VII-1**.

Alcoholic Beverage Industry
Licensing Information Processing System (Alcoholic Beverage Commission) ..... **I-13**.

Alternative Fuels
Alternative Fuels Site and Fleet Information (Railroad Commission) ..... **IX-1**.

Arrests
UCR Master File (Department of Public Safety) ..... **II-11**.

Biology
Signal Recognition Particle Database (SRPDB) (University of Texas Health Center at Tyler) ..... **X-11**.
UH Gene-Server (University of Houston) ..... **X-13**.

Border Issues
Borderbase (University of Texas at El Paso) ..... **III-5**.
BORDERLANDS (through bulletin board) (Water Development Board) ..... **IX-5**.
Center for Border Economic & Enterprise Development (Texas A&M International University) ..... **I-1**.
NAFTA Text Database (Texas A&M International University) ..... **I-15**.

Business and Commerce
Center for Border Economic & Enterprise Development (Texas A&M International University) ..... **I-1**.
Community Profiles (Department of Commerce) ..... **VI-3**.
Directory of Texas Companies (Department of Commerce) ..... **I-3**.
Hotel/Motel Performance Data (Department of Commerce) ..... **I-5**.
Industry Profile System (County Business Patterns) (Department of Commerce) ..... **I-7**.
International Trade Leads (Department of Commerce) ..... **I-9**.
Japanese Importers Directory (Department of Commerce) ..... **I-11**.
Latin American & Caribbean Economic and Social Data (University of Texas at Austin) ..... **III-11**.
Latin American Information Base (LAIB) (University of Texas at Austin) ..... **VIII-19**.

Business and Commerce, Cont.

Licensing Information Processing System (Alcoholic Beverage Commission) ..... **I-13.**
NAFTA Text Database (Texas A&M International University) ..... **I-15.**
Rural Resource Guide (Department of Commerce) ..... **I-17.**
Selected State and Federal Sources of Capital (Department of Commerce) ..... **I-19.**
State License and Permit Information (Department of Commerce) ..... **I-21.**
Subscriber/Nonsubscriber (Workers' Compensation Commission) ..... **V-3.**
TAMIU Gateway Database (Texas A&M International University) ..... **IV-41.**
Texas Minority- & Women-Owned Business Directory (Department of Commerce) ..... **I-23.**
Texas Wage and Salary Data (Department of Commerce) ..... **V-9.**
TRAX (Department of Transportation) ..... **I-27.**
Window on State Government (Comptroller of Public Accounts) ..... **I-29.**

By City

Community Profiles (Department of Commerce) ..... **VI-3.**
Hotel/Motel Performance Data (Department of Commerce) ..... **I-5.**
Texas Population Data (Department of Commerce) ..... **III-23.**

By County

County Income Data (Department of Commerce) ..... **III-7.**
County Time Series (Department of Commerce) ..... **III-9.**
Hotel/Motel Performance Data (Department of Commerce) ..... **I-5.**
Industry Profile System (County Business Patterns) (Department of Commerce) ..... **I-7.**
Population Projections (Department of Commerce) ..... **III-13.**
Texas County Labor Force Data (Department of Commerce) ..... **V-7.**
Texas County Poverty Data (Department of Commerce) ..... **III-19.**
Texas County Profiles (Department of Commerce) ..... **III-21.**
Texas Population Data (Department of Commerce) ..... **III-23.**

Campus Information

Campus-wide Information Service (University of Texas Health Science Center at Houston) ..... **IV-3.**
Campus-wide Information System (CWIS-Gopher) (University of North Texas) ..... **IV-5.**
Central Texas College BBS (Central Texas College) ..... **IV-9.**
Daily Texan (University of Texas at Austin) ..... **IV-13.**
GOPHER.UH.EDU (University of Houston) ..... **IV-19.**
INFOSERV (University of Texas at Dallas) ..... **IV-21.**
INRECH (UT Austin Equipment Inventory) (University of Texas at Austin) ..... **IV-23.**
Noncredit Computer Classes (University of Texas at Austin) ..... **IV-31.**
Policies Information (University of Texas at Austin) ..... **IV-37.**
Rio Grande Free Net (El Paso Community College District) ..... **IV-39.**
Texas A&M Electronic Phone Book (Texas A&M University) ..... **IV-43.**
Texas A&M University Experts - Spokespersons/Facts (Texas A&M University) ..... **IV-45.**
Texas Union Gopher (University of Texas at Austin) ..... **IV-47.**
TXTELE (faculty/staff telephone directory) (University of Texas at Austin) ..... **IV-49.**

Campus Information, Cont.
UT Austin Directory (X.500) (University of Texas at Austin) ..... **IV-51**.

Cancer
Texas Cancer Data Center (Cancer Council) ..... **VII-7**.

Caribbean
Latin American & Caribbean Economic and Social Data (University of Texas at Austin) ..... **III-11**.

Census Information
1990 Census Data (North Central Texas Council of Governments) ..... **III-1**.
1990 Regional Profile (South East Texas Regional Planning Commission) ..... **III-3**.
Regional Census Data: 1990 (Houston-Galveston Area Council) ..... **III-15**.
TIGER Line Files (Alamo Area Council of Governments) ..... **III-25**.
United States Census Data (Ark-Tex Council of Governments) ..... **III-27**.
U.S. Census Data (Alamo Area Council of Governments) ..... **III-29**.

Chemical Dependency Treatment Centers
Facility Capacity Management System (FACTS) (Commission on Alcohol and Drug Abuse) ..... **VII-1**.

Cities
Community Profiles (Department of Commerce) ..... **VI-3**.
TAMIU Gateway Database (Texas A&M International University) ..... **IV-41**.
Texas Population Data (Department of Commerce) ..... **III-23**.

College Students
Institution Profile Reports (prep) (Higher Education Coordinating Board) ..... **IV-25**.
Texas A&M Electronic Phone Book (Texas A&M University) ..... **IV-43**.
UT Austin Directory (X.500) (University of Texas at Austin) ..... **IV-51**.

Colleges and Universities
Institution Profile Reports (prep) (Higher Education Coordinating Board) ..... **IV-25**.

Colorado River
HYDROMET Database (Lower Colorado River Authority) ..... **IX-37**.

Computer Technology
Computation Center Publications (University of Texas at Austin) ..... **IV-11**.
Computation Center Reference Library (University of Texas at Austin) ..... **VIII-5**.
DIR Bulletin Board (Department of Information Resources) ..... **X-3**.
Microlib-Library of Microcomputer Software (University of Texas at Austin) ..... **X-9**.
Noncredit Computer Classes (University of Texas at Austin) ..... **IV-31**.

Counselors
LPC (Board of Examiners of Professional Counselors/Department of Health) ..... **VII-3**.

Counties
County Income Data (Department of Commerce) ..... **III-7**.
County Time Series (Department of Commerce) ..... **III-9**.
Industry Profile System (County Business Patterns) (Department of Commerce) ..... **I-7**.
Population Projections (Department of Commerce) ..... **III-13**.

Counties, Cont.

TAMIU Gateway Database (Texas A&M International University) ..... **IV-41**.
Texas County Labor Force Data (Department of Commerce) ..... **V-7**.
Texas County Poverty Data (Department of Commerce) ..... **III-19**.
Texas County Profiles (Department of Commerce) ..... **III-21**.
Texas Population Data (Department of Commerce) ..... **III-23**.

Crime and Public Safety

Case Management (Court of Criminal Appeals) ..... **VI-1**.
Driver Record (Department of Public Safety) ..... **II-1**.
Family Violence Master File (Department of Public Safety) ..... **II-3**.
Hate Crime Master File (Department of Public Safety) ..... **II-5**.
Motor Vehicle Traffic Accident Information (Department of Public Safety) ..... **II-7**.
TCFP Bulletin Board (Commission on Fire Protection) ..... **II-9**.
UCR Master File (Department of Public Safety) ..... **II-11**.

Crime Statistics

Family Violence Master File (Department of Public Safety) ..... **II-3**.
Hate Crime Master File (Department of Public Safety) ..... **II-5**.
UCR Master File (Department of Public Safety) ..... **II-11**.

Curriculum

Institution Profile Reports (prep) (Higher Education Coordinating Board) ..... **IV-25**.

Demographics

1990 Census Data (North Central Texas Council of Governments) ..... **III-1**.
1990 Regional Profile (South East Texas Regional Planning Commission) ..... **III-3**.
Borderbase (University of Texas at El Paso) ..... **III-5**.
Center for Border Economic & Enterprise Development (Texas A&M International University) ..... **I-1**.
County Income Data (Department of Commerce) ..... **III-7**.
County Time Series (Department of Commerce) ..... **III-9**.
Latin American & Caribbean Economic and Social Data (University of Texas at Austin) ..... **III-11**.
Population Projections (Department of Commerce) ..... **III-13**.
Regional Census Data: 1990 (Houston-Galveston Area Council) ..... **III-15**.
Regional GIS (Alamo Area Council of Governments) ..... **III-17**.
Texas County Poverty Data (Department of Commerce) ..... **III-19**.
Texas County Profiles (Department of Commerce) ..... **III-21**.
TIGER Line Files (Alamo Area Council of Governments) ..... **III-25**.
United States Census Data (Ark-Tex Council of Governments) ..... **III-27**.
U.S. Census Data (Alamo Area Council of Governments) ..... **III-29**.
Window on State Government (Comptroller of Public Accounts) ..... **I-29**.

Directories

Campus-wide Information System (CWIS-Gopher) (University of North Texas) ..... **IV-5**.
Customer Databases (Parks and Wildlife Department) ..... **IX-7**.
Directory of Texas Companies (Department of Commerce) ..... **I-3**.
Facility Capacity Management System (FACTS) (Commission on Alcohol and Drug Abuse) ..... **VII-1**.

Directories, Cont.
- Gopher Server for UT Austin Computer Sciences Dept. (University of Texas at Austin) ..... **IV-17**.
- GOPHER.UH.EDU (University of Houston) ..... **IV-19**.
- Hi-TECH BBS (Employment Commission) ..... **V-1**.
- INFOSERV (University of Texas at Dallas) ..... **IV-21**.
- International Trade Leads (Department of Commerce) ..... **I-9**.
- Japanese Importers Directory (Department of Commerce) ..... **I-11**.
- LASNET (University of Texas at Austin) ..... **IV-27**.
- LPC (Board of Examiners of Professional Counselors/Department of Health) ..... **VII-3**.
- Oil and Gas Directory (Railroad Commission) ..... **IX-61**.
- Organization Report (P-5) (Railroad Commission) ..... **IX-77**.
- Rural Resource Guide (Department of Commerce) ..... **I-17**.
- State License and Permit Information (Department of Commerce) ..... **I-21**.
- Subscriber/Nonsubscriber (Workers' Compensation Commission) ..... **V-3**.
- Texas A&M Electronic Phone Book (Texas A&M University) ..... **IV-43**.
- Texas Cancer Data Center (Cancer Council) ..... **VII-7**.
- Texas Minority- & Women-Owned Business Directory (Department of Commerce) ..... **I-23**.
- Texas Racing Commission Licensing System (Racing Commission) ..... **I-25**.
- TXTELE (faculty/staff telephone directory) (University of Texas at Austin) ..... **IV-49**.
- UT Austin Directory (X.500) (University of Texas at Austin) ..... **IV-51**.

Dog Racing
- Texas Racing Commission Licensing System (Racing Commission) ..... **I-25**.

Economic Development
- Community Profiles (Department of Commerce) ..... **VI-3**.
- Directory of Texas Companies (Department of Commerce) ..... **I-3**.
- Latin American & Caribbean Economic and Social Data (University of Texas at Austin) ..... **III-11**.
- Rural Resource Guide (Department of Commerce) ..... **I-17**.
- Selected State and Federal Sources of Capital (Department of Commerce) ..... **I-19**.

Economic Statistics
- Borderbase (University of Texas at El Paso) ..... **III-5**.
- Texas County Profiles (Department of Commerce) ..... **III-21**.
- Window on State Government (Comptroller of Public Accounts) ..... **I-29**.

Education, Higher
- ACTLAB Gopher (University of Texas at Austin) ..... **X-1**.
- AGENDA (Higher Education Coordinating Board) ..... **IV-1**.
- Campus-wide Information System (CWIS-Gopher) (University of North Texas) ..... **IV-5**.
- CB-NEWS (Higher Education Coordinating Board) ..... **IV-7**.
- Central Texas College BBS (Central Texas College) ..... **IV-9**.
- Computation Center Publications (University of Texas at Austin) ..... **IV-11**.
- Computation Center Reference Library (University of Texas at Austin) ..... **VIII-5**.
- Daily Texan (University of Texas at Austin) ..... **IV-13**.

Education, Higher, Cont.
Faculty Bibliography (Lamar University at Beaumont) ..... **IV-15**.
Gopher Server for UT Austin Computer Sciences Dept. (University of Texas at Austin) ..... **IV-17**.
GOPHER.UH.EDU (University of Houston) ..... **IV-19**.
INFOSERV (University of Texas at Dallas) ..... **IV-21**.
INRECH (UT Austin Equipment Inventory) (University of Texas at Austin) ..... **IV-23**.
Institution Profile Reports (prep) (Higher Education Coordinating Board) ..... **IV-25**.
LASNET (University of Texas at Austin) ..... **IV-27**.
Microlib-Library of Microcomputer Software (University of Texas at Austin) ..... **X-9**.
MINUTES (Higher Education Coordinating Board) ..... **IV-29**.
Noncredit Computer Classes (University of Texas at Austin) ..... **IV-31**.
NOTISEM (Noticiero del Servicio Exterior Mexicano) (University of Texas at Austin) ..... **IV-33**.
PNJOBS - UT Austin Jobs Available (University of Texas at Austin) ..... **IV-35**.
Policies Information (University of Texas at Austin) ..... **IV-37**.
Rio Grande Free Net (El Paso Community College District) ..... **IV-39**.
Texas A&M Electronic Phone Book (Texas A&M University) ..... **IV-43**.
Texas Academic Library Statistics (Texas State Library) ..... **VIII-61**.
Texas Union Gopher (University of Texas at Austin) ..... **IV-47**.
TXTELE (faculty/staff telephone directory) (University of Texas at Austin) ..... **IV-49**.
UT Austin Directory (X.500) (University of Texas at Austin) ..... **IV-51**.

Edwards Aquifer
GIS Graphic Data (Edwards Underground Water District) ..... **IX-33**.
Well Records (Edwards Underground Water District) ..... **IX-95**.

El Paso Public Library
El Paso Library Public Access Catalog (El Paso Community College District) ..... **VIII-9**.

El Paso, Texas
El Paso Library Public Access Catalog (El Paso Community College District) ..... **VIII-9**.
Rio Grande Free Net (El Paso Community College District) ..... **IV-39**.

Employment
Hi-TECH BBS (Employment Commission) ..... **V-1**.
Industry Profile System (County Business Patterns) (Department of Commerce) ..... **I-7**.
NAFTA Text Database (Texas A&M International University) ..... **I-15**.
PNJOBS - UT Austin Jobs Available (University of Texas at Austin) ..... **IV-35**.
Subscriber/Nonsubscriber (Workers' Compensation Commission) ..... **V-3**.
Texas A&M University Employment Opportunities (Texas A&M University) ..... **V-5**.
Texas County Labor Force Data (Department of Commerce) ..... **V-7**.
Texas Wage and Salary Data (Department of Commerce) ..... **V-9**.

Employment Law
Hi-TECH BBS (Employment Commission) ..... **V-1**.

Employment Statistics
Center for Border Economic & Enterprise Development (Texas A&M International University) ..... **I-1**.

Employment Statistics, Cont.
- TAMIU Gateway Database (Texas A&M International University) ..... **IV-41**.
- Texas County Labor Force Data (Department of Commerce) ..... **V-7**.
- Texas Wage and Salary Data (Department of Commerce) ..... **V-9**.

Engineering
- Flower.egr.uh.edu (University of Houston) ..... **X-7**.

Environmental Protection
- Gulf Coast Environmental Library Electronic BBS (Lamar University at Beaumont) ..... **VIII-15**.
- U.S. Environmental Protection Agency Publications (Lamar University at Beaumont) ..... **VIII-67**.

Family Violence
- Family Violence Master File (Department of Public Safety) ..... **II-3**.

Federal Assistance
- Selected State and Federal Sources of Capital (Department of Commerce) ..... **I-19**.

Firefighters
- TCFP Bulletin Board (Commission on Fire Protection) ..... **II-9**.

Foreign Trade
- International Trade Leads (Department of Commerce) ..... **I-9**.
- Japanese Importers Directory (Department of Commerce) ..... **I-11**.

Galveston Bay
- Galveston Bay Bibliography (Texas A&M University at Galveston) ..... **IX-13**.

Gambling
- Texas Racing Commission Licensing System (Racing Commission) ..... **I-25**.

Geographic Information Systems
- GIS Graphic Data (Edwards Underground Water District) ..... **IX-33**.
- Regional GIS (Alamo Area Council of Governments) ..... **III-17**.

Geothermal Energy
- Statewide Rules for Oil, Gas and Geothermal Operations (Railroad Commission) ..... **IX-87**.

Government Administration
- Case Management (Court of Criminal Appeals) ..... **VI-1**.
- Community Profiles (Department of Commerce) ..... **VI-3**.
- DIR Bulletin Board (Department of Information Resources) ..... **X-3**.
- Legislative Information System of Texas (LIST) (Legislative Reference Library) ..... **VI-5**.
- MINUTES (Higher Education Coordinating Board) ..... **IV-29**.
- State Agencies (Texas State Library) ..... **VIII-55**.
- State License and Permit Information (Department of Commerce) ..... **I-21**.
- Texas Appointment System (Legislative Reference Library) ..... **VI-7**.

Government Assistance
- Selected State and Federal Sources of Capital (Department of Commerce) ..... **I-19**.

Government Assistance, Cont.
Window on State Government (Comptroller of Public Accounts) ..... **I-29**.

Government Officials
Texas Appointment System (Legislative Reference Library) ..... **VI-7**.

Gulf Coast
Galveston Bay Bibliography (Texas A&M University at Galveston) ..... **IX-13**.
Gulf Coast Environmental Library Electronic BBS (Lamar University at Beaumont) ..... **VIII-15**.
WINDINF (Texas A&M University-Corpus Christi) ..... **IX-97**.

Hate Crimes
Hate Crime Master File (Department of Public Safety) ..... **II-5**.

Health and Human Services
Facility Capacity Management System (FACTS) (Commission on Alcohol and Drug Abuse) ..... **VII-1**.
LPC (Board of Examiners of Professional Counselors/Department of Health) ..... **VII-3**.
Rnmaster File (Board of Nurse Examiners) ..... **VII-5**.
Texas Cancer Data Center (Cancer Council) ..... **VII-7**.

Health Statistics
Texas Cancer Data Center (Cancer Council) ..... **VII-7**.

Historical Documents
Archives (General Land Office) ..... **VIII-1**.
Map Collection (Texas State Library) ..... **VIII-37**.
Nacogdoches Archives (Texas State Library) ..... **VIII-43**.
Prints and Photographs (Texas State Library) ..... **VIII-49**.
Republic Documents (Texas State Library) ..... **VIII-51**.

Horse Racing
Texas Racing Commission Licensing System (Racing Commission) ..... **I-25**.

Hotels and Motels
Hotel/Motel Performance Data (Department of Commerce) ..... **I-5**.

Income
County Income Data (Department of Commerce) ..... **III-7**.
Texas Wage and Salary Data (Department of Commerce) ..... **V-9**.

Industrial Standards
Standards Database (Lamar University at Beaumont) ..... **VIII-53**.

Insurance
LP-Gas Insurance (Railroad Commission) ..... **IX-49**.
Subscriber/Nonsubscriber (Workers' Compensation Commission) ..... **V-3**.

Japan
Japanese Importers Directory (Department of Commerce) ..... **I-11**.

Job Listings
Campus-wide Information System (CWIS-Gopher) (University of North Texas) ..... **IV-5**.
Hi-TECH BBS (Employment Commission) ..... **V-1**.

Job Listings, Cont.
PNJOBS - UT Austin Jobs Available (University of Texas at Austin) ..... **IV-35**.
Texas A&M University Employment Opportunities (Texas A&M University) ..... **V-5**.
Texas Parks and Wildlife Bulletin Board (Parks and Wildlife Department) ..... **IX-89**.

Juvenile Arrests
UCR Master File (Department of Public Safety) ..... **II-11**.

Latin America
LASNET (University of Texas at Austin) ..... **IV-27**.
Latin American & Caribbean Economic and Social Data (University of Texas at Austin) ..... **III-11**.
Latin American Information Base (LAIB) (University of Texas at Austin) ..... **VIII-19**.

Law Enforcement Officers
UCR Master File (Department of Public Safety) ..... **II-11**.

Legal Documents
Case Management (Court of Criminal Appeals) ..... **VI-1**.
Legislative Information System of Texas (LIST) (Legislative Reference Library) ..... **VI-5**.
MINUTES (Higher Education Coordinating Board) ..... **IV-29**.

Legislation
Clippings and Bill Files (Legislative Reference Library) ..... **VIII-3**.
Legislative Information System of Texas (LIST) (Legislative Reference Library) ..... **VI-5**.
Legislative Information System of Texas (LIST) (Legislative Reference Library) ..... **VI-5**.

Libraries
Texas Academic Library Statistics (Texas State Library) ..... **VIII-61**.
Texas Public Library Statistics (Texas State Library) ..... **VIII-63**.

Library Resources
Archives (General Land Office) ..... **VIII-1**.
Clippings and Bill Files (Legislative Reference Library) ..... **VIII-3**.
Computation Center Reference Library (University of Texas at Austin) ..... **VIII-5**.
Current Periodicals (Lamar University at Beaumont) ..... **VIII-7**.
El Paso Library Public Access Catalog (El Paso Community College District) ..... **VIII-9**.
ETSU LION (Library Information Online Network) (East Texas State University) ..... **VIII-11**.
General Catalog (Navarro College) ..... **VIII-13**.
Gulf Coast Environmental Library Electronic BBS (Lamar University at Beaumont) ..... **VIII-15**.
Harrington Library Consortium On-Line Catalog (Texas State Technical College-Amarillo) ..... **VIII-17**.
Latin American Information Base (LAIB) (University of Texas at Austin) ..... **VIII-19**.
Legislative Reference Library Catalog (Legislative Reference Library) ..... **VIII-21**.
Library Bibliography (Tarleton State University) ..... **VIII-23**.
Library Catalog (Lamar University at Beaumont) ..... **VIII-25**.
Library Catalog (University of Texas Medical Branch at Galveston) ..... **VIII-27**.

Library Resources, Cont.
- Library Catalog of Texas State Agencies (Texas State Library) ..... **VIII-29.**
- Library Information System–Public Catalog & Medline (University of North Texas Health Science Center at Fort Worth) ..... **VIII-31.**
- Library's On-line Public Access Catalog (OPAC) (University of North Texas) ..... **VIII-33.**
- LUIS (University of Texas at Arlington) ..... **VIII-35.**
- Map Collection (Texas State Library) ..... **VIII-37.**
- McDermott Library Catalog (University of Texas at Dallas) ..... **VIII-39.**
- MIDCAT (Midland College) ..... **VIII-41.**
- Nacogdoches Archives (Texas State Library) ..... **VIII-43.**
- NOTIS Online Public Access Catalog (San Antonio College) ..... **VIII-45.**
- On-Line Catalog (CIRC/CAT) (Weatherford College) ..... **VIII-47.**
- Prints and Photographs (Texas State Library) ..... **VIII-49.**
- Republic Documents (Texas State Library) ..... **VIII-51.**
- Standards Database (Lamar University at Beaumont) ..... **VIII-53.**
- State Agencies (Texas State Library) ..... **VIII-55.**
- TALLONS (University of Texas at Austin) ..... **VIII-57.**
- TechPAC (Texas Tech University) ..... **VIII-59.**
- Texas Academic Library Statistics (Texas State Library) ..... **VIII-61.**
- Texas Public Library Statistics (Texas State Library) ..... **VIII-63.**
- TSTCPAC (Texas State Technical College - Waco) ..... **VIII-65.**
- U.S. Environmental Protection Agency Publications (Lamar University at Beaumont) ..... **VIII-67.**
- UTCAT (University of Texas at Austin) ..... **VIII-69.**
- WINCAT (Cooke County College) ..... **VIII-71.**

Library Statistics
- Texas Academic Library Statistics (Texas State Library) ..... **VIII-61.**
- Texas Public Library Statistics (Texas State Library) ..... **VIII-63.**

Licensing and Regulation
- Alternative Fuels Site and Fleet Information (Railroad Commission) ..... **IX-1.**
- Authority to Transport Products (P-4) (Railroad Commission) ..... **IX-3.**
- Customer Databases (Parks and Wildlife Department) ..... **IX-7.**
- Disposal Pits (Railroad Commission) ..... **IX-9.**
- Drilling Permits (Railroad Commission) ..... **IX-11.**
- Driver Record (Department of Public Safety) ..... **II-1.**
- Gas Allowable By Gatherer (Railroad Commission) ..... **IX-15.**
- Gas Allowable By Operator (Railroad Commission) ..... **IX-17.**
- Gas Master (Railroad Commission) ..... **IX-19.**
- Gas Processing Plant (Railroad Commission) ..... **IX-21.**
- Gas Purchaser Stripout (Railroad Commission) ..... **IX-23.**
- Gas Purchaser System (Railroad Commission) ..... **IX-25.**
- Gas Utilities Annual Report (Railroad Commission) ..... **IX-27.**
- Gas Utilities Docket (Railroad Commission) ..... **IX-29.**
- Gas Well Test (G-10) (Railroad Commission) ..... **IX-31.**
- Hydrogen Sulfide (H-9) (Railroad Commission) ..... **IX-35.**
- Information & Statistical Facts on Coal & Uranium Mining (Railroad Commission) ..... **IX-39.**

Licensing and Regulation, Cont.
Licensing Information Processing System (Alcoholic Beverage Commission) ..... **I-13**.
Liquid Hydrocarbon Leaks, Spills (H-8) (Railroad Commission) ..... **IX-41**.
LP-Gas Approvals (Railroad Commission) ..... **IX-43**.
LP-Gas Examinations (Railroad Commission) ..... **IX-45**.
LP-Gas Inspections (Railroad Commission) ..... **IX-47**.
LP-Gas Insurance (Railroad Commission) ..... **IX-49**.
LP-Gas Licensing (Railroad Commission) ..... **IX-51**.
LP-Gas-Truck Registration (Railroad Commission) ..... **XI-1**.
LPC (Board of Examiners of Professional Counselors/Department of Health) ..... **VII-3**.
NGPA (Natural Gas Policy Act) (Railroad Commission) ..... **IX-53**.
Oil Allowable by Gatherer (Railroad Commission) ..... **IX-55**.
Oil Allowable by Operator (Railroad Commission) ..... **IX-57**.
Oil and Gas Annual Report (Railroad Commission) ..... **IX-59**.
Oil and Gas Directory (Railroad Commission) ..... **IX-61**.
Oil and Gas Docket (Railroad Commission) ..... **IX-63**.
Oil and Gas Field (Railroad Commission) ..... **IX-65**.
Oil and Gas Production Data Base (Railroad Commission) ..... **IX-67**.
Oil and Gas Well Bore (Railroad Commission) ..... **IX-69**.
Oil and Gas Well Data Base (Railroad Commission) ..... **IX-71**.
Oil Detail Well Tape (Railroad Commission) ..... **IX-73**.
Oil Master (Railroad Commission) ..... **IX-75**.
Organization Report (P-5) (Railroad Commission) ..... **IX-77**.
P1 and P2 Gas Disposition (Railroad Commission) ..... **IX-79**.
Pipeline Permits (Railroad Commission) ..... **IX-81**.
Rnmaster File (Board of Nurse Examiners) ..... **VII-5**.
Saltwater Disposal (Railroad Commission) ..... **IX-83**.
Secondary and Enhanced Recovery Project (Railroad Commission) ..... **IX-85**.
State License and Permit Information (Department of Commerce) ..... **I-21**.
Statewide Rules for Oil, Gas and Geothermal Operations (Railroad Commission) ..... **IX-87**.
Texas Racing Commission Licensing System (Racing Commission) ..... **I-25**.
Transportation (Railroad Commission) ..... **XI-3**.
Transportation Docket (Railroad Commission) ..... **XI-5**.
UIC Inventory and Monitoring (Railroad Commission) ..... **IX-91**.
Well Location Mapping (Railroad Commission) ..... **IX-93**.

Manufacturers
Directory of Texas Companies (Department of Commerce) ..... **I-3**.

Maps
Map Collection (Texas State Library) ..... **VIII-37**.

Meetings
AGENDA (Higher Education Coordinating Board) ..... **IV-1**.
MINUTES (Higher Education Coordinating Board) ..... **IV-29**.

Mexico
Borderbase (University of Texas at El Paso) ..... **III-5**.

Mexico, Cont.
BORDERLANDS (through bulletin board) (Water Development Board) ..... **IX-5.**
NOTISEM (Noticiero del Servicio Exterior Mexicano) (University of Texas at Austin) ..... **IV-33.**
TAMIU Gateway Database (Texas A&M International University) ..... **IV-41.**

Midland County Public Library
MIDCAT (Midland College) ..... **VIII-41.**

Mining
Information & Statistical Facts on Coal & Uranium Mining (Railroad Commission) ..... **IX-39.**

Minority-Owned Businesses
Texas Minority- & Women-Owned Business Directory (Department of Commerce) ..... **I-23.**

Motor Vehicle Accidents
Motor Vehicle Traffic Accident Information (Department of Public Safety) ..... **II-7.**
Driver Record (Department of Public Safety) ..... **II-1.**

Natural Resources
Alternative Fuels Site and Fleet Information (Railroad Commission) ..... **IX-1.**
Authority to Transport Products (P-4) (Railroad Commission) ..... **IX-3.**
BORDERLANDS (through bulletin board) (Water Development Board) ..... **IX-5.**
Customer Databases (Parks and Wildlife Department) ..... **IX-7.**
Disposal Pits (Railroad Commission) ..... **IX-9.**
Drilling Permits (Railroad Commission) ..... **IX-11.**
E-Source (General Land Office) ..... **X-5.**
Galveston Bay Bibliography (Texas A&M University at Galveston) ..... **IX-13.**
Gas Allowable By Gatherer (Railroad Commission) ..... **IX-15.**
Gas Allowable By Operator (Railroad Commission) ..... **IX-17.**
Gas Master (Railroad Commission) ..... **IX-19.**
Gas Processing Plant (Railroad Commission) ..... **IX-21.**
Gas Purchaser Stripout (Railroad Commission) ..... **IX-23.**
Gas Purchaser System (Railroad Commission) ..... **IX-25.**
Gas Utilities Annual Report (Railroad Commission) ..... **IX-27.**
Gas Utilities Docket (Railroad Commission) ..... **IX-29.**
Gas Well Test (G-10) (Railroad Commission) ..... **IX-31.**
GIS Graphic Data (Edwards Underground Water District) ..... **IX-33.**
Hydrogen Sulfide (H-9) (Railroad Commission) ..... **IX-35.**
HYDROMET Database (Lower Colorado River Authority) ..... **IX-37.**
Information & Statistical Facts on Coal & Uranium Mining (Railroad Commission) ..... **IX-39.**
Liquid Hydrocarbon Leaks, Spills (H-8) (Railroad Commission) ..... **IX-41.**
LP-Gas Approvals (Railroad Commission) ..... **IX-43.**
LP-Gas Examinations (Railroad Commission) ..... **IX-45.**
LP-Gas Inspections (Railroad Commission) ..... **IX-47.**
LP-Gas Insurance (Railroad Commission) ..... **IX-49.**
LP-Gas Licensing (Railroad Commission) ..... **IX-51.**
LP-Gas-Truck Registration (Railroad Commission) ..... **XI-1.**
NGPA (Natural Gas Policy Act) (Railroad Commission) ..... **IX-53.**

Natural Resources, Cont.

Oil Allowable by Gatherer (Railroad Commission) ..... **IX-55.**
Oil Allowable by Operator (Railroad Commission) ..... **IX-57.**
Oil and Gas Annual Report (Railroad Commission) ..... **IX-59.**
Oil and Gas Directory (Railroad Commission) ..... **IX-61.**
Oil and Gas Docket (Railroad Commission) ..... **IX-63.**
Oil and Gas Field (Railroad Commission) ..... **IX-65.**
Oil and Gas Production Data Base (Railroad Commission) ..... **IX-67.**
Oil and Gas Well Bore (Railroad Commission) ..... **IX-69.**
Oil and Gas Well Data Base (Railroad Commission) ..... **IX-71.**
Oil Detail Well Tape (Railroad Commission) ..... **IX-73.**
Oil Master (Railroad Commission) ..... **IX-75.**
Organization Report (P-5) (Railroad Commission) ..... **IX-77.**
P1 and P2 Gas Disposition (Railroad Commission) ..... **IX-79.**
Pipeline Permits (Railroad Commission) ..... **IX-81.**
Saltwater Disposal (Railroad Commission) ..... **IX-83.**
Secondary and Enhanced Recovery Project (Railroad Commission) ..... **IX-85.**
Statewide Rules for Oil, Gas and Geothermal Operations (Railroad Commission) ..... **IX-87.**
Texas Parks and Wildlife Bulletin Board (Parks and Wildlife Department) ..... **IX-89.**
Transportation (Railroad Commission) ..... **XI-3.**
Transportation Docket (Railroad Commission) ..... **XI-5.**
UIC Inventory and Monitoring (Railroad Commission) ..... **IX-91.**
Waste Exchange (Department of Commerce) ..... **X-15.**
Well Location Mapping (Railroad Commission) ..... **IX-93.**
Well Records (Edwards Underground Water District) ..... **IX-95.**
WINDINF (Texas A&M University-Corpus Christi) ..... **IX-97.**

News and Information

AGENDA (Higher Education Coordinating Board) ..... **IV-1.**
Campus-wide Information Service (University of Texas Health Science Center at Houston) ..... **IV-3.**
Campus-wide Information System (CWIS-Gopher) (University of North Texas) ..... **IV-5.**
CB-NEWS (Higher Education Coordinating Board) ..... **IV-7.**
Central Texas College BBS (Central Texas College) ..... **IV-9.**
Clippings and Bill Files (Legislative Reference Library) ..... **VIII-3.**
Daily Texan (University of Texas at Austin) ..... **IV-13.**
DIR Bulletin Board (Department of Information Resources) ..... **X-3.**
GOPHER.UH.EDU (University of Houston) ..... **IV-19.**
INFOSERV (University of Texas at Dallas) ..... **IV-21.**
LASNET (University of Texas at Austin) ..... **IV-27.**
NOTISEM (Noticiero del Servicio Exterior Mexicano) (University of Texas at Austin) ..... **IV-33.**
Rio Grande Free Net (El Paso Community College District) ..... **IV-39.**
TCFP Bulletin Board (Commission on Fire Protection) ..... **II-9.**
Texas A&M University Experts - Spokespersons/Facts (Texas A&M University) ..... **IV-45.**
Texas Parks and Wildlife Bulletin Board (Parks and Wildlife Department) ..... **IX-89.**

News and Information, Cont.
Texas Union Gopher (University of Texas at Austin) ..... **IV-47.**
TRAX (Department of Transportation) ..... **I-27.**

North American Free Trade Agreement
NAFTA Text Database (Texas A&M International University) ..... **I-15.**

North Central Texas
1990 Census Data (North Central Texas Council of Governments) ..... **III-1.**

Northeast Texas
United States Census Data (Ark-Tex Council of Governments) ..... **III-27.**

Nurses
Rnmaster File (Board of Nurse Examiners) ..... **VII-5.**

Oil and Gas Industry
Alternative Fuels Site and Fleet Information (Railroad Commission) ..... **IX-1.**
Authority to Transport Products (P-4) (Railroad Commission) ..... **IX-3.**
Disposal Pits (Railroad Commission) ..... **IX-9.**
Drilling Permits (Railroad Commission) ..... **IX-11.**
Gas Allowable By Gatherer (Railroad Commission) ..... **IX-15.**
Gas Allowable By Operator (Railroad Commission) ..... **IX-17.**
Gas Master (Railroad Commission) ..... **IX-19.**
Gas Processing Plant (Railroad Commission) ..... **IX-21.**
Gas Purchaser Stripout (Railroad Commission) ..... **IX-23.**
Gas Purchaser System (Railroad Commission) ..... **IX-25.**
Gas Utilities Annual Report (Railroad Commission) ..... **IX-27.**
Gas Utilities Docket (Railroad Commission) ..... **IX-29.**
Gas Well Test (G-10) (Railroad Commission) ..... **IX-31.**
Hydrogen Sulfide (H-9) (Railroad Commission) ..... **IX-35.**
Liquid Hydrocarbon Leaks, Spills (H-8) (Railroad Commission) ..... **IX-41.**
LP-Gas Approvals (Railroad Commission) ..... **IX-43.**
LP-Gas Examinations (Railroad Commission) ..... **IX-45.**
LP-Gas Inspections (Railroad Commission) ..... **IX-47.**
LP-Gas Insurance (Railroad Commission) ..... **IX-49.**
LP-Gas Licensing (Railroad Commission) ..... **IX-51.**
LP-Gas-Truck Registration (Railroad Commission) ..... **XI-1.**
NGPA (Natural Gas Policy Act) (Railroad Commission) ..... **IX-53.**
Oil Allowable by Gatherer (Railroad Commission) ..... **IX-55.**
Oil Allowable by Operator (Railroad Commission) ..... **IX-57.**
Oil and Gas Annual Report (Railroad Commission) ..... **IX-59.**
Oil and Gas Directory (Railroad Commission) ..... **IX-61.**
Oil and Gas Docket (Railroad Commission) ..... **IX-63.**
Oil and Gas Field (Railroad Commission) ..... **IX-65.**
Oil and Gas Production Data Base (Railroad Commission) ..... **IX-67.**
Oil and Gas Well Bore (Railroad Commission) ..... **IX-69.**
Oil and Gas Well Data Base (Railroad Commission) ..... **IX-71.**
Oil Detail Well Tape (Railroad Commission) ..... **IX-73.**
Oil Master (Railroad Commission) ..... **IX-75.**
Organization Report (P-5) (Railroad Commission) ..... **IX-77.**
P1 and P2 Gas Disposition (Railroad Commission) ..... **IX-79.**

Oil and Gas Industry, Cont.
- Pipeline Permits (Railroad Commission) ..... **IX-81**.
- Saltwater Disposal (Railroad Commission) ..... **IX-83**.
- Secondary and Enhanced Recovery Project (Railroad Commission) ..... **IX-85**.
- Statewide Rules for Oil, Gas and Geothermal Operations (Railroad Commission) ..... **IX-87**.
- Transportation (Railroad Commission) ..... **XI-3**.
- Transportation Docket (Railroad Commission) ..... **XI-5**.
- UIC Inventory and Monitoring (Railroad Commission) ..... **IX-91**.
- Well Location Mapping (Railroad Commission) ..... **IX-93**.

On-line Public Access Catalogs
- Current Periodicals (Lamar University at Beaumont) ..... **VIII-7**.
- El Paso Library Public Access Catalog (El Paso Community College District) ..... **VIII-9**.
- ETSU LION (Library Information Online Network) (East Texas State University) ..... **VIII-11**.
- General Catalog (Navarro College) ..... **VIII-13**.
- Harrington Library Consortium On-Line Catalog (Texas State Technical College-Amarillo) ..... **VIII-17**.
- Legislative Reference Library Catalog (Legislative Reference Library) ..... **VIII-21**.
- Library Bibliography (Tarleton State University) ..... **VIII-23**.
- Library Catalog (Lamar University at Beaumont) ..... **VIII-25**.
- Library Catalog (University of Texas Medical Branch at Galveston) ..... **VIII-27**.
- Library Catalog of Texas State Agencies (Texas State Library) ..... **VIII-29**.
- Library's On-line Public Access Catalog (OPAC) (University of North Texas) ..... **VIII-33**.
- Library Information System–Public Catalog & Medline (University of North Texas Health Science Center at Fort Worth) ..... **VIII-31**.
- LUIS (University of Texas at Arlington) ..... **VIII-35**.
- McDermott Library Catalog (University of Texas at Dallas) ..... **VIII-39**.
- MIDCAT (Midland College) ..... **VIII-41**.
- NOTIS Online Public Access Catalog (San Antonio College) ..... **VIII-45**.
- On-Line Catalog (CIRC/CAT) (Weatherford College) ..... **VIII-47**.
- TALLONS (University of Texas at Austin) ..... **VIII-57**.
- TechPAC (Texas Tech University) ..... **VIII-59**.
- TSTCPAC (Texas State Technical College - Waco) ..... **VIII-65**.
- UTCAT (University of Texas at Austin) ..... **VIII-69**.
- WINCAT (Cooke County College) ..... **VIII-71**.

Outdoor Recreation
- Customer Databases (Parks and Wildlife Department) ..... **IX-7**.
- Texas Parks and Wildlife Bulletin Board (Parks and Wildlife Department) ..... **IX-89**.

Physicians
- Texas Cancer Data Center (Cancer Council) ..... **VII-7**.

Population Statistics
- County Income Data (Department of Commerce) ..... **III-7**.
- Population Projections (Department of Commerce) ..... **III-13**.
- Texas County Poverty Data (Department of Commerce) ..... **III-19**.

Population Statistics, Cont.
Texas County Profiles (Department of Commerce) ..... **III-21**.
Texas Population Data (Department of Commerce) ..... **III-23**.

Poverty
Texas County Poverty Data (Department of Commerce) ..... **III-19**.

Public Libraries
Texas Public Library Statistics (Texas State Library) ..... **VIII-63**.

Railroad Commission
Gas Master (Railroad Commission) ..... **IX-19**.
Oil and Gas Docket (Railroad Commission) ..... **IX-63**.

Recycling
E-Source (General Land Office) ..... **X-5**.
Waste Exchange (Department of Commerce) ..... **X-15**.

Regional Planning
1990 Census Data (North Central Texas Council of Governments) ..... **III-1**.
1990 Regional Profile (South East Texas Regional Planning Commission) ..... **III-3**.
Regional Census Data: 1990 (Houston-Galveston Area Council) ..... **III-15**.
Regional GIS (Alamo Area Council of Governments) ..... **III-17**.
TIGER Line Files (Alamo Area Council of Governments) ..... **III-25**.
United States Census Data (Ark-Tex Council of Governments) ..... **III-27**.
U.S. Census Data (Alamo Area Council of Governments) ..... **III-29**.

Rural Development
Rural Resource Guide (Department of Commerce) ..... **I-17**.

Salaries and Wages
Texas Wage and Salary Data (Department of Commerce) ..... **V-9**.

Science and Technology
ACTLAB Gopher (University of Texas at Austin) ..... **X-1**.
Computation Center Publications (University of Texas at Austin) ..... **IV-11**.
Computation Center Reference Library (University of Texas at Austin) ..... **VIII-5**.
DIR Bulletin Board (Department of Information Resources) ..... **X-3**.
E-Source (General Land Office) ..... **X-5**.
Flower.egr.uh.edu (University of Houston) ..... **X-7**.
Gopher Server for UT Austin Computer Sciences Dept. (University of Texas at Austin) ..... **IV-17**.
Microlib-Library of Microcomputer Software (University of Texas at Austin) ..... **X-9**.
Noncredit Computer Classes (University of Texas at Austin) ..... **IV-31**.
Signal Recognition Particle Database (SRPDB) (University of Texas Health Center at Tyler) ..... **X-11**.
UH Gene-Server (University of Houston) ..... **X-13**.
Waste Exchange (Department of Commerce) ..... **X-15**.

Solid Waste
E-Source (General Land Office) ..... **X-5**.

South Texas
Borderbase (University of Texas at El Paso) ..... **III-5**.

South Texas, Cont.
Center for Border Economic & Enterprise Development (Texas A&M International University) ..... **I-1**.
NAFTA Text Database (Texas A&M International University) ..... **I-15**.
Regional GIS (Alamo Area Council of Governments) ..... **III-17**.
TIGER Line Files (Alamo Area Council of Governments) ..... **III-25**.
U.S. Census Data (Alamo Area Council of Governments) ..... **III-29**.

Southeast Texas
1990 Regional Profile (South East Texas Regional Planning Commission) ..... **III-3**.
Regional Census Data: 1990 (Houston-Galveston Area Council) ..... **III-15**.

State Agencies
AGENDA (Higher Education Coordinating Board) ..... **IV-1**.
State Agencies (Texas State Library) ..... **VIII-55**.
State License and Permit Information (Department of Commerce) ..... **I-21**.
Texas Appointment System (Legislative Reference Library) ..... **VI-7**.

State Law Library
Library Catalog of Texas State Agencies (Texas State Library) ..... **VIII-29**.

State Parks
Texas Parks and Wildlife Bulletin Board (Parks and Wildlife Department) ..... **IX-89**.

Substance Abuse Treatment
Facility Capacity Management System (FACTS) (Commission on Alcohol and Drug Abuse) ..... **VII-1**.

Taxes
Window on State Government (Comptroller of Public Accounts) ..... **I-29**.

Texas History
Archives (General Land Office) ..... **VIII-1**.
Clippings and Bill Files (Legislative Reference Library) ..... **VIII-3**.
Map Collection (Texas State Library) ..... **VIII-37**.
Nacogdoches Archives (Texas State Library) ..... **VIII-43**.
Prints and Photographs (Texas State Library) ..... **VIII-49**.
Republic Documents (Texas State Library) ..... **VIII-51**.
State Agencies (Texas State Library) ..... **VIII-55**.

Tourism
Hotel/Motel Performance Data (Department of Commerce) ..... **I-5**.
TRAX (Department of Transportation) ..... **I-27**.

Traffic Safety
Driver Record (Department of Public Safety) ..... **II-1**.
Motor Vehicle Traffic Accident Information (Department of Public Safety) ..... **II-7**.

Transportation
LP-Gas-Truck Registration (Railroad Commission) ..... **XI-1**.
Transportation (Railroad Commission) ..... **XI-3**.
Transportation Docket (Railroad Commission) ..... **XI-5**.

Travel
TRAX (Department of Transportation) ..... **I-27**.

Trucks
- LP-Gas-Truck Registration (Railroad Commission) ..... **XI-1**.
- Transportation (Railroad Commission) ..... **XI-3**.
- Transportation Docket (Railroad Commission) ..... **XI-5**.

U.S. Environmental Protection Agency
- U.S. Environmental Protection Agency Publications (Lamar University at Beaumont) ..... **VIII-67**.

Unemployment Compensation
- Hi-TECH BBS (Employment Commission) ..... **V-1**.

Unemployment Statistics
- Texas County Labor Force Data (Department of Commerce) ..... **V-7**.

University Faculty
- Faculty Bibliography (Lamar University at Beaumont) ..... **IV-15**.
- Institution Profile Reports (prep) (Higher Education Coordinating Board) ..... **IV-25**.
- PNJOBS - UT Austin Jobs Available (University of Texas at Austin) ..... **IV-35**.
- Texas A&M Electronic Phone Book (Texas A&M University) ..... **IV-43**.
- Texas A&M University Employment Opportunities (Texas A&M University) ..... **V-5**.
- Texas A&M University Experts - Spokespersons/Facts (Texas A&M University) ..... **IV-45**.
- TXTELE (faculty/staff telephone directory) (University of Texas at Austin) ..... **IV-49**.
- UT Austin Directory (X.500) (University of Texas at Austin) ..... **IV-51**.

Virtual Systems
- ACTLAB Gopher (University of Texas at Austin) ..... **X-1**.

Waste Disposal
- Disposal Pits (Railroad Commission) ..... **IX-9**.
- Saltwater Disposal (Railroad Commission) ..... **IX-83**.
- Waste Exchange (Department of Commerce) ..... **X-15**.

Water Resources
- Galveston Bay Bibliography (Texas A&M University at Galveston) ..... **IX-13**.
- GIS Graphic Data (Edwards Underground Water District) ..... **IX-33**.
- HYDROMET Database (Lower Colorado River Authority) ..... **IX-37**.
- Well Records (Edwards Underground Water District) ..... **IX-95**.
- WINDINF (Texas A&M University-Corpus Christi) ..... **IX-97**.

Weather
- WINDINF (Texas A&M University-Corpus Christi) ..... **IX-97**.

Women-Owned Businesses
- Texas Minority- & Women-Owned Business Directory (Department of Commerce) ..... **I-23**.

Workers' Compensation
- Subscriber/Nonsubscriber (Workers' Compensation Commission) ..... **V-3**.

1990 Census Data (North Central Texas Council of Governments) ..... **III-1.**

1990 Regional Profile (South East Texas Regional Planning Commission) ..... **III-3.**

ACTLAB Gopher (University of Texas at Austin) ..... **X-1.**

AGENDA (Higher Education Coordinating Board) ..... **IV-1.**

Alternative Fuels Site and Fleet Information (Railroad Commission) ..... **IX-1.**

Archives (General Land Office) ..... **VIII-1.**

Authority to Transport Products (P-4) (Railroad Commission) ..... **IX-3.**

Borderbase (University of Texas at El Paso) ..... **III-5.**

BORDERLANDS (through bulletin board) (Water Development Board) ..... **IX-5.**

Campus-wide Information Service (University of Texas Health Science Center at Houston) ..... **IV-3.**

Campus-wide Information System (CWIS-Gopher) (University of North Texas) ..... **IV-5.**

Case Management (Court of Criminal Appeals) ..... **VI-1.**

CB-NEWS (Higher Education Coordinating Board) ..... **IV-7.**

Center for Border Economic & Enterprise Development (Texas A&M International University) ..... **I-1.**

Central Texas College BBS (Central Texas College) ..... **IV-9.**

Clippings and Bill Files (Legislative Reference Library) ..... **VIII-3.**

Community Profiles (Department of Commerce) ..... **VI-3.**

Computation Center Publications (University of Texas at Austin) ..... **IV-11.**

Computation Center Reference Library (University of Texas at Austin) ..... **VIII-5.**

County Income Data (Department of Commerce) ..... **III-7.**

County Time Series (Department of Commerce) ..... **III-9.**

Current Periodicals (Lamar University at Beaumont) ..... **VIII-7.**

Customer Databases (Parks and Wildlife Department) ..... **IX-7.**

Daily Texan (University of Texas at Austin) ..... **IV-13.**

DIR Bulletin Board (Department of Information Resources) ..... **X-3.**

Directory of Texas Companies (Department of Commerce) ..... **I-3.**

Disposal Pits (Railroad Commission) ..... **IX-9.**

Drilling Permits (Railroad Commission) ..... **IX-11.**

Driver Record (Department of Public Safety) ..... **II-1.**

E-Source (General Land Office) ..... **X-5.**

El Paso Library Public Access Catalog (El Paso Community College District) ..... **VIII-9.**

ETSU LION (Library Information Online Network) (East Texas State University) ..... **VIII-11.**

Facility Capacity Management System (FACTS) (Commission on Alcohol and Drug Abuse) ..... **VII-1.**

Faculty Bibliography (Lamar University at Beaumont) ..... **IV-15.**

Family Violence Master File (Department of Public Safety) ..... **II-3.**

Flower.egr.uh.edu (University of Houston) ..... **X-7.**

Galveston Bay Bibliography (Texas A&M University at Galveston) ..... **IX-13.**

Gas Allowable By Gatherer (Railroad Commission) ..... **IX-15.**

Gas Allowable By Operator (Railroad Commission) ..... **IX-17.**

Gas Master (Railroad Commission) ..... **IX-19.**

Gas Processing Plant (Railroad Commission) ..... **IX-21.**

Gas Purchaser Stripout (Railroad Commission) ..... **IX-23.**

Gas Purchaser System (Railroad Commission) ..... **IX-25.**

Gas Utilities Annual Report (Railroad Commission) ..... **IX-27.**

Gas Utilities Docket (Railroad Commission) ..... **IX-29.**

Gas Well Test (G-10) (Railroad Commission) ..... **IX-31.**

General Catalog (Navarro College) ..... **VIII-13.**

GIS Graphic Data (Edwards Underground Water District) ..... **IX-33.**

Gopher Server for UT Austin Computer Sciences Dept. (University of Texas at Austin) ..... **IV-17.**

GOPHER.UH.EDU (University of Houston) ..... **IV-19.**

Gulf Coast Environmental Library Electronic BBS (Lamar University at Beaumont) ..... **VIII-15.**

Harrington Library Consortium On-Line Catalog (Texas State Technical College-Amarillo) ..... **VIII-17.**

Hate Crime Master File (Department of Public Safety) ..... **II-5.**

Hi-TECH BBS (Employment Commission) ..... **V-1.**

Hotel/Motel Performance Data (Department of Commerce) ..... **I-5.**

Hydrogen Sulfide (H-9) (Railroad Commission) ..... **IX-35.**

HYDROMET Database (Lower Colorado River Authority) ..... **IX-37.**

Industry Profile System (County Business Patterns) (Department of Commerce) ..... **I-7.**

Information & Statistical Facts on Coal & Uranium Mining (Railroad Commission) ..... **IX-39.**

INFOSERV (University of Texas at Dallas) ..... **IV-21.**

INRECH (UT Austin Equipment Inventory) (University of Texas at Austin) ..... **IV-23.**

Institution Profile Reports (prep) (Higher Education Coordinating Board) ..... **IV-25.**

International Trade Leads (Department of Commerce) ..... **I-9.**

Japanese Importers Directory (Department of Commerce) ..... **I-11.**

LASNET (University of Texas at Austin) ..... **IV-27.**

Latin American & Caribbean Economic and Social Data (University of Texas at Austin) ..... **III-11.**

Latin American Information Base (LAIB) (University of Texas at Austin) ..... **VIII-19.**

Legislative Information System of Texas (LIST) (Legislative Reference Library) ..... **VI-5.**

Legislative Reference Library Catalog (Legislative Reference Library) ..... **VIII-21.**

Library Bibliography (Tarleton State University) ..... **VIII-23.**

Library Catalog (Lamar University at Beaumont) ..... **VIII-25.**

Library Catalog (University of Texas Medical Branch at Galveston) ..... **VIII-27.**

Library Catalog of Texas State Agencies (Texas State Library) ..... **VIII-29.**

Library Information System--Public Catalog & Medline (University of North Texas Health Science Center at Fort Worth) ..... **VIII-31.**

Library's On-line Public Access Catalog (OPAC) (University of North Texas) ..... **VIII-33.**

Licensing Information Processing System (Alcoholic Beverage Commission) ..... **I-13.**

Liquid Hydrocarbon Leaks, Spills (H-8) (Railroad Commission) ..... **IX-41.**

LP-Gas Approvals (Railroad Commission) ..... **IX-43.**

LP-Gas Examinations (Railroad Commission) ..... **IX-45.**

LP-Gas Inspections (Railroad Commission) ..... **IX-47.**

LP-Gas Insurance (Railroad Commission) ..... **IX-49.**

LP-Gas Licensing (Railroad Commission) ..... **IX-51.**

LP-Gas-Truck Registration (Railroad Commission) ..... **XI-1.**

LPC (Board of Examiners of Professional Counselors/Department of Health) ..... **VII-3.**

LUIS (University of Texas at Arlington) ..... **VIII-35.**

Map Collection (Texas State Library) ..... **VIII-37.**

McDermott Library Catalog (University of Texas at Dallas) ..... **VIII-39.**

Microlib-Library of Microcomputer Software (University of Texas at Austin) ..... **X-9.**

MIDCAT (Midland College) ..... **VIII-41.**

MINUTES (Higher Education Coordinating Board) ..... **IV-29.**

Motor Vehicle Traffic Accident Information (Department of Public Safety) ..... II-7.

Nacogdoches Archives (Texas State Library) ..... VIII-43.

NAFTA Text Database (Texas A&M International University) ..... I-15.

NGPA (Natural Gas Policy Act) (Railroad Commission) ..... IX-53.

Noncredit Computer Classes (University of Texas at Austin) ..... IV-31.

NOTIS Online Public Access Catalog (San Antonio College) ..... VIII-45.

NOTISEM (Noticiero del Servicio Exterior Mexicano) (University of Texas at Austin) ..... IV-33.

Oil Allowable by Gatherer (Railroad Commission) ..... IX-55.

Oil Allowable by Operator (Railroad Commission) ..... IX-57.

Oil and Gas Annual Report (Railroad Commission) ..... IX-59.

Oil and Gas Directory (Railroad Commission) ..... IX-61.

Oil and Gas Docket (Railroad Commission) ..... IX-63.

Oil and Gas Field (Railroad Commission) ..... IX-65.

Oil and Gas Production Data Base (Railroad Commission) ..... IX-67.

Oil and Gas Well Bore (Railroad Commission) ..... IX-69.

Oil and Gas Well Data Base (Railroad Commission) ..... IX-71.

Oil Detail Well Tape (Railroad Commission) ..... IX-73.

Oil Master (Railroad Commission) ..... IX-75.

On-Line Catalog (CIRC/CAT) (Weatherford College) ..... VIII-47.

Organization Report (P-5) (Railroad Commission) ..... IX-77.

P1 and P2 Gas Disposition (Railroad Commission) ..... IX-79.

Pipeline Permits (Railroad Commission) ..... IX-81.

PNJOBS - UT Austin Jobs Available (University of Texas at Austin) ..... IV-35.

Policies Information (University of Texas at Austin) ..... IV-37.

Population Projections (Department of Commerce) ..... III-13.

Prints and Photographs (Texas State Library) ..... VIII-49.

Regional Census Data: 1990 (Houston-Galveston Area Council) ..... III-15.

Regional GIS (Alamo Area Council of Governments) ..... III-17.

Republic Documents (Texas State Library) ..... VIII-51.

Rio Grande Free Net (El Paso Community College District) ..... IV-39.

Rnmaster File (Board of Nurse Examiners) ..... VII-5.

Rural Resource Guide (Department of Commerce) ..... I-17.

Saltwater Disposal (Railroad Commission) ..... IX-83.

Secondary and Enhanced Recovery Project (Railroad Commission) ..... IX-85.

Selected State and Federal Sources of Capital (Department of Commerce) ..... **I-19.**

Signal Recognition Particle Database (SRPDB) (University of Texas Health Center at Tyler) ..... **X-11.**

Standards Database (Lamar University at Beaumont) ..... **VIII-53.**

State Agencies (Texas State Library) ..... **VIII-55.**

State License and Permit Information (Department of Commerce) ..... **I-21.**

Statewide Rules for Oil, Gas and Geothermal Operations (Railroad Commission) ..... **IX-87.**

Subscriber/Nonsubscriber (Workers' Compensation Commission) ..... **V-3.**

TALLONS (University of Texas at Austin) ..... **VIII-57.**

TAMIU Gateway Database (Texas A&M International University) ..... **IV-41.**

TCFP Bulletin Board (Commission on Fire Protection) ..... **II-9.**

TechPAC (Texas Tech University) ..... **VIII-59.**

Texas A&M Electronic Phone Book (Texas A&M University) ..... **IV-43.**

Texas A&M University Employment Opportunities (Texas A&M University) ..... **V-5.**

Texas A&M University Experts - Spokespersons/Facts (Texas A&M University) ..... **IV-45.**

Texas Academic Library Statistics (Texas State Library) ..... **VIII-61.**

Texas Appointment System (Legislative Reference Library) ..... **VI-7.**

Texas Cancer Data Center (Cancer Council) ..... **VII-7.**

Texas County Labor Force Data (Department of Commerce) ..... **V-7.**

Texas County Poverty Data (Department of Commerce) ..... **III-19.**

Texas County Profiles (Department of Commerce) ..... **III-21.**

Texas Minority- & Women-Owned Business Directory (Department of Commerce) ..... **I-23.**

Texas Parks and Wildlife Bulletin Board (Parks and Wildlife Department) ..... **IX-89.**

Texas Population Data (Department of Commerce) ..... **III-23.**

Texas Public Library Statistics (Texas State Library) ..... **VIII-63.**

Texas Racing Commission Licensing System (Racing Commission) ..... **I-25.**

Texas Union Gopher (University of Texas at Austin) ..... **IV-47.**

Texas Wage and Salary Data (Department of Commerce) ..... **V-9.**

TIGER Line Files (Alamo Area Council of Governments) ..... **III-25.**

Transportation (Railroad Commission) ..... **XI-3.**

Transportation Docket (Railroad Commission) ..... **XI-5.**

TRAX (Department of Transportation) ..... **I-27.**

TSTCPAC (Texas State Technical College - Waco) ..... **VIII-65.**

TXTELE (faculty/staff telephone directory) (University of Texas at Austin) ..... **IV-49.**

U.S. Census Data (Alamo Area Council of Governments) ..... **III-29.**

U.S. Environmental Protection Agency Publications (Lamar University at Beaumont) ..... **VIII-67.**

UCR Master File (Department of Public Safety) ..... **II-11.**

UH Gene-Server (University of Houston) ..... **X-13.**

UIC Inventory and Monitoring (Railroad Commission) ..... **IX-91.**

United States Census Data (Ark-Tex Council of Governments) ..... **III-27.**

UT Austin Directory (X.500) (University of Texas at Austin) ..... **IV-51.**

UTCAT (University of Texas at Austin) ..... **VIII-69.**

Waste Exchange (Department of Commerce) ..... **X-15.**

Well Location Mapping (Railroad Commission) ..... **IX-93.**

Well Records (Edwards Underground Water District) ..... **IX-95.**

WINCAT (Cooke County College) ..... **VIII-71.**

WINDINF (Texas A&M University-Corpus Christi) ..... **IX-97.**

Window on State Government (Comptroller of Public Accounts) ..... **I-29.**

UT

2511

UT84:B01

STATE LIBRARY DIVISION

2150 SOUTH 300 WEST, SUITE 16
SALT LAKE CITY, UTAH 84115
PHONE 533-5875

1896

SCOTT M. MATHESON
GOVERNOR

STATE OF UTAH
DEPARTMENT OF COMMUNITY AND
ECONOMIC DEVELOPMENT

January 11, 1984

Thomas F. Jaques
Louisiana State Library
P. O. Box 131
Baton Rouge, LA 70821

Dear Tom,

The Utah State Library is implementing an improved state documents program designed to broaden acquisition of state publications, provide increased bibliographic access, and improve service to libraries and state agencies. A discussion of the program may be found in the enclosed Horsefeathers article. Since the publications mentioned in the article may be of interest, they are enclosed, along with a sample shipping list. As the program progresses, more RLIN numbers and prices for documents will appear on the shipping list. The two manuals are in the OCLC data base and will be in RLIN as well. If further information is desired, contact Linda K. Downey or Alma Swann.

Sincerely,

Russell

Russell L. Davis
Director

Enclosures

2512

UT84:B02

1896

SCOTT M MATHESON
GOVERNOR

STATE OF UTAH
DEPARTMENT OF COMMUNITY AND
ECONOMIC DEVELOPMENT

STATE LIBRARY DIVISION

2150 SOUTH 300 WEST, SUITE 16
SALT LAKE CITY, UTAH 84115
PHONE 533-5875

October 15, 1984

Thomas F. Jaques
Louisiana State Library
P. O. Box 131
Baton Rouge, LA 70821

Dear Tom,

Last January, I sent you some materials relating to the Utah State Library's improved state documents program. Utah Under Cover, our first annual checklist of state publications, is enclosed for your perusal. Would you please forward it to the appropriate personnel?

Sincerely,

Russell

Russell L. Davis
Director

Encl.

2513

UT84:B03

SCOTT M. MATHESON
GOVERNOR

STATE OF UTAH
DEPARTMENT OF COMMUNITY AND
ECONOMIC DEVELOPMENT

STATE LIBRARY DIVISION

2150 SOUTH 300 WEST, SUITE 16
SALT LAKE CITY, UTAH 84115
PHONE 533-5875

December 24, 1984

RECORDER OF DOCUMENTS
JAN 3 1984
LOUISIANA STATE LIBRARY

Grace Moore
P.O. Box 131
Baton Rouge, Louisiana 70821

Dear Grace,

Nancy Ursery suggested I send the enclosed items to you for the Documents on Documents project. We have been working over the last year and a half to improve our state documents program, and these are the resulting publications. Nancy has been extremely helpful all along the way, and gave me your address. I've also joined GODORT, so I hope I've done all the needful things to "plug into" the documents information networks.

Cordially,

Linda

Linda K. Downey
Cataloging Librarian

STATE LIBRARY DIVISION

2150 SOUTH 300 WEST, SUITE 16
SALT LAKE CITY, UTAH 84115
PHONE 466-5888

NORMAN H. BANGERTER
GOVERNOR

STATE OF UTAH
DEPARTMENT OF COMMUNITY AND
ECONOMIC DEVELOPMENT

Lauri Sebo, Member
S&LDTF Committee of Eight
Government Documents Round Table
American Library Association

Ms Sebo:

Mr. Swann retired from the State Library during the summer of 1987. At the moment the work with State Documents in Utah is done by Susan M. Cuthbertson and RuthAnne Hansen.

We are including 3 copies of our procedures manual and one copy of our last checklist, Utah Under Cover. Due to the cost of printing of the document, we are unable at this time to send more copies. We are in the process of getting the volume put into microfiche format and would be glad to send copies of that when it is available.

Sincerely,

Susan M. Cuthbertson

RuthAnne Hansen

UT88:B02

STATE LIBRARY DIVISION

2150 SOUTH 300 WEST, SUITE 16
SALT LAKE CITY, UTAH 84115
PHONE 533-5875

NORMAN H. BANGERTER
GOVERNOR

DCED
STATE OF UTAH
DEPARTMENT OF COMMUNITY AND
ECONOMIC DEVELOPMENT

Due to the change in the state telephone system, the telephone numbers given in the Agency Directory of this issue of Utah Under Cover may or may not be correct. Since the change over took place after the directory was printed we were unable to update the telephone numbers. Please excuse the inconvience this causes. It will be corrected for UUC4.

If there are any questions about this or other volumes of UUC please contact either Suzi Cuthbertson or RuthAnne Hansen at the State Library -- 466-5888 / 1-800-662-9150.

UT85:D01

DO WE HAVE YOU UNDER COVER?

The Utah State Library's deadline is fast approaching for the 1984-85 edition of UTAH UNDER COVER. WILL YOUR AGENCY'S PUBLICATIONS BE IN IT? Our aim is to list and index all state agency publications for the past year.

UTAH
UNDER
COVER
U

UTAH UNDER COVER is distributed to:

- Legislators
- State agency personnel
- Utah libraries
- Selected libraries across the nation

BE SURE YOUR AGENCY IS REPRESENTED in this important research publication!

Please check below and return to the Utah State Library via Capitol Mail.

____ My agency did not publish this year.
____ I have already sent you our publications.
____ I am sending 20 copies (or at least 2) of each publication through Capitol Mail.
____ I have several publications for you. Please pick them up.
____ I need more information.

NAME____

AGENCY____

ADDRESS____

PHONE__________________

Please re-fold and send to the State Library

THANK YOU!

Utah State Library
2150 South 300 West Suite 16
Salt Lake City, Utah 84115

BEST COPY AVAILABLE

UT85:D02

THANK YOU!

UTAH
UNDER
COVER

This new issue of
UTAH UNDER COVER
is for you. Please
do not discard last
year's list.

UTAH
UNDER
COVER

Publications Contact Persons have helped the State Library Division make this year's volume of UTAH UNDER COVER bigger and better. As stated on pages iv and vi, we truly appreciate your efforts in getting your agency's publications to us. Please check the agency list beginning on page 11 for possible omissions.

We also need your help in updating our list of contact persons. IF THE NAME ON THE MAILING LABEL IS NOT YOURS, and you will be serving as the contact for your agency, please complete the form below and return it to the State Library.

PUBLICATIONS CONTACT PERSON

YOUR NAME____

REPLACING____

AGENCY____

ADDRESS____

____

PHONE________________ ___I'd like additional information.

OR

Phone this information to Tina Timko or Linda K. Downey at 533-5875.

Please fold and send to the State Library via Capitol mail

Utah State Library Division
2150 South 300 West
Salt Lake City, UT
84115

ATTENTION: STATE DOCS

UT85:D03

DO WE HAVE YOU UNDER COVER? *

UTAH
UNDER
COVER
UTAH STATE LIBRARY DIVISION

UTAH
UNDER
COVER

Enclosed is your copy of this year's UTAH UNDER COVER, produced by the Utah State Library Division. Its aim is to list and index all state agency publications for the past fiscal year. Check for your agency's publications in the list beginning on p. 11.

Please do not discard last year's issue. Much of the information in it is not repeated in the 1984-85 volume.

UTAH UNDER COVER is distributed to:

Legislators

State agency personnel

Utah libraries

Selected libraries across the nation

* If your answer to the above question is YES, thank you for your commitment to sharing important information with Utah's other governmental agencies and its public.

If your answer is NO, the State Library invites your agency to participate in the Utah Documents Depository Program described in the introductory pages of UTAH UNDER COVER. Would you please see that the form below, naming a Publications Contact Person, is completed and returned to the State Library?

PUBLICATIONS CONTACT PERSON

NAME____

AGENCY______________________________________

ADDRESS_____________________________________

____

PHONE_______________

OR

Phone this information to Tina Timko or Linda K. Downey at 533-5875. If you wish, they will also arrange for a presentation to your agency concerning the program.

Please fold and send to the State Library via Capitol mail

Utah State Library Division
2150 South 300 West
Salt Lake City, UT
84115

ATTENTION: STATE DOCS

2522

UT84:H01

UTAH DOCUMENTS DEPOSITORY PROGRAM

Manual of Guidelines for State Agencies

UTAH STATE LIBRARY DIVISION

2523

UTAH DOCUMENTS

DEPOSITORY PROGRAM

Manual of Guidelines
for
State Agencies

UTAH STATE LIBRARY DIVISION
DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

2150 South 300 West
Salt Lake City, UT 84115
Phone 533-5875

Acknowledgement

We gratefully acknowledge the permission of the Texas State Publications Clearinghouse to adapt their manual for our use.

Published by the
Department of Community and Economic Development
Dale Carpenter, Director

State Library Division
Russell Davis, Director

Archives Approval Number P830174
Appropriation Number 7810

September, 1983

2525

Contents

Introduction..1

Utah Documents Depository Program..3
    Identification and classification...3
    Cataloging..3
    Announcement..4
    Indexing..4
    Distribution..4
    Permanent retention...4
    Reference and loan service..4

Depositing State Agency Publications..5
    Publications contact person...5
    Items for deposit...5
    Deposit shipments...5
    Monthly publications list...6

Appendices

    Appendix A Depository Libraries..9
    Appendix B Publications Contact Person(s) Form..........................11
    Appendix C Guidelines for the Deposit of Publications...................13
    Appendix D Monthly Publications List Form...............................19

INTRODUCTION

By law (Utah Code 37-5-3, Depository Libraries), Utah state agencies and state-supported colleges and universities are required to deposit copies of their publications with the Utah State Library.

This Manual of Guidelines is designed to assist agencies in complying with this depository law. It describes the Utah Documents Depository Program and presents guidelines for the deposit of publications with the State Library.

The Library requests that each agency designate a publications contact person to serve as a liaison with the Library concerning deposit of documents. This Manual is intended primarily for use by these contact persons, and they are urged to review it carefully. Questions or suggestions should be directed to the State Documents Librarian, Utah State Library, (801) 533-5875.

I. THE UTAH DOCUMENTS DEPOSITORY PROGRAM

The Utah Documents Depository Program is designed to systematically collect and distribute Utah state governmental publications and to promote their use. The program's main goals are to provide the citizens ready access to the information published by their state's government at a minimum of cost and effort, and to assist state agencies by maintaining and indexing a master collection of state documents.

A state agency or state-supported college or university participates in this Program by depositing copies of its publications with the Utah State Library. The documents themselves are the heart of the Program, and therefore, depositing them with the Library is crucial to the Program's success.

The essential components of the Program are the acquisition of the documents from the agencies, the processing of documents and the preparation of finding aids to make them accessible, the distribution of publications to designated libraries around the state, and the retention of publications in a permanent, central collection for use by patrons.

A publication deposited with the Library goes through a series of steps designed to increase access to the document and the information it contains. These steps include the following:

1. Identification and classification:

   A record is kept of each document which is deposited with the Library. This record includes the document title, issuing agency, personal author, publication date, pagination, classification number.

   The document's classification number is drawn from a classification scheme based on the structure of Utah state government. This number permits retrieval of the document from the permanent master collection in the State Library.

2. Cataloging:

   Many publications received are cataloged into OCLC, a nationwide computer network with over 2000 member libraries. Inclusion in the data base means that Utah state documents receive national exposure and that libraries in Utah and around the country may ask to borrow documents from Utah depository libraries.

BEST COPY AVAILABLE

3. Announcement:

The State Library will issue a checklist of Utah documents received. This checklist is the most comprehensive listing available of Utah state governmental publications.

4. Indexing:

To improve access to specific documents and the information they contain, the Library will index them by title, issuing agency, and subject.

5. Distribution:

If sufficient copies of a publication are deposited with the State Library, a copy is sent to each of the Utah depository libraries (Appendix A, p. 9). The purpose of this distribution is to provide citizens with access to state documents in local areas. Copies are also sent to the Library of Congress and Center for Research Libraries.

6. Permanent retention:

Two copies of all publications deposited are stored in the central, permanent Utah State Documents Collection at the Utah State Library. Documents in the collection are available for patron use in the Library and for local and interlibrary loan. They are also available for loan to all state agencies.

7. Reference and loan service:

All publications in the Utah Documents Collection are available for patrons' use in the Library and for check-out. The Reference Services Staff of the Library welcomes reference questions from state agency personnel and referrals from agencies of patron requests for information and documents.

The value of the Utah Documents Depository Program increases as more and more state agencies deposit their publications with the Library. The Utah State Library wishes to express its appreciation to all agencies that have contributed to the accomplishment of the Program's goals and to solicit the support of all agencies in the State Documents Program. By working together, Utah state agencies and the Library can insure that all citizens of Utah will have access to the wealth of information published by their state's government.

II. DEPOSITING STATE AGENCY PUBLICATIONS

A. Publications Contact Person

To expedite communications between the agencies and the State Library, each agency should designate a publications contact person. The contact person is vital to the success of the Documents Depository Program, and the Library welcomes frequent communication with her/him.

The specific responsibilities of the contact person are to:
1. collect items for regular deposit with the State Library
2. provide a monthly list of agency publications.

Choice of a contact person is based on convenience to the agency. More than one person may be designated as contact person by an agency, and individual sub-divisions within an agency may each have a contact person.

Agencies should notify the Library upon initial appointment or subsequent replacement of a contact person. Notification may be by letter, telephone, or by submitting the Publications Contact Person(s) Form (see Appendix B, p. 11) to the Library. Additional copies of this form are available from the Library upon request.

B. Items for deposit

State agencies and state-supported colleges and universities issue thousands of publications every year. Some need to be deposited with the State Library; others are exempt from deposit requirements.

In most cases __ copies of required documents should be deposited with the State Library. It is realized that on some occasions the required number of copies may not be available. In such cases, at least two copies must be deposited with the Library for its permanent reference collection.

Appendix C, "Guidelines for the Deposit of Publications," (p. 13) includes an outline of types of documents most commonly produced, with a detailed listing of deposit requirements. Please refer to this list as you assemble documents for shipment or pick-up. If there are questions about specific items, call the State Library.

C. Deposit Shipments

Deposits should be collected on a monthly basis and shipped to:

State Documents Librarian
Utah State Library
2150 South 300 West
Salt Lake City, UT 84115

On occasion, arrangements may be made for the Library to pick up the items at your agency. Call the State Documents Librarian at 533-5875.

D. Monthly Publications List

Each shipment should be accompanied by a Monthly Publications List. (See Appendix D, p. 19) The information required is the title, the number of copies deposited, and the price of each item. We include the price in our listings so that non-depository libraries and other state agencies will have purchasing information.

APPEDICES

UTAH STATE
DEPOSITORY LIBRARIES

Division of Archives
State Capitol Building
Basement - Room 4
Salt Lake City, Utah 84114

Exchange Section
Lee Library
Brigham Young University
Provo, Utah 84601

Law Library
Brigham Young University
Provo, Utah 84601

The Center for Research Libraries
5721 Cottage Grove Avenue
Chicago, Illinois 60637

Utah Historical Society
603 East South Temple
Salt Lake City, Utah 84102

Library of Congress
Gift and Exchange Dept.
10 First Street SE
Washington, D.C. 20540

Special Collections
Att: Jeff Symonds
Utah State University
Logan, Utah 84321

Salt Lake City Public Library
Business, Science and Technology
209 East 5th South
Salt Lake City, Utah 84111

Jim Howells
Salt Lake County System
2197 East 7000 South
Salt Lake City, Utah 84121

Mrs. Inez Cooper
Special Collections
Southern Utah State College Library
Cedar City, Utah 84720

University of Utah Libraries
Serials Order Department
Salt Lake City, Utah 84112

Law Library
University of Utah
College of Law
Salt Lake City, Utah 84112

Utah State Library
2150 South 300 West Suite 16
Salt Lake City, Utah 84115

Weber County Library
2464 Jefferson Avenue
Ogden, Utah 84401

Weber State College
Reference Dept. Library
3750 Harrison Blvd.
Ogden, Utah 84408

PUBLICATIONS CONTACT PERSON(S)

Please indicate which of your staff members you would like to designate as the "publications contact person(s)" for your agency. The Utah State Library will communicate with this person concerning the participation by your agency in the Utah Documents Depository Program. Should you, for any reason, desire to change the designated contact person(s), please notify the Library. Thank you for your cooperation.

AGENCY NAME ____________________

MAILING ADDRESS ____________________

____

NUMBER OF CONTACT PERSONS DESIGNATED TO REPRESENT THE AGENCY? _____

* * * * * * * * * * * * * *

1 CONTACT PERSON ____________________

DIVISION OR DEPARTMENT ____________________

TELEPHONE ____________

2 CONTACT PERSON ____________________

DIVISION OR DEPARTMENT ____________________

TELEPHONE ____________

3 CONTACT PERSON ____________________

DIVISION OR DEPARTMENT ____________________

TELEPHONE ____________

(attach additional sheets if necessary)

Please return to:

State Documents Librarian
Utah State Library
2150 South 300 West
Salt Lake City, UT 84115

Guidelines for the Deposit of Publications

Type of Publication	Deposit Requirement
I. Annual reports/biennial reports	
descriptive and statistical reports of programs services, activities of an agency; not all agencies prepare annual/biennial reports; may be for entire agency or for a unit within an agency --see also: Financial Reports example: Twenty-first Biennial Report of the Utah State Tax Commission	deposit
II. Budgets	
a. annual operating budget (where prepared; exclude monthly operating budgets)	deposit
b. Biennial request for appropriations (budget request, final submission)	deposit
III. Conference/training workshop/seminar materials	
a. advertising, registrations information, programs	exempt
b. published proceedings example: Proceedings of the Sixth Antelope States Workshop	deposit
c. training manuals used in workshops, seminars or conferences (includes only those manuals which can stand alone, i.e. can be used without accompanying lecture or visual aids)	deposit
IV. Directories and rosters of agencies	
a. directories of facilities example: List of Certified Environmental Laboratories.	deposit
b. directories of services example: Directory of Services for Alcohol and Other Drug Abusers and Their Families.	deposit
c. personnel directories (includes directories to both an institution or agency as a whole or a unit within an institution or agency) example: Campus Directory. University of Utah.	deposit

d. rosters deposit
example:
Utah Official Roster.

V. Financial reports

a. annual financial report or statement (includes those issued by agencies which do not publish an annual report and those issued by agencies which produce annual reports not containing financial information) deposit

b. monthly/quarterly financial reports exempt

VI. General informational publications and reports of research

By far the largest quantity of documents issued by an agency or college or university falls in this category. In general, this category includes all materials issued to provide information to a segment of the population or specific clientele or to report the results of research conducted by or for an agency or college/university.

Publications in this category cover an enormous variety of subjects, and they differ in intended audience, sophistication of treatment, and format, Examples below are provided to suggest the kinds of publications which fall into this category.

a. directories deposit
example:
Directory of Business and Industrial Orientation Sites/Consultants. Utah State Board of Education.

b. drafts of reports deposit
example:
Experimental Cooperative Education for Automotive Salvage and Related Training: Interim Report.

c. guides deposit
example:
Utah School District Guide for Self-Evaluation of School Business Functions.
Guides to Allocating Forage between Cattle and Big Game on Big Game Winter Range.

d. manuals and handbooks deposit
example:
Manual for Justices of the Peace in the State of Utah.
Procedures Manual for Using the Processing Center of the Utah State Library Commission.

e. maps deposit

f. pamphlets and brochures about an agency, its services, or a subject which is of concern to it — deposit
example:
Welcome to Striper Country.
Stay Warm this Winter--It's on the House.

g. publications lists — deposit
example:
Selected Reference Materials for Utah Schools

h. final reports — deposit
example:
Home Construction Project in the Weber County High School District : Final Report.

i. state plans — deposit
example:
Utah Adult Education Program Plan for FY 1983-1985.
State Master Plan for the Development of Comprehensive Services to Handicapped Children.

j. statistical compilations — deposit
example:
Utah Agricultural Statistics
The 1982 Utah Big Game Harvest Book.

VII. Laws, rules and regulations, and licensing standards

a. Utah laws published as separates — deposit
example:
The Utah Higher Education Act of 1969.

b. Utah rules and regulations published as separates — deposit
example:
Rules and Regulations for Education Programs for the Handicapped.

c. college/university rules and regulations — deposit

d. compilations of laws on a topic — deposit
example:
Library Laws of Utah.
General Election Laws.

e. licensing standards — deposit
example:
Real Estate License Law: Rules and Regulations.
Preparing for the Licensure Examination for Nursing Home Administration.

VIII. Lists of agency-related publications

a. bibliographies deposit
example:
An Author-Title Bibliography of Utah Holdings. Utah State Library Commission.
Black Bibliography.

b. catalogs deposit
example:
Public Library Audio-Visual Collection. Utah State Library.
Register of the Papers of Frank E. Moss.

c. publications lists deposit
example:
Publications of the Faculty. University of Utah.
Publications of the Utah Water Research Laboratory.

.IX. Minutes of governing bodies

a. minutes of Boards of Regents meetings exempt

b. minutes of agency governing board meetings exempt

X. Periodicals

a. magazines or scholarly journals deposit
(excluding alumni and student magazines)

example:
Western Humanities Review
Utah Historical Quarterly

b. newsletters deposit
(intended for out-of-house distribution)

example:
Horsefeathers.
The Biblio Billboard.
Synapse

c. newspapers exempt
(includes student newspapers, staff newspapers, newspaper intended for public distribution)

d. news releases exempt

2538

XI. Special problems

a. drafts of plans, updates	exempt
b. grant proposals, specifications, bids, etc.	exempt
c. reprints	exempt
d. revisions	same treatment as original
e. fliers, posters	exempt
f. programs of theater, music, sports and other events	exempt
g. university press books	exempt

MONTHLY PUBLICATIONS LIST

Utah State Library

Please include this form with your monthly shipment to the State Library.
Call us at 533-5875 if you need additional forms.

MONTH: ____________________ 19___

AGENCY: ____

TITLE	Copies	Price

THANK YOU

The Utah State Library Division is truly grateful for the time and effort the contact persons expend in working with us. The Utah Documents Depository Program could not exist without you. Please contact us at 533-5875 whenever you have questions about the Program. We would also welcome any suggestions for improving the efficiency of the documents collection process.

UT84:H02

UTAH DOCUMENTS DEPOSITORY PROGRAM

MANUAL OF GUIDELINES FOR DEPOSITORY LIBRARIES

UTAH STATE LIBRARY DIVISION

2542

UTAH DOCUMENTS
DEPOSITORY PROGRAM
Manual of Guidelines
for
Depository Libraries

UTAH STATE LIBRARY DIVISION
DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT
2150 South 300 West
Salt Lake City, UT 84115
Phone 533-5875

2543

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2544

Contents

- General Information 1
  - Purpose of Depository Library Program 1
  - Historical Overview of Utah Governmental Publications 1

- Services Provided by the Utah State Library 2

- General Responsibilities and Procedures for Depository Libraries 3
  - Designation of Depository Libraries 3
  - Public Services 3
  - Interlibrary Cooperation 3
  - Staffing Recommendations 3
  - Space Recommendations 3
  - Organization of the Depository Collection 4
  - Maintenance of the Depository Collection 4
  - Substitution of Microforms for Depository Publications 4
  - Discarding of Depository Publications 4
  - Depository Shipping Lists 5
  - Limited Distribution Items and Retrospective Selections 5
  - Claims and Adjustments 5
  - Correspondence 5
  - Termination as a Depository Library 5

- Full Depository Libraries 6

- Selective Depository Libraries 6
  - Definition 6
  - Selections 6
  - Changes in Selections 6

- Appendices 7

- Appendix A. *Utah Code Annotated*, Title 37, Chapter 5, Depository Libraries 9
- Appendix B. Depository Library Application Form 11
- Appendix C. Depository Library Letter of Agreement 13
- Appendix D. Checklist for Selective Depository Libraries 15
- Appendix E. Claim for Depository Publications Not Received 23

UTAH DOCUMENTS DEPOSITORY PROGRAM

MANUAL OF GUIDELINES FOR DEPOSITORY LIBRARIES

GENERAL INFORMATION

Purpose of Depository Library Program

The purpose of the depository library program is to make Utah state government publications available to the general public.

State government manifests its activities through the information produced by its agencies. This information is disseminated in a wide variety of formats including books, directories, laws, legislative bills, magazines, maps, newsletters, pamphlets, regulations, reports, audiovisual and other materials.

Since state publications are produced with tax dollars, the public is entitled to access this information. Depository libraries throughout the State provide the public with cost effective access to this resource.

Historical Overview of Utah Governmental Publications

The Utah statutes prior to 1979 did not provide for adequate bibliographic control of Utah governmental publications. Therefore, in 1979 Utah Senate Bill 187 was passed by the 43rd Utah Legislature and added to the Utah Code Annotated 1953 as Title 37, Chapter 5, Sections 1-8. It gives the Utah State Library statutory authority to establish a state publications collection, to implement bibliographic control for state publications and to designate depository libraries. (See Appendix A.) These depository libraries will receive Utah state government publications at no cost in return for making those materials available to the general public free of charge.

SERVICES PROVIDED BY THE UTAH STATE LIBRARY

Under the depository law, the State Library provides services to depository libraries, state agencies and to the general public. The State Library works with state agencies to acquire copies of publications of interest, maintains a permanent collection of these publications, and provides interlibrary loan, reference and information services from this collection. The State Library also provides training, workshops and consulting services for depository libraries and state agencies to support this program.

In addition, copies of most publications received are distributed to depository libraries. Participating libraries may choose to receive all publications available or may set up a narrower interest profile based on agency or type of publication. Accompanying each shipment is a list including full bibliographic information about each publication to aid the depository library in cataloging the material. This list also cites other publications of potential interest not available in sufficient quantity for distribution.

The cataloging, classification and bibliographic information provided by the State Library is available to state agencies in a cumulative printed index and to libraries through the OCLC (Online Computer Library Center) and RLIN (Research Libraries Information Network) computer databases.

2547

GENERAL RESPONSIBILITIES AND PROCEDURES FOR DEPOSITORY LIBRARIES

Designation of Depository Libraries

Any Utah library may apply to the State Library to become an official depository for Utah publications by filling out an application form (Appendix B) and by signing a letter of agreement with the State Library (Appendix C).

Public Services

The depository library collection shall be open to the public for the free use of depository publications (Utah Code Annotated, 37-5-6). However, the depository library has the option of establishing its own circulation policies for use of depository materials outside the library. Depository libraries are encouraged to publicize their collections and promote the use of these materials.

Interlibrary Cooperation

All depository libraries are expected to loan or to provide photocopies of depository materials to other libraries upon request subject to existing interlibrary loan agreements.

Staffing Recommendations

One person should be designated by the depository library to coordinate depository activities and to act as liaison with the State Library. This individual will be responsible for administering the library's selection and receipt of depository materials. In a library with a separate state documents collection, the individual may also be responsible for organizing and maintaining the documents collection, and for providing public services from the collection. In a library which integrates state documents with its general collection, the state documents liaison may assist other staff members in using these materials effectively.

Space Recommendations

Space for depository operations should be of the same general quality as other areas of the library. It should be comfortable and functional, and should have adequate space for reference, circulation, and interlibrary loan as well as adequate space for processing new materials and housing the collection. Open shelving for the collection is recommended, and the availability of copying facilities and equipment for reading and printing microforms is desireable.

Organization of the Depository Collection

Each depository library should adopt a method of classification to identify and locate materials received. The selection of the classification scheme is left to the judgement of the depository library.

Maintenance of the Depository Collection

Depository libraries are encouraged to retain one copy of all publications received through the depository system for at least three years, and are expected to maintain the collection in good physical condition. Depository libraries with active binding programs are encouraged to give consideration to binding state publications whenever appropriate.

Substitution of Microforms for Depository Publications

Depository libraries may substitute microforms for any materials, provided the microforms are indexed. Under these circumstances, microform reading equipment should be available for public use.

Discarding of Depository Publications

Discarding of state publications received through the depository program should follow the depository library's normal policies and procedures for discarding other library materials. Withdrawn materials may be offered to the State Library, other depository libraries or to public libraries and educational institutions in the vicinity of the depository library.

The following items may be discarded automatically:

Slip laws after bound statutes are received
House and Senate bills and resolutions one year after adjournment of the legislature
Any materials cumulated in later issues
Any publication upon receipt of a revised edition
Pages from looseleaf publications which are replaced by new pages
Individual issues of a serial upon receipt of bound volumes
Material which has an expiration date
Outdated lists of agency publications and publication announcements

Depository Shipping Lists

The depository shipping list cites all publications received by the State Library for the period covered. Upon receipt of shipment, the items enclosed should be checked against the shipping list, and the shipping list identification number should be checked to guarantee that all previous shipments have been received. Since the shipping list will include titles not automatically distributed to all libraries, depositories may wish to review the shipping list to identify other titles of potential use in their collection. The price will be included on the shipping list for those items available only through purchase from the issuing agency.

Limited Distribution Items and Retrospective Selections

Occasionally, a limited number of copies of a publication are received from an agency for the depository program. Distribution of these copies is as follows: first to all full depositories, then to selective depositories on a first-requested, first-served basis, until the supply of copies is exhausted. The State Library will also accept requests for retrospective selections subject to the same limitations.

Claims and Adjustments

Special claim forms (Appendix E) are supplied to depository libraries for claiming items missing from the shipping list, or selected but not received. Depositories may contact the State Library by telephone or letter for lost, stolen, or mutilated publications. Claims for depository materials not received should be sent promptly as supplies of most publications are limited.

Correspondence

Correspondence, claims, changes in selections and other requests should be directed to:

State Documents Librarian
Utah State Library
2150 South 300 West, Suite 16
Salt Lake City, Ut 84115

Termination as a Depository Library

A depository library may relinquish its depository status at any time by addressing a letter to the State Librarian. The State Library may also terminate depository status upon giving the depository library reasonable notice.

FULL DEPOSITORY LIBRARIES

Definition

A full depository is a library that makes an agreement with the State Library to receive and maintain all available state publications. Full depositories will not be required to return the Checklist for Selective Depository Libraries. (See Appendix D.)

SELECTIVE DEPOSITORY LIBRARIES

Definition

A selective depository is a library that makes an agreement with the State Library to select and receive only those publications needed to support its program and to meet the needs of its clientele. Selective depositories should depend on full depositories for seldom used items.

Selections

Identification of selected items should be submitted to the State Library on the Checklist for Selective Depository Libraries (Appendix D). Category 1 comprises types or groups of publications having public interest or educational value issued by various agencies of state government. Category 2 lists specific state agencies. To indicate selections, the selective depository should use category 1 to identify the type of publications desired and category 2 to identify the desired agencies.

Categories 1 and 2 may be used independently or in combination. For example, a depository may wish to receive all annual reports or all publications from the Department of Natural Resources, or may wish to receive only annual reports from the Department's Division of Wildlife Resources.

Changes in Selections

Selections may be added or discontinued at any time. All selections should be reviewed yearly to determine if a need still exists for the material.

APPENDICES

APPENDIX A

UTAH CODE ANNOTATED
Title 37, Chapter 5, Sections 1-8
DEPOSITORY LIBRARIES

37-5-1. Definitions

As used in this act:

(1) "Commission" means the state library commission established under section 37-4-3. [NOTE: In July, 1979, the state library commission became the State Library Division of the Department of Community and Economic Development.]

(2) "Political subdivision" means any county, city, town, school district, public transit district, redevelopment agency, special improvement or taxing district.

(3) "State agency" means the state, any office, department, agency, authority, commission, board, institution, hospital, college, university or other instrumentality of the state.

(4) "State publications" means any blue book, book, compilation, directory, document, contract and grant report, hearing memorandum, journal, law, leaflet, legislative bill, list, magazine, map, minutes, monograph, order, ordinance, pamphlet, periodical, proceeding, public memorandum, resolution, register, regulation, report, statute, audiovisual material, microphotographic form and tape or disc recording regardless of format or method of reproduction, issued or published by any state agency or political subdivision for distribution, not including correspondence, internal confidential publications, office memoranda, university press publications, and publications of the state historical society.

37-5-2. Commission to establish, operate and maintain

The commission shall establish, operate and maintain a publication collection, a bibliographic control system and depositories as provided in this act.

37-5-3. Deposit of copies of publications with commission

(1) Each state agency shall deposit with the commission copies of each state publication issued by it in such number as shall be specified by the state librarian.

(2) Each political subdivision shall deposit with the commission two copies of each state publication issued by it.

(3) The commission shall forward two copies of each state publication deposited with it by a state agency to the Library of Congress, one copy to the state archivist, at least one copy to each depository library, and retain two copies.

(4) The commission shall forward one copy of each state publication deposited with it by a political subdivision to the state archivist and retain the other copy.

(5) Each state agency shall deposit with the commission two copies of audiovisual materials, and tape or disc recordings issued by it for bibliographic listing and retention in the state library collection. Materials not deemed by the commission to be of major public interest will be listed but no copies will be required for deposit.

37-5-4. List of state agencies' state publications--Distribution.

The commission shall publish a list of each state agency's state publications, which shall provide access by agency, author, title, subject and such other means as the commission may provide. The list shall be published periodically and distributed to depository libraries, state agencies, state officers, members of the legislature and other libraries selected by the commission with at least an annual cumulation. Each state agency shall furnish the commission and the state archivist a complete list of its state publications for the previous year, annually.

37-5-5. Designation as depository library.

Upon application, a library in this state may be designated as a complete or selective depository library by the commission.

37-5-6. Contract to provide facilities and service--Complete depository libraries--Selective depository libraries.

To be designated as a depository library, a library must contract [Signed Letter of Agreement] with the commission to provide adequate facilities for the storage and use of state publications, to render reasonable service without charge to patrons and reasonable access to state publications. A complete depository library shall receive at least one copy of all state publications issued by state agencies.
A selective depository library shall receive those state publications issued by state agencies pertinent to its selection profile and those specifically requested by the library.

37-5-7. Micrographics and other transmission techniques.

The commission may use micrographics or other copying or tranmission techniques to meet the needs of the depository system.

37-5-8. Rules and regulations--Standards.

The commission may adopt rules and regulations necessary to implement and administer the provisions of this act including standards which must be met by libraries to obtain and retain a designation as a depository library.

APPENDIX B

Depository Library Application Form

A. Institution requesting depository status: ______________________________

____

____

B. Person(s) responsible for collection: ______________________________

____

C. Type of depository status requested:

____ Full Depository
____ Selective Depository

D. What are the present service hours of your library?

E. How will the depository documents collection be housed?

____ Integrated into the general collection
____ Separate collection

F. Is a photocopy machine or service available in the library or nearby?

____ Yes
____ No

G. Are microfiche readers available for public use?

____ Yes
____ No

H. Are facilities available for making photocopies from microfiche?

____ Yes
____ No

Date:__________

Updated 6/8/84

APPENDIX C

LETTER OF AGREEMENT

This agreement is between the Utah State Department of Community and Economic Development, State Library Division, and ____,
(library name)

____
____.
(full address)

It is effective from ________________________ forward until altered with the mutual agreement of both parties or until terminated by either party.

The purpose of this agreement is to promote public use of state publications in accordance with the Utah Code Annotated Title 37, Chapter 5.

GENERAL PROVISIONS

The State Library will:

Identify, obtain and distribute copies of state publications to the depository library.

Provide classification, cataloging and indexing information for state publications and provide an index to state publications.

Retain two copies of each publication for interlibrary loan and reference purposes.

The Depository Library will:

Participate as a ___ full or a ___ selective depository.

Provide for the housing, organization and maintenance of the materials received.

Provide staff support to assist the public in using these publications.

SIGNED

DEPOSITORY LIBRARY	STATE OF UTAH DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT
____________________________ Director Date:____________	____________________________ Director, State Library Division Date:____________

Updated 6/8/84

APPENDIX D

Checklist for Selective Depository Libraries

GENERAL INSTRUCTIONS

Selective Depositories may select their materials in three ways: (1) by the type of publication, (2) by specified state agencies, or (3) a combination of 1 and 2.

Libraries wishing to select materials by type of publication should complete Category 1 below. Those wishing to select by agency should complete Category 2 below. If both categories are selected, complete both Categories 1 and 2. For example, if the Department of Natural Resources in Category 2 is chosen, and annual reports, magazines and newsletters in Category 1 are chosen, the library would receive those three types of publications only from the Department of Nautural Resources. Selections from Category 1 will apply to all agencies if Category 2 is not selected.

The state agency structure shown below is current as of this revison. Revisions will be issued to depository libraries as necessary.

Category 1 (Type of Publication)

Check those types of publictions you wish to receive.

___ Annual reports/biennial reports
___ Budgets
___ College/university catalogs
___ Conference/training workshop/seminar proceedings
___ Directories and rosters of agencies
___ Financial reports
___ General informational publications, reports of research, and monographs
___ Laws, rules and regulations, and licensing standards
___ Lists of agency-related publications
___ Maps
___ Periodicals

Category 2 (Specific Agencies of State Government)

Select those agencies whose publications you wish to receive on a regular basis. If all publications from a department or branch are wanted, check only the department or branch name.

- ___ Administrative Services (Department of)
    - ___ Archives (Division of)
    - ___ Central Services (Division of)
    - ___ Data Processing (Division of)
    - ___ Data Technology Services (Division of)
    - ___ Facilities Construction and Management (Division of)
    - ___ Finance (Division of)
    - ___ Personnel Management (Division of)
    - ___ Purchasing (Division of)
    - ___ Risk Management
    - ___ State Agency for Surplus Property
    - ___ Utah State Insurance Fund

- ___ Agriculture (Department of)
    - ___ Administrative Support Services (Division of)
    - ___ Agricultural Development (Division of)
    - ___ Regulatory Services (Division of)
        - ___ Animal Identification and Protection (Bureau of)
        - ___ Chemistry Laboratory (Bureau of)
        - ___ Food and Consumer Services (Bureau of)
        - ___ Meat Inspection (Bureau of)
        - ___ Plant Industry (Bureau of)
        - ___ State Veterinarian's Office

- ___ Apprenticeship Council

- ___ Attorney General (Office of)
    - ___ Governmental Affairs Division
    - ___ Human Resources Division
    - ___ Litigation Division
    - ___ Physical Resources Division
    - ___ Tax and Business Regulation Division

- ___ Auditor, State

- ___ Board of Regents (Department of)

- ___ Business Regulation (Department of)
    - ___ Consumer Protection (Division of)
    - ___ Contractors (Division of)
    - ___ Public Utilities (Division of)
    - ___ Real Estate (Division of)
    - ___ Registration (Division of)
    - ___ Securities (Division of)

- ___ Community and Economic Development (Department of)
    - ___ Black Affairs (Office of)
    - ___ Community Development (Division of)
    - ___ Community Services (Office of)
    - ___ Ecomonic and Industrial Development (Division of)
    - ___ Expositions (Division of)

DCED (Dept. of)
    ___ Fine Arts (Division of)
    ___ Four Corners Regional Commission (Office of)
    ___ Hispanic Affairs (Office of)
    ___ Indian Affairs (Division of)
    ___ Job Training Partnership Act (Office of)
    ___ State History (Division of)
    ___ State Library (Division of)
    ___ Travel Development (Division of)

___ Court Administrator (Office of)
    ___ Administration
    ___ Judical Council

___ Criminal and Juvenile Justice (Commission of)

___ Utah State Office of Education
    ___ Administrative Services (Office of)
        ___ Child Nutrition
        ___ Computer Services
        ___ School Finance and Business
        ___ Small and Rural Schools
    ___ Agency and Rehabilitation Services (Office of)
        ___ Disability Determination Services
        ___ Internal Accounting
        ___ Personnel Services
        ___ Publications
        ___ Rehabilitation Services
        ___ School for Deaf and Blind
        ___ Services for Visually Handicapped
        ___ Staff Support Services
    ___ Curriculum and Instruction (Office of)
        ___ Information Technology
        ___ Instruction and Support
        ___ Media Support
        ___ Program Extension
        ___ School and Administration Liaison
        ___ Special Education
    ___ Planning and External Relations (Office of)
        ___ Community Education
        ___ Data Systems and Liaison
        ___ Evaluation and Assessment
        ___ External Relations
        ___ Information and Instructional Systems (Data Processing)
        ___ Internal Data Processing
        ___ Legislative Relations and School Law
        ___ LEA Operations and Data Services
        ___ Public Relations and Information
    ___ Vocational Education (Office of)
        ___ Business and Industry Training
        ___ Program Development and Placement
        ___ Program Support
        ___ Secondary and Post-Secondary

- ___ Employment Security/ Job Service

- ___ Financial Institutions (Department of)

- ___ Governor's Office

- ___ Health (Department of)
  - ___ Community Health Services (Division of)
    - ___ Chronic Disease Control (Bureau of)
    - ___ Communicable Disease Control (Bureau of)
    - ___ Emergency Medical Services (Bureau of)
    - ___ Health Promotion and Risk Reduction (Burearu of)
    - ___ Selected Reportable Diseases
  - ___ Community Health Nursing (Office of)
  - ___ Environmental Health (Division of)
    - ___ Air Quality (Bureau of)
    - ___ General Sanitation (Bureau of)
    - ___ Hazardous Waste Management (Bureau of)
    - ___ Public Water Supplies (Bureau of)
    - ___ Radiation Control (Bureau of)
    - ___ Water Pollution Control (Bureau of)
  - ___ Family Health Services (Division of)
    - ___ Child Health (Bureau of)
    - ___ Communicative Disorders (Bureau of)
    - ___ Dental Health (Bureau of)
    - ___ Handicapped Children's Services (Bureau of)
    - ___ Management Support Services (Bureau of)
    - ___ Maternal and Infant Health (Bureau of)
  - ___ Health Care Financing (Division of)
    - ___ Medical Services, County Indigent Program, (Bureau of)
    - ___ Policy and Planning Unit
    - ___ Program Review (Bureau of)
    - ___ Support Services (Bureau of)
    - ___ Facility Management (Bureau of)
    - ___ Facility Survey
    - ___ Medical Claims (Bureau of)
    - ___ Medical Determination Unit
    - ___ Medicaid Information Unit
    - ___ Medicaid Operations
    - ___ Patient /Assessment
    - ___ Provider and Client Services (Bureau of)
  - ___ Local Health Departments
    - ___ Bear River District
    - ___ Weber-Morgan District
  - ___ Management Planning (Office of)
    - ___ Budget (Bureau of)
    - ___ Health Planning and Facilities (Bureau of)
    - ___ Health Statistics (Bureau of)
    - ___ Management Audit (Bureau of)
    - ___ Rural Health Services
  - ___ Medical Examiner (Office of)
  - ___ State Health Laboratory (Office of)

__ Industrial Commission of Utah
  __ Anti-Discrimination (Division of)
  __ Labor (Division of)
  __ Occupational Safety and Health (Division of)
  __ Safety (Division of)
  __ Statistics and Computer Operations (Division of)
  __ Utah Job Safety and Health Consultations Service (Division of)
  __ Utah Occupational Safety and Health Review Commission
  __ Workmen's Compensation (Division of)

__ Insurance (Department of)

__ Juvenile Court, State
  __ First District Juvenile Court (Division of) Ogden
  __ Second District Juvenile Court (Division of) Salt Lake City
  __ Third District Juvenile Court (Division of) Provo
  __ Fourth District Juvenile Court (Division of) Price

__ Legislative Auditor General (Office of)

__ Legislative Fiscal Analyst (Office of)

__ Legislative Research and General Counsel (Office of)

__ Legislature, Utah State
  __ House of Representatives
  __ Utah State Senate

__ Lieutenant Governor (Office of)
  __ Corporations

__ Liquor Control Commission

__ Natural Resources and Energy (Department of)
  __ Energy Office, State (Division of)
  __ Geological and Mineral Survey (Division of)
  __ Oil, Gas and Mining (Division of)
  __ Parks and Recreation (Division of)
  __ State Lands and Forestry (Division of)
  __ Water Resources (Division of)
  __ Water Rights (Division of)
  __ Wildlife Resources (Division of)

__ Personnel Review Board (Department of)

__ Planning and Budget (Office of)
  __ State Data Center
  __ State Data Processing Coordinator

- ___ Public Safety (Department of)
    - ___ Administrative Services (Division of)
    - ___ Council for Crime Prevention (Office of)
    - ___ Comprehensive Emergency Management (Division of)
    - ___ Highway Patrol (Division of)
    - ___ Highway Safety (Division of)
    - ___ Law Enforcement Services (Division of)
    - ___ Peace Officer Standards and Training Division (Division of)
    - ___ Planning and Research (Office of)
    - ___ State Fire Marshal (Division of)

- ___ Public Services Commission of Utah (Department of)

- ___ Retirement Office, Utah State
    - ___ Employment Group Insurance (Division of)

- ___ Social Services (Department of)
    - ___ Administrative Services
        - ___ Administrative Hearings (Office of)
        - ___ (EDP) Electronic Data Processing (Bureau of)
        - ___ Facilities Planning (Bureau of)
        - ___ Financial Audit (Bureau of)
        - ___ General Services (Bureau of)
        - ___ Management Information (Bureau of)
        - ___ Management Support Services (Bureau of)
        - ___ Personnel, Staff Development and Training (Bureau of)
        - ___ Planning and Evaluation (Office of)
        - ___ Policy Planning and Budget (Bureau of)
        - ___ Recovery Services (Office of)
    - ___ Aging (Division of)
    - ___ Alcoholism and Drugs (Division of)
    - ___ Assistance Payments (Office of)
        - ___ Food Stamp Issuance Office
        - ___ Quality Control (Bureau of)
    - ___ Children, Youth and Families (Division of)
    - ___ Community Operations (Office of)
    - ___ Corrections, Administration (Division of)
    - ___ Developmental Disabilities--Mental Retardation (Division of)
    - ___ Family Services (Division of)
    - ___ Mental Health (Division of)
    - ___ Planning and Evaluation (Office of)
    - ___ Recovery Services (Office of)
    - ___ Services to the Handicapped (Division of)
    - ___ Youth Corrections (Division of)

- ___ Supreme Court
    - ___ Supreme Court Law Library (Division of)

__ Tax Commission, State (Department of)
  ___ Auditing (Division of)
  ___ Central Services (Division of)
  ___ Collections (Division of)
  ___ Data Processing (Division of)
  ___ Local Valuation (Division of)
  ___ Motor Vehicles (Division of)
  ___ Motor Vehicle Business Administration (Division of)
  ___ Personal Property (Division of)
  ___ Revenue Accounting (Division of)
  ___ State Assessed Property (Division of)

__ Transportation (Department of)
  ___ Administrative Services (Office of)
  ___ Aeronautical Operations (Division of)
  ___ Civil Rights (Office of)
  ___ Community Relations (Office of)
  ___ Comptroller (Office of)
  ___ Construction (Division of)
  ___ Internal Audit (Office of)
  ___ Maintenance (Division of)
  ___ Policy and Systems Planning (Office of)
  ___ Preconstruction (Division of)
    ___ Location and Environmental Studies Section
  ___ Right-Of-Way (Division of)
  ___ Safety (Division of)
  ___ Transportation Planning (Division of)
    ___ Travel Analysis Unit
  ___ Federal Highway Administration, Utah

__ Treasurer, Utah State
  ___ Unclaimed Property (Divison of)

__ Utah National Guard

__ College of Eastern Utah, Price, Utah 84501

__ Dixie College, St. George, Utah 84770

__ Snow college, Ephraim, Utah 84627

__ Southern Utah State College, Cedar City, Utah 84720

__ University of Utah, Salt Lake City, Utah 84112

__ Utah State University, Logan Utah 84322

__ Utah Technical College at Provo, Utah 84603

__ Utah Technical College, Salt Lake City, Utah 84107

__ Weber State College, Ogden, Utah 84408

APPENDIX E

UTAH PUBLICATIONS DEPOSITORY SYSTEM

Claim for Depository Publications Not Received

Claims for depository publications not received should be submitted promptly as publication supplies may be limited.

Mail to:
State Documents Librarian
Utah State Library
2150 South 300 West, Suite 16
Salt Lake City, UT 84115

The following publications on Shipping List No._______, dated____________________ were not received.

Agency	Title

Librarian ________________________________

Library ________________________________

Date ________________________________

COMMENTS: (please list any state publication you feel we may not be aware of)

2564

Updated 6/8/84

UT88:H01

UTAH

STATE GOVERNMENT DOCUMETS

PROCEDURES

2565

UTAH

STATE GOVERNMENT DOCUMENTS

PROCEDURES

by the

Bibliographic Access Unit

Technical Services Program

Utah State Library Division

Department of Community and Economic Development

Salt Lake City

Revised 1987

2566

CONTENTS

Preface i

Introduction ii

Utah Documents Depository Program 1

Levels of treatment for state documents 5

  Proposed guidelines for document treatment 8

Shipping list guidelines 15

  Running SL glossaries 17

  SLIP List 19

Shipping list cataloging 22

OCLC guidelines for state documents 25

  NACO requirements 28

Shipping state documents 36

Filing cards for state documents 37

Collection of state documents 38

Compiling Utah Under Cover 40

Selected references 43

APPENDICES:

Utah Documents Classification 44

  Form divisions 47

Outline of LC Classification to be added

Notes on formatting call numbers (OCLC) 48

086 Government Document Class. Numbers (OCLC) [52]

Authority Index to be added

Cutters for Utah areas to be added

Paragraph Retrieval (Wang Glossary Chapter 8) [54]

PREFACE

The Utah State Library is a depository library for publications of the Utah State government, its agencies, state supported colleges and universities.

The goals of the depository program are to provide public access to the information published by the state government and to maintain and index a master collection of the state documents.

The State Library personnel assigns a number from a scheme based on the structure of the state government to the documents. Also Dewey Decimal Classification numbers are assigned to all documents; and Library of Congress Classification numbers are assigned to the documents which have cataloging records added to the OCLC data base, so as to enable other libraries to catalog the documents in their collections more easily. Subject headings from the Legislative Information System and LC subject headings are also assinged.

Many of the documents are cataloged on the OCLC data base so the bibliographic information is accessible to libraries that do not have the document in their collection. This enables OCLC users in Utah and in other states to have access to the Utah State documents through interlibrary loan. These and the remaining documents in the depository collection are indexed by title, issuing agency, and subject and this information is distributed to all of the Utah depository libraries, state agencies, public and academic libraries in the form of a Utah State Documents checklist entitled UTAH UNDER COVER.

A copy of the shipping list is sent to the Office of Administrative Rules, which in turn includes the information in its bimonthly publication Utah State Bulletin. This allows any agency, firm, or person that has access to this publication to know what publications are available and what subject areas those publications cover.

INTRODUCTION

Much important Utah information can be found under the covers of state agency publications. It could be argued that some of these publications have been undercover, secret documents. Not that they're microchip accounts of espionage activities, but rather that sometimes their existence has been shrouded in mystery. Researchers and librarians throughout the state have been forced to play the roles of detectives, sleuthing out leads and contacts, ferreting out facts.

UTAH UNDER COVER began as an attempt the demystify that information search. In 1984 the first issue of UTAH UNDER COVER was published. Here, under one cover was an agency, subject and title listing of all the Utah state agency publications received and cataloged at the Utah State Library since September 1983. Additionally, acquisitions, cataloging and locational information was included.

No claim was made for complete coverage. Listings represented agencies which had been contacted and which were willing to participate in the Utah Documents Depository Program. The "UTAH UNDER COVER agents" made plans to fling wider nets in the following years.

After the second annual issue of UTAH UNDER COVER, the documents team realized that soon something needed to be done or even the information would be available it would not be easily accessable, and to try to find the information on any given publication would be at best a time consuming project. In the first step to alievate this problem, the third issue was a cumulative issue, including the two preceeding listings and the listing for that year. Another first was the publication of that issue in two formats, hardcopy and microfiche.

The commitment to produce a more complete listing of Utah State agency publications is still a basic motivation behind the project and different approaches to obtaining the publications, and in realizing what is being published is being investigated.

UTAH DOCUMENTS DEPOSITORY PROGRAM

Collection and Distribution of Publications

One purpose of the Utah Documents Depository Program is to systematically collect state agency publications in quantity and distribute them to depository libraries where Utah citizens may borrow them, and to the Library of Congress and the Center for Research Libraries where they are available for research. Items received in sufficient quantity to supply the depository libraries are marked in the checklist (UUC) with a single asterisk (*), and are available at the libraries listed on page 3.

Occasionally an agency deposits only two copies, or items are received from other sources. These publications are housed at the State Library and are listed with a double asterisk (**). They may also be available from the agencies listed in the Agency Directory of each UUC and in Wang Document   C.

The chart on page 2 illustrates the publication collection / distribution process.

Information Dissemination

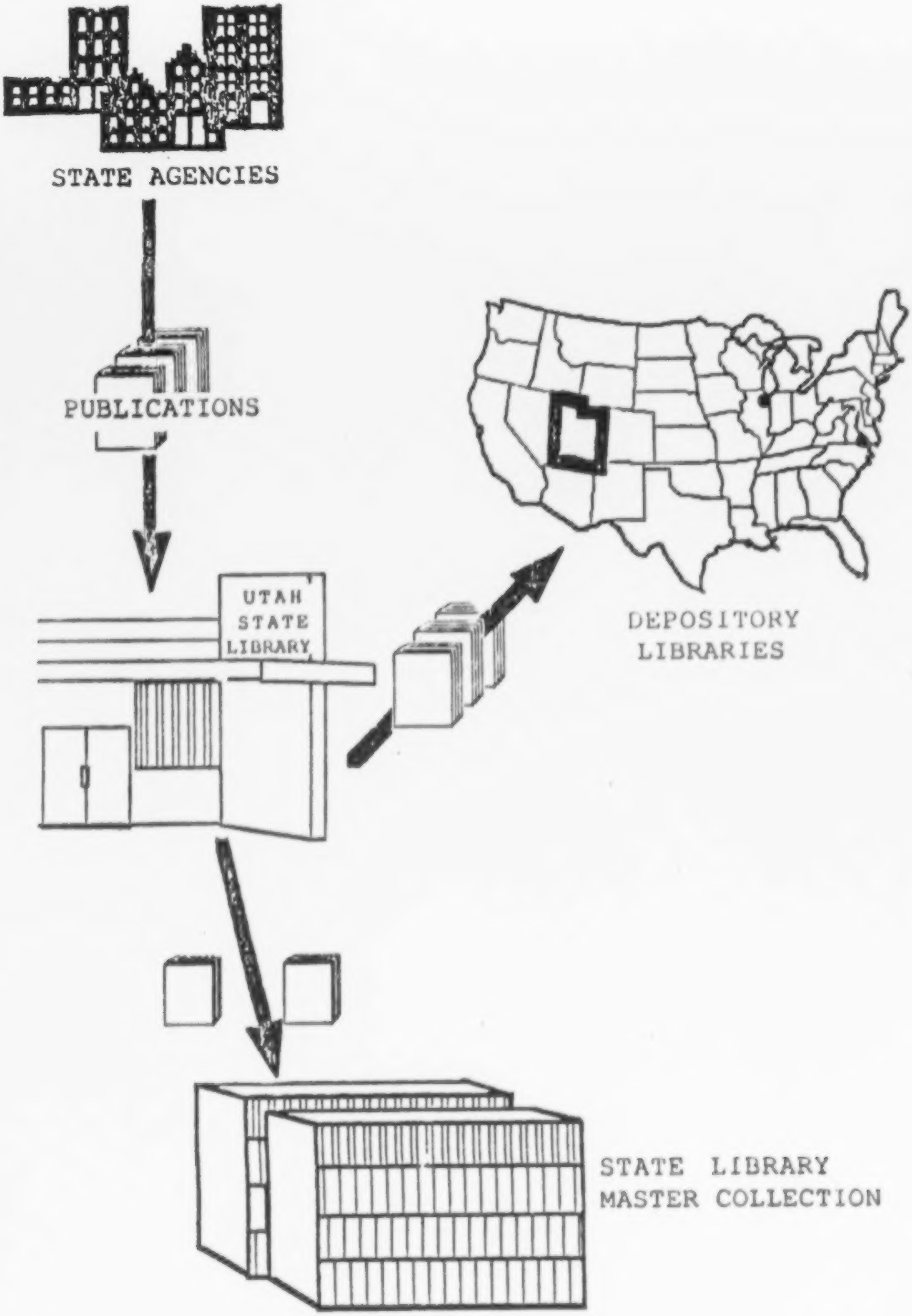
The other major purpose of the Utah Documents Depository Program is to alert Utah's public, its state agencies, and the nation to the existence of Utah state publications and the information they contain, and to provide what librarians call "bibliographic access." Since September of 1983, the State Library and Brigram Young University have entered the bibliographic record of publications into two national library computer network data bases -- Online Computer Library Center (OCLC) and Research Libraries Information Network (RLIN). Approximately 7,000 libraries thus have access to cataloging information, and the ability to borrow items from libraries who own them.

Brief cataloging information about the publications is also entered into word processing documents in the State Library's Wang VS computer, which has been used to produce UUC.

The chart on page 4 illustrates the Utah documents information dissemination process.

2570

UTAH DOCUMENTS DISTRIBUTION


STATE AGENCIES
PUBLICATIONS
UTAH STATE LIBRARY
DEPOSITORY LIBRARIES
STATE LIBRARY MASTER COLLECTION

DEPOSITORY LIBRARIES

CEDAR CITY, UTAH
Southern Utah State College
Library
Cedar City, Utah 84720
586-7945

LOGAN, UTAH
Utah State University
Merrill Library
Logan, Utah 84321
750-2661

OGDEN, UTAH
Weber County Library
2464 Jefferson Avenue
Ogden, Utah 84401
399-8517

Weber State College
Stewart Library
3750 Harrison Blvd.
Ogden, Utah 84408
626-5646

PROVO, UTAH
Brigham Young University
Harold B. Lee Library
Provo, Utah 84601
378-6179

Brigham Young University
Law Library
Provo, Utah 84601
378-3297

PRICE, UTAH
College of Eastern Utah
451 East 400 North
Price, Utah 84501
637-2120

SALT LAKE CITY, UTAH
Archives and Records Services
Archives Bldg., Capitol Hill
Salt Lake City, Utah 84114
533-6700

Salt Lake City Public Library
209 East 5th South
Salt Lake City, Utah 84111
363- 5733

Salt Lake County Library
2197 East 7000 South
Salt Lake City, Utah 84121
943-4636

Utah Historical Society
300 Rio Grande
Salt Lake City, Utah 84115
533-5808

Utah State Library Division
2150 South 300 West, Suite 16
Salt Lake City, Utah 84115
466-5888

University of Utah
Marriott Library
Salt Lake City, Utah 84112
581-8863

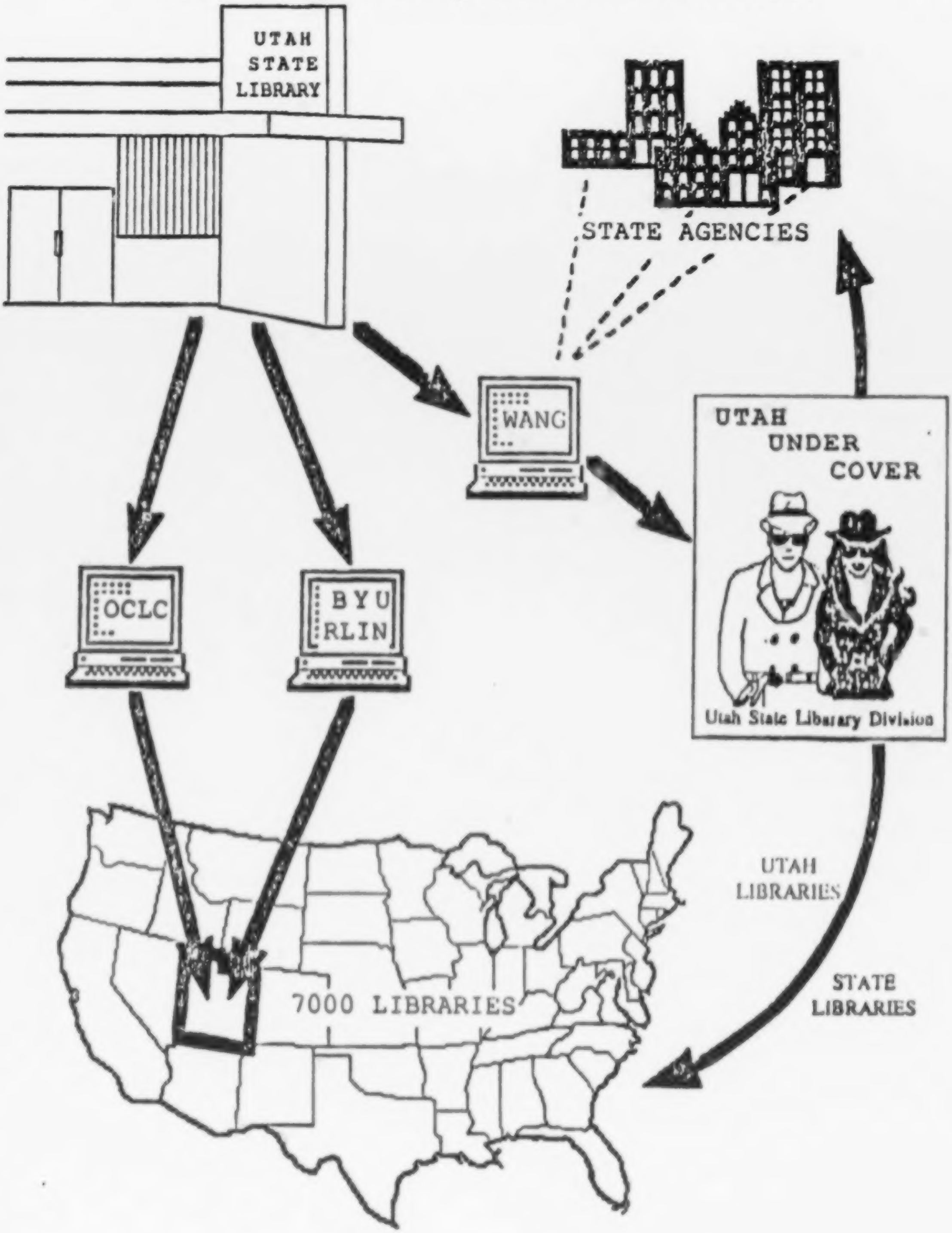
University of Utah
Law Library
Salt Lake City, Utah 84112
581-6438

CHICAGO, ILLINOIS
Center for Research Libraries
5721 Cottage Grove Avenue
Chicago, Illinois 60637

WASHINGTON, D.C.
Library of Congress
10 First Street SE
Washington, D.C. 20540

2572

UTAH DOCUMENTS INFORMATION


UTAH STATE LIBRARY
STATE AGENCIES
WANG
UTAH UNDER COVER
Utah State Library Division
OCLC
BYU RLIN
UTAH LIBRARIES
STATE LIBRARIES
7000 LIBRARIES

LEVELS OF TREATMENT FOR STATE DOCUMENTS

OCLC

Full descriptive and LC subject cataloging. Dewey, LC and State documents classification numbers. Corporate and personal names checked in online LC Name Authority File -- if no authority is present, the heading is established and paperwork sent to LC to have it entered into the LC Authority. Also listed on Wang with OCLC and RLIN numbers.

WANG

Simple descriptive cataloging. Subjects assigned from Legislative Information System index. Geographical headings when appropriate. State documents classification. OCLC and RLIN numbers for selected items. May be indexed by agency, title, subject, geographical location, personal author.

Outline of Proposed Guidelines for State Documents Treatment

I. Annual report/biennial reports

II. Budgets

- a. annual operating budget
- b. biennial request for appropriations

III. College/university catalogs

- a. general college/university catalog
- b. individual college/department catalog

IV. College/university development fund materials

- a. mailout-handout materials to prospective students
- b. advertisements
- c. athletic events materials
- d. alumni materials

VI. College/university student publication

- a. student newspapers
- b. student magazines
- c. yearbooks
- d. student handbooks

VII. Conference/workshop materials

a. advertising, registrations materials and programs
b. published proceedings
c. training manuals

VIII. Course materials

a. academic course schedules
b. course announcements
c. course descriptions
d. course handouts
e. course manuals of instruction

IX. Directories and rosters of agencies

a. directories of facilities
b. directories of services
c. personnel directories
d. rosters

X. Financial reports

a. annual financial reports
b. college/university financial reports
c. monthly/quarterly financial reports

XI. General informational publications and reports of research

a. directories
b. drafts of reports
c. guides
d. manuals and handbooks
e. maps
f. pamphlets and brochures
g. publications lists
h. final reports
i. state plans
j. statistical compilations

XII. Laws, rules and regulations, and licensing standards

a. Utah laws published as separates
b. Utah rules and regulations published as separates
c. College/university rules and regulations
d. compilations of laws on a topic
e. licensing standards.

XIII. Lists of agency-related publications

- a. bibliographies
- b. catalogs
- c. publications lists

XIV. Minutes

- a. minutes of Boards of Regents meetings
- b. minutes of agency governing boards meetings

XV. Periodicals

- a. magazines
- b. newsletters
- c. newspapers
- d. news releases

XVI. Special problems

- a. drafts
- b. grant proposals, bids
- c. reprints
- d. revisions
- e. fliers, posters
- f. programs of theater, music, sports and other events
- g. university press books

Proposed Guidelines for Documents Treatment

	Type of publication	Treatment
I.	Annual reports/biennial reports (descriptive and statistical reports of programs, services, activities of an agency; not all agencies prepare annual/biennial reports; may be for entire agency or for a unit within an agency) --see also: Financial Reports Example: *Twenty-first Biennial Report of the Utah State Tax Commission*	Wang only
II.	Budgets	
	a. Annual operating budget (where prepared; exclude monthly operating budgets)	Wang only
	b. Biennial request for appropriations (budget request, preliminary and final submission)	Wang only
III.	College/university catalogs	
	a. general college/university catalogs example: Utah Technical College at Provo. *Catalog* Utah State University. *Graduate Catalog*	OCLC and Wang
	b. individual departmental or college catalogs example: *Graduate Study in Chemistry and Biochemistry*. Utah State University	not collected

*(where a college or university does not issue a general catalog for the institution as a whole, departmental catalogs will be given Wang and/or OCLC treatment)

IV. College/university development fund materials (may be brochures, reports, newsletters etc.)	not collected
V. College/university recruitment and promotional materials	
a. materials generally intended as mail-out, hand-out information for prospective students and their families	not collected
b. brochures, bulletin board materials, schedules invitations, calendars, posters, leaflets, pamphlets, or notices designed to announce, describe, advertise or register persons for: --athletic events --conferences --courses --demonstrations --lectures --meetings --performances --seminars --symposia --workshops	not collected
c. calendars and schedules of athletic events, rosters of teams, listings of athletic records	not collected
d. alumni materials (pamphlets, brochures, magazines, etc.)	not collected
VI. College/university student publications	
a. student newspapers	not collected
b. student magazines	not collected
c. yearbooks	not collected
d. student handbooks	not collected
VII. Conference/training workshop/seminar materials	
a. advertising , registrations information, programs	not collected
b. published proceedings example: Proceedings of the Sixth Antelope States Workshop.	OCLC and Wang

c. training manuals used in workshops, seminars or conferences (includes only those manuals which can stand alone, i.e. can be used without accompanying lecture or visual aids)	Wang only

VIII. Course materials

a. academic course schedules	not collected
b. course announcements (announcements for courses, workshops, seminars, conferences etc.)	not collected
c. course descriptions (other than general college/university catalog)	not collected
d. course handouts (reading lists, assignments, lecture notes, syllabi)	not collected
e. course manuals of instruction (includes only those manuals which can stand alone, i.e. can be used without accompanying lecture or visual aids)	not collected

IX. Directories and rosters of agencies

a. directories of facilities example: List of Certified Environmental Laboratories	OCLC and Wang
b. directories of services example: Directory of Services for Alcohol and Other Drug Abusers and Their Families	OCLC and Wang
c. personnel directories (includes directories to both an institution or agency as a whole or a unit within an institution or agency) example: Campus Directory. University of Utah.	OCLC and Wang

d. rosters — OCLC and Wang
example:
Utah Official Roster.

X. Financial reports

a. annual financial report or statement (includes those issued by agencies which do not publish an annual report and those issued by agencies which produce annual reports not containing financial information) — OCLC and Wang

b. monthly/quarterly financial reports — not collected

XI General informational publications and reports of research

By far the largest quantity of documents issued by an agency or college or university falls in this category. In general, this category includes all materials issued to provide information to a segment of the population or specific clientele or to report the results of research conducted by or for an agency or college/university.

Publication in this category cover an enormous variety of subjects, and they differ in intended audience, sophistication of treatment, and format. Examples below are provided to suggest the kinds of publications which fall into this category.

a. directories — OCLC and Wang
example:
Directory of Business and Industrial Orientation Sites/Consultants. Utah State Board of Education.

b. drafts of plans and reports — Wang only
example:
Experimental Cooperative Education for Automotive Salvage and Related Training: Interim Report.

c. guides — OCLC and Wang
example:
Utah School District Guide for Self-Evaluation of School Business Functions.

Guides to Allocating Forage between Cattle and Big Game on Big Game Winter Range.

d. manuals and handbooks — OCLC and Wang
example:
    Manual for Justices of the Peace in the State of Utah.

    Procedures Manual for Using the Processing Center of the Utah State Library Commission.

e. maps — OCLC and Wang

f. pamphlets and brochures about an agency, its services, or a subject which is of concern to it — OCLC and Wang
example:
    Welcome to Striper Country.

    Stay Warm this Winter--It's on the House.

g. publications lists — OCLC and Wang
example:
    Selected Reference Materials for Utah Schools

h. final reports — OCLC and Wang
example:
    Home Construction Project in the Weber County High School District : Final Report.

i. state plant — OCLC and Wang
example:
    Utah Adult Education Program Plan for FY 1983-1985.

    State Master Plan for the Development of Comprehensive Services to Handicapped Children.

j. statistical compilations — OCLC and Wang
example:
    Utah Agricultural Statistics.

    The 1982 Utah Big Game Harvest Book.

XII. *Laws, rules and regulations, and licensing standards*

a. Utah laws published as separates — OCLC and Wang
example:
    The Utah Higher Education Act of 1969.

b. Utah rules and regulations published as separates — OCLC and Wang
example:
    Rules and Regulations for Education Programs for the Handicapped.

c. college/university rules and regulations — Wang only

d. compilations of laws on a topic — OCLC and Wang
example:
    Library Laws of Utah.

    General Election Laws.

e. licensing standards — OCLC and Wang
example:
    Real Estate License Law: Rules and Regulations.

    Preparing for the Licensure Examination for Nursing Home Administration.

XIII. Lists of agency-related publications

a. bibliographies — OCLC and Wang
example:
    An Author-Title Bibliography of Utah Holdings. Utah State Library Commission.

    Black Bibliography.

b. catalogs — OCLC and Wang
example:
    Public Library Audio-Visual Collection. Utah State Library.

    Register of the Papers of Frank E. Moss.

c. publications lists — Wang only
example:
    Publications of the Faculty. University of Utah.

    Publications of the Utah Water Research Laboratory.

XIV. Minutes of governing bodies

a. minutes of Boards of Regents meetings — not collected

b. minutes of agency governing board meetings — not collected

XV. Periodicals

a.	magazines or scholarly journals (excluding alumni and student magazines) example: Western Humanities Review Utah Historical Quarterly	OCLC and Wang
b.	newsletters (intended for out-of-house distribution) example: Horsefeathers. The Biblio Billboard. Synapse.	OCLC and Wang
c.	newspapers (includes student newspapers, staff newspapers, newspaper intended for public distribution)	not collected
d.	news releases	not collected

XVI. Special problems

a.	drafts of reports, plans, updated example: A Behavior Modification Program for Reducing Weight : Preliminary Counseling Center Report.	Wang only
b.	grant proposals, specifications, bids, etc.	not collected
c.	reprints	not collected
d.	revisions	same treatment as original
e.	fliers, posters	not collected
f.	programs of theater, music sports and other events	not collected
g.	university press books	not collected

SHIPPING LIST -- STATE DOCUMENTS

In the shipping list the documents are listed by the agency that has issued the publication. The Department of which the agency is part is first listed (see: "Utah Official Roster" for listing of departments and their subdivisions), then the unit actually responsible for the publication. Intermediated divisions do not have to be listed.
example:

> The Bureau of Communicable Disease Control is a subdivision of the Div. of Community Health Services, which is a subdivision of the Utah State Dept. of Health. However, in the shipping list it would read like this:
>
> HEALTH, UTAH STATE DEPT. OF
> COMMUNICABLE DISEASE CONTROL, BUREAU OF

The item is listed under the agency as established at the time the document was published with a cross reference to the agency as later established.

When more than one document issued by the same agency is in a shipping list, the issuing agency need be listed only once at the head of the titles. The titles are listed alphabetically by title, then numerically by dates or publication numbers. If documents by different agencies within the same department are present, list the agencies alphabetically under the department which is named only once. Triple space between agencies, and double space between each title issued by an agency.

When more than one issue of a serial is received to be sent in one shipping list and the serial is not one that is analyzed by issue, group the issues together in one record, separate the two dates by a semicolon and list the year of publication only once. List the two separate state documents numbers at the bottom of the record.

The title is taken from the title page and with the exception of prepositions and articles, all words are capitalized. The title is also printed in boldface (--shipping list glossary 1166C, [GL] B will type the character which turns off/on the boldface type of the printer, or the character is --).

COMMUNITY AND ECONOMIC DEVELOPMENT, DEPARTMENT OF
LIBRARY DIVISION OF UTAH, STATE
Horsefeathers. October, 1983.

NATURAL RESOURCES, UTAH DEPT. OF
WATER RIGHTS, DIV. OF
Bedrock Aquifers in the Lower Dirty Devil River Basin Area, Utah, with Special Emphasis on the Navajo Sandstone. 1981.

Consumptive Use and Water Requirements for Utah. March, 1982.

It is the responsibility of the individual cataloging a state document for the first time to contact the issuing agency for information which is not available on the document. Some of the information needed would include:

Frequency of a serial

Numbering of a series, or of a serial

Price of a publication or subscription

Availability of extra copies for depository libraries

Have State Library placed on regular mailing list for this and other publications the agency puts out

Name and phone number of contact/contacts with the agency (this needs to be a FILE built as we make contact with people in the various agencies, who are able to help us gather information we need; we need to note along with name and phone number, what type of information they are able to help with, whether they call back with information etc...)

Brief outline for creating shipping list with glossaries

Create new document -- (execute)
    Document Id: xxxxC -- (make note of number)
    Document Name: Shipping List yy-nn
    Operator: name or initials
    Author: State Documents
    Comments: Archive when integr
        (execute)

[COMMAND] [GL]
    (system will ask for glossary identity)

1166C
    (system will respond with "glossary attached")

[GL] !
    (system will set up format lines of shipping list, prompt for the shipping list number, date, and for the same information on the footer page IT WILL THEN ATTACH GLOSSARY 9904 !!)

[GL] a
    (system will go into the glossary, delete previous information, and prompt "Doc. ID/=/EXEC.")

**1065C / or "=" if the same page no. as on the line before
    (system prompts "page no.")

<page number that department, agency, or title is located on>[EXECUTE]
    (system prompts "enter no.")

<paragraph number of department, agency, or title>[EXECUTE]
    (system prompts "Doc. ID/=/EXEC.")

Repeat from ** above until all paragraph numbers are entered

To exit from entry of paragraph touch EXECUTE at the "Doc. ID/=/EXEC." prompt

EDIT THE PARAGRAPH LIST IF NEEDED

[GL] b
    (system creates a glossary to supercopy the paragraphs from document 1165C to the new shipping list; when it is complete the system exits to the start up menu)

2586

Call up the new shipping list created earlier and go to the bottom of the page

[GL] c
(the system uses the glossary to create the shell of the new shipping list; when finished the system displays the message "Paragraph retrieval completed")

[COMMAND] [GL]
(system will ask for glossary identity)

1166C
(system will respond with "glossary attached")

[GL] 1 (number)
(system will remove note marks (   ) and return to the beginning of the page)

NOW EDIT SHIPPING LIST AND ADD NEW SERIAL OR MONOGRAPHIC TITLES

GLOSSARY ENTRIES THAT MAY BE USEFUL IN 1166C

a	replaces single character with two indents and moves down one line and to same position as the initial character was -- (edits formatting of the s.h. for ease in manipulating by glossaries)
,	<
.	>
B	

GENERAL NOTES ON SHIPPING LISTS

WHEN A SHIPPING LIST IS PRINTED, THE FINISHED COPY NEEDS TO BE GIVEN TO THE CATALOGING SUPERVISOR FOR CHECKING BEFORE IT IS DUPLICATED FOR SHIPPING WITH THE DOCUMENTS.

There is a deadline for the shipping list / the 1st and the 15th of each month.

There may be some single items that contain dated material that will need to be sent out immediately upon receipt (not waiting for the shipping list date) and will need to be cataloged asap.

SLIP List
(Shipping List Inputting Process)

Check the following items on the shipping list:

I. Alphabetic order within the following areas:

  A. Departments.

  B. Agencies within departments.

  C. Titles within agencies.

  D. Numbering, if the titles are identical.

    1. Lowest number to highest.
    2. January to December; if designating by numerals use 01,02,...12, to differentiate between months and quarters.
    3. Quarters (unless otherwise noted on piece).

      a. 1 = Winter = January, February, March
      b. 2 = Spring = April, May, June
      c. 3 = Summer = July, August, September
      d. 4 = Autumn = October, November, December

II. Capitalization.

  A. Title.
  All words are capitalized except prepositions and articles, unless they are the first word of a title or a subtitle. Both halves of hyphenated words will be capitalized, but not prepositions in the middle, i.e. Mother-in-Law, Mother-of-Pearl.

  B. Subject headings.
  Only the first word will be capitalized, unless the subject is a proper noun, or contains a parenthetical expression, the the first word in the parentheses is capitalized also.

  C. Volume, issue statements.
  Capital 'V' and small 'n' in "Vol. x, no. x" phrases.

  C. "Not Applicable".
  In the phrase following "OCLC #", the term will be shortened to N/A with both letters being capitalized.

2588

III. Spacing.

A. Two (2) blank lines between departments.

B. One (1) blank lines between titles.

C. Two (2) spaces between the period at the end of the title statement and the date.

D. 'Comma' space between month and year, or quarter and year.

E. For more than one date, separate by 'space' 'semicolon' 'space'.

F. For more than one month, separate the individual non-consecutive months by 'space' 'semicolon' 'space' and follow the string by one 'space' 'comma' 'year'. Consecutive months may be dashed together where there is no break, i.e. 07-10, 1986.

G. For Documents classification number, the initial letter is separated by one space, following the colon there is a space before the balance of the number.

H. For OCLC and RLIN numbers, the number sign (#) is separated from both the data base designation and the number by a space and the two are separated by a space, i.e.
OCLC # 10665623 RLIN # 0430-S

IV. Other.

A. Check all OCLC #'s in data base.

B. Check state documents classification number.

C. Check Dewey decimal number.

D. Check subject headings -- quickly to see if pertinent and generally no more than four (4) per title.

E. Check price & asterisks.

F. Check dates.
   1. Present on all records.
   2. Dates are bracketed when questionable.
   3. Corrected to current when copied from generic record.

G. Check analytics -- updated to current when copied from generic record.

H. Run the spelling verifier on the shipping list before the final printout. This helps catch typographical errors in the document.
   1. Wang WP utilities
   2. Spelling verifier
   3. <Supply shipping list document no.>
   4. <Supply dictionary "docs">

I. For final printout of shipping list make sure the print screen reflects these changes.
   1. Character Set No.: 9
   2. Printer No.: 16
   3. Left Margin: 020
   4. Pitch: 15
   5. Forms: Standard

J. Make sure the following are sent or are ready to send:
   1. OCLC PRINTOUTS FOR BYU
   2. UTAH STATE BULLETIN to the Supreme Court Library
   3. COPY OF SHIPPING LIST to Dr. Callaghan at the Office of Administrative Services

SHIPPING LIST

(and UTAH UNDER COVER)

CATALOGING

1. Check Agency Listing for current and previous years to see if item in hand has been previously cataloged. If yes and the item is a serial, pull card with paragraph retrieval information and put numbers into paragraph retrieval glossary [1] entry to new shipping list, adjust data for current copy and make note of state document number to mark item. If the item is one of a monographic series, use paragraph retrieval to begin cataloging new title in series.

   Some serials are analyzed by issue -- all information but the subject headings may be supercopied. Assign subject headings for topic of each issue.

   A. UEBR / U of U. Graduate School of Business

   B. Survey notes / Geological and Mineral Survey

   C. Directions / Social Services

   D. Communicable Disease Newsletter

   E. Nongame wildlife leaflet

   F.

   G.

   H.

2. If the item has not been previously cataloged, determine treatment (OCLC or WANG) ; if the item is a monographic series, much of this determination has already be done.

---

[1] Wang glossary 9904, Wang document 1065C, instructions page 13 this document.

3. Assign state documents number and LIS subject headings.
   Check the following files in doing this:

   A. LIS subject authority list.

   B. State agency name authority.

   C. State documents title file and shelf list to make sure number is unique.

   When a number is assigned to an agency for the first time write the agency name and number in the Agency authority list and in the "State Documents Black Book" (main portion of book, index and possibly cross references in the index) and clip pages to show it needs to be added to the Wang record of State documents classification numbers.

4. Search OCLC data base, edit existing record or do original cataloging to input into OCLC data base, put records into "save" file for review, when okayed, make print outs of the records to be sent to BYU for inputting into RLIN.

5. Do shipping list cataloging for all items.

6. Label documents for the state documents collection, and make note of call number to be typed on label for reference collection[2].

7. Input RLIN numbers from BYU into shipping list (these numbers come only sporadically).

8. Run 'spelling verifier' from Wang utilities on the shipping list to catch typographical errors, correct when necessary. Print a draft copy of the shipping list, have this copy checked against 'SLIP List'[3] by supervisor or another LTA, then correct any errors caught, print on State Documents letterhead, photocopy shipping list and ship[4] with items to the depository libraries.

---

[2] Documents that go into the reference collection are, monographic, monographic series, or annuals. When there is only one copy of a document that falls into this category, it is flagged with a sticker stating "one copy only if not needed please return to cataloging" and it put in the reference collection.

[3] Page 15 this document.

[4] Instructions page 17 this document.

9. Add agency names, classification numbers, and subject headings not previously used to the Wang records; and report the additions in the next LTA meeting.

    Agency name authority ... 0235C

    Classification numbers ... 0052C
        index at beginning of record
        main listing
        some cross references in the index

    Subject headings ... 0051C

10. The LTA's that are working on the shipping lists should make a determination of which documents are serial and which are monographic and should separate them into the Monograph/Serial work documents so that the glossary can be run to edit the shipping list into UUC format. Integrate the shipping list into the check list.

11. Have the records archived when integration is completed.

OCLC CATALOGING -- STATE DOCUMENTS

HOLDING CODES:	ULCB	Produces full set plus extra title entry. Also generates automatic input stamp of "State Doc" above the call numbers.
	ULCY	Produces Dewey Decimal shelf list card only.
	ULCZ	Produces Library of Congress shelf list card only.

FIXED FIELDS: The Fixed Fields on the records should reflect the fact that the material is a government publication -- the element 'Govt pub:' should contain an 's' -- (see : OCLC Format Documents, OCLC Input Standards, etc.)

State Documents need to be cataloged with current standards (AACR II), and at the I level, older records already in OCLC may need much editing to meet these standards.

IMPORTANT FIELDS IN OCLC RECORD

010	LC card number ** required if available
020	ISBN ** required if available -- nonexistent on state docs
040	Cataloging ***MANDATORY / system supplied if ignored
043	Geographic area code -- n-us-ut (Utah) indexing possible
052	Geographic classification code -- indexing possible -- see 'Cutter Numbers' in USL Authority Lists for Utah codes and cutters, or OCLC format documents for more information

086 Government documents classifications, when both indicators are blank, the number is for a classification scheme other than the SUDOC classification and ≠2 utdocs needs to be in Utah numbers to designate our classification scheme is being used.

For more information on the 086 field, subfields, tagging etc. see the OCLC documentation.

050/090 Library of Congress classification number. Either of the numbers will print on cards, 090 is assigned by non-LC libraries.

For tagging, indicators, subfield codes, spacing and punctuation in the 050 or 090 fields; see OCLC Format documents.

092 Dewey Decimal classification number.
When a record has been input from LC copy or by the Library of Congress, the tag 082 is the DDC field, however, the system cannot print with this tag so the number must be put into an 092 field; with ≠b supplied.

For tagging, indicators, subfield codes, spacing and punctuation in the 092 field; see OCLC Format documents.

049 Local holdings -- state docs -- ULCB,ULCY,ULCZ

MISC. NOTES ON AREAS OF THE CATALOG WORKFORM

Main entry:

Title main entry -- when a title main entry begins with an initial article, the second word in the title is capitalized.

Illustrative matter: (300 ≠b):

[AACR II, 2.5C2]
If the illustrations are of one or more of the following types, and are considered to be important, designate them by the appropriate term or abbreviation (in this order): charts, coats of arms, facsimiles, forms genealogical tables, maps, music, plans, portraits (use for both single and groups portraits), samples. Designate all other types as "ill."

[AACR II, 2.5C7]

Include illustrative matter issued in a pocket inside the cover of an item in the physical description. Specify the number of items and their location in a note (see AACR II, 2.7B10).

: ill., col maps ;
"Note" Four maps on 2 folded leaves in pocket.

A plate is an extra sheet which is not part of the pagination.
example:

: 8 leaves of plates ; (printed on one side)
: 16 p. of plates ; (printed on both sides)

If the plates are folded that is included in a note (500 ƀƀ).

Monographic series:

TRACE ALL SERIES. Trace the uniform title of the series with the qualifies of "author".
example:

490 1ƀ Technical publication / State of Utah, Department of Natural Resources ; ≠v no. 68

830 ƀ0 Technical publication (Utah. Dept. of Natural Resources) ; ≠v no. 68

When a series title begins with an initial article, the second word of the title is capitalized.

Notes: (5xx)

Make note to separate title pages if the material has been published separately in different years. If there aren't too many different titles within the document add a "Title Traced Differently" (740) and/or an "Author/Title added entry" (7xx).

Serials:

When a serial changes title:
Create a new record -- include the following field in the record as applicable [see OCLC Serials Format, Bibliographic Input Standards]

780	Previous title	OCLC #
785	Continuing title	OCLC #

NACO REQUIREMENTS ON STATE PUBLICATIONS

When a search through the online Name Authority File does not turn up an authority for a name, a NACO form is filled out and sent to the Library of Congress so that name can be added to their Name Authority File. The LC machine readable Name Authority is dumped into the national data bases as the online Name Authority File.

Prior to beginning on the NACO form, information is gathered which shows the most common usage of a name, variations used, and conflicts that may exist in setting up an authority for a heading. Making note of the information and where/when it was obtained will make it easier to follow through again if necessary.

Record search of data base (date) and name authority file (date).

what conflicts if any were found in NAF -- a fuller or shorter form of name that could possibly be the same author -- identical name, with or without dates.

what headings and usage were found in OLUC -- is there question whether all records with identical heading (including one in hand) were done by one person (corporate body) -- what variations have been used that seem to be by same person (corporate body) -- what form of heading (usage of name) predominates in the records.

what cross references need to be made from other forms of name used by the author.

Record calls made to clear up conflicts -- where called -- date called -- position of person talked to, in most cases the name is not needed for NACO.

ON corporate headings, show prior name -- heirarchy of a body if it is subordinate to another body -- variations of the name that can be found on materials put out by that body, or about the body.

Following are examples of the NACO form that is sent to LC and the NACO workform as it looks in Wang 0637C when it has been created by glossary 1167C. On the form sent to LC the area enclosed by by the broked line has a carbon and slightly stiffer card behind. This is filed until the name has been formally established and is online at LC.

NAME AUTHORITY

To NACO ☐ To Subj. Cat ☐

040 (CAS) ________ ǂDLC	001 (CRD) n85 - 199674	s = Surname f = Forename c = Corporate body m = Meeting u = Uniform title heading g = Geographic

26. Revision Cat. (Date/Code)

1XX (NA) HEADING

FIXED FIELDS

2.	i	Indirect
6.	b	GM
7.	c d	Rules
8.	b	Non-unique name
9.	b c d	Memo Provisional Preliminary
11.	b	Heading not in LC
12.	a n	Evaluation of references
29.	a b c d	Cataloging source

25. Original Cat. (Date/Code)

note (temp. Info.)

670 (NWC) SOURCES FOUND

675 (NSI) SOURCES NOT FOUND

952 Cataloger's perm. note

667 (NUN) NOTE (perm. info.)

969 Short term temp. note

053 (CLA) CLASSIFICATION NUMBER

BEST COPY AVAILABLE

2598

6-128a (Rev. 4/84)

STRIBUTION SYMBOLS	
THORITY	965 (DOA)
FERENCE	960 (DOR) [✓ AOC] MCL AMU ASR M AM ACN HE AJ AK AL NE SA

Cataloger-generated reference (stapled) ☐

Control Data						
Spec. ref. code	Tracing use	Rules a	dn a	cg b		4XX (XE) SEE REFERENCE
n	n					‡
n	n					
n	n					
n	n					
n	n					
n	n					
n	n					
n	n					
n	n					
n	n					

lt b	Tracing use b	Rules	dn a	cg c		5XX (XO) SEE ALSO REFERENCE
		n				‡
		n				
		n				
		n				
		n				
		n				

tes (temp. info.)

BEST COPY AVAILABLE

2599

	Id/Date
MARC Ed Received	
Input	
Reviewed/checked	
Verified	

NAME AUTHORITY To NACO To Subj. Cat.

040 (CAS) DLC

001 (CRD) n85--XXXXXX

s = surname
c = corporate body
u = uniform title
f = forename
m = meeting
g = geographic

26. Revision Cat. (Date/Code)

1XX (NA) HEADING

FIXED FIELDS

2	i	Indirect
6.	b	GM
7.	c d	Rules
8.	b	Non-unique name
9.	b c d	Memo Provisional Preliminary
11.	b	Hdg. not in LC
12.	a n	Evaluation of references
29	a b c d	Cat. source

25. Orig.Cat.(Date/Code) note (temp. info.)

670 (NWC) SOURCES FOUND

675 (NSI) SOURCES NOT FOUND

952 Cat. perm. note

667 (NUN) NOTE (perm. info.)

969 Short term temp. note

053 (CLA) CLASS NUMBER

DISTRIBUTION SYMBOLS

AUTHORITY 965 (DOA)

REFERENCE 960 (DOR) AOC MCL AMU ASR M AM ACN HE AJ AK AL NE SA

Control Data

Cat.-gen. ref. (stapled)

4XX (XE) SEE REFERENCES

a a b

5XX (XO) SEE ALSO REFERENCES

a b b a c

Notes (temp. info.)

NACO WORKFORM INSTRUCTIONS

After a heading (name) has been established and the sources (OCLC NAF, file of Utah headings, and the headings sent into NACO by USL) have been checked a NACO form needs to be filled out.

The form fill glossary on Wang has been set up so that corrections can be made without having to retype the whole document. After logging onto Wang in word processing, and going into document 0637C follow this proceedure.

[COMMAND] *
System will respond with "Enter Password"

NACO [RETURN]
System will respond with note "Password accepted"

[COMMAND] [GL] 1167C [EXECUTE]
System will respond with note "Attachment successful"

Go to end of document (if there are any "forms" in the document, start a new page before calling up the glossary)

[GL] o (lower case letter)for the front of the form or [GL] O (upper case letter)for the reverse of the form.
The system will position the cursor at the first possible variable to be filled in -- not necessarily the first one that is needed. To move the cursor (GL) (SPACE), or use any of the editing functions i.e., arrow keys, past screen, next screen, insert, delete, etc. Remember though that delete or insert will change the length of the line and that the lines have to fit onto the form.

When you are at the end of the material to be filled in on one side of the form go to the bottom of the page and then repeat step above.

Some added glossary commands for 1167C are listed below.

[GL] h	Puts cursor at position to start heading.
[GL] d	Allows mm-dd-yy then puts in code for USL.
[GL] f	Beginning of sources found (670)
[GL] F	Beginning of sources not found (675)
[GL] n	Beginning of 667 -- Note perm. info.
[GL] 2	Moves two merge positions.
[GL] 3	Moves three merge positions.
[GL] 4	Moves four merge positions.
[GL] x	Beginning of see reference (4XX)
[GL] X	Beginning of see also reference (5XX)
[GL] ?	Beginning of Notes - temp. info.

NACO PRINTING INSTRUCTIONS

At terminal in the printer room put in password and attach glossary 1167C; using printer 14.

Printing with this glossary is unique. The first page of the document has to match the side of the form you want to print. Therefore in these instructions reference will be made to the front and back of the form -- not to page one or two.

Front of NACO form:

Line up left side of form with 0 (zero) on the pitch scale, perferation on top of form with approximate center of ribbon, or slightly higher.

Be certain the first page in the document is the front of the form.

From the document (0637C) [GL] p will call up the print screen to print the front side of the form.

Left column = 7 ; Pitch = 12

Back of NACO form:

Line up left side of form with 0 (zero) on the pitch scale, top of form with approximate top of ribbon.

Be certain the first page in the document is the back of the form.

From the document (0637C) [GL] P will call up the print screen to print the back of the form.

Left column = 7 ; Pitch = 12

In both cases, print page 001 through 001.

[GL] c will cancel from the 'special print function' screens and automatically move the first page to be back of the document.

SHIPPING STATE DOCUMENTS

Labels can be made through the "Mail label" program on wang -- the depository libraries are on list 58. Check with Wang Area Coordinator to have them printed.

Documents that have been provided by the agencies are placed with the shipping list in "jiffy" bags or boxes as required, packed and sealed if in boxes and the labels are affixed. Then the packages are moved to the mailing area.

FILING CARDS FOR STATE DOCUMENTS

There are five separate files for state documents cards:

1. Reference Catalog -- File "subject" cards as you would for any item.

2. State Documents Shelf list -- File "sl" cards in call # order -- alphabetically, then numerically. Remember this is a decimal number.

3. State Documents Title File -- File "tc" with state docs # alphabetically by titles. You may need to cross out the main entry on this card if it is not a title entry.

4. Dewey Shelf list -- File ULCY cards with Dewey Decimal # in the State Docs Dewey drawer just as you would in the regular shelf list. We will use this as an authority file in assigning Dewey numbers. CAUTION: DO NOT FILE WITH THE REGULAR STATE COLLECTION SHELF LIST!

5. LC Shelf list -- File ULCZ cards with LC call # in the call # order -- alphabetically, then numerically. Remember this is a decimal number.

6. Dewey Main and Added Entry cards -- File as you would in ordinary dictionary catalog -- but in drawer in the cataloging area.

COLLECTION OF STATE DOCUMENTS

LTA's will have the responsibility of phoning state agencies to determine if there are documents available and to make arrangements for the documents to get to the State Library. Depending on the agency involved, the size of the shipment to be handled, and the time factor involved with dated materials different means of transporting the documents can be arranged.

1. The agency can be asked to send the documents through "capitol mail" (this will be received when authorized personnel have been up to the Capitol Building and have brought "mail" back with them -- not the best for dated materials).
2. Some agencies will send materials through the normal U.S. Mail (if the documents are large, this could become quite a large amount of postage so other solutions could need to be found).
3. LTA's can go to the various agencies and collect the materials to be brought back.
4.* Proceedure needs to be set up on which agencies need to be called on some schedule, which need to be called occasionally and which we need to stop at when we go to collect other documents. As we begin to collect things routinely, the agencies may (we can hope) begin to call us when there are things to be picked up, automatically send them to us, or advise that we need to routinely spot at their agency for materials.

A listing of the people who are responsible for getting the documents to us, or who we contact to see if any documents needs to be picked up needs to be kept at a central area <SD Mailing area> so it will be available to all LTA's. This file needs to be kept current a responsibility that will have to be shared by the LTA's -- the group looks better and so does this agency if information can be given to one and not have to be repeated for each successive caller.

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* Problem needing prompt attention

After the documents reach the State Library, they are placed on the shelves (except two (2) copies of each title) designated for state documents.

The two copies are taken into the cataloging area, and placed on the counter near the state documents books -- the big black book with the agency numbers in it and the red book with the paragraph retrieval numbers. As time is available, the LTA's can take a few of the documents to evaluate; catalog online, or put only into the shipping list as applicable. Materials that are not collected by the State Library or that do not fall under the defination of State Documents are either discarded (press releases, agendas for meetings or conferences) or are taken to the Reference team to see if the material would be of use in that area.

UTAH UNDER COVER COMPILATION

After the shipping lists are sent out, they need to be integrated into the upcoming volume of UUC.

The Agency portion of UUC lists the entry exactally for each monograph and analized serial that was in the years shipping list, and one "generic" entry for each serial, unless it is analized with subject headings. On the single entry serials, the date and call number are changed to the frequency of issue, and the elements in the call number.

Example:

COMMUNITY AND ECONOMIC DEVELOPMENT, DEPT. OF
LIBRARY DIVISION, STATE. TECHNICAL SERVICES PROGRAM. BIBLIOGRAPHIC ACCESS UNIT
Utah Under Cover : Checklist of Utah State Agency Publications, ... Annual.
OCLC # 10903146 RLIN # 84-S2498 Free
L 900.5: Uta/yr. 027.5792 Bibliographies
Government documents
Government information services
Libraries, Depository

EMPLOYMENT SECURITY, DEPT. OF
Occupations in Demand at Utah Job Service Offices. Quarterly.
OCLC # 9754159 RLIN # 83-5609 Free
I 715.5: Occ/yr./qr. 331.124 Job placement
Labor statistics

For the Subject Listing, the subject headings given in the shipping list are moved to the left margin of the page and above each entry, the entry is repeated as many times as there are different subject headings. With the exception of the subject headings, which have been moved the entry is totally repeated as it appears in the Agency Listing. The subjects are then alphabetized, first together by subject, then issuing agency, then title.

Example:

Bibliographies
COMMUNITY AND ECONOMIC DEVELOPMENT, DEPT. OF
LIBRARY DIVISION, STATE. TECHNICAL SERVICES PROGRAM. BIBLIOGRAPHIC ACCESS UNIT
Utah Under Cover : Checklist of Utah State Agency Publications, ... Annual.
OCLC # 10903146 RLIN # 84-S2498 Free
L 900.5: Uta/yr. 027.5972

Government documents
COMMUNITY AND ECONOMIC DEVELOPMENT, DEPT. OF
LIBRARY DIVISION, STATE. TECHNICAL SERVICES PROGRAM. BIBLIOGRAPHIC ACCESS UNIT
Utah Under Cover : Checklist of Utah State Agency Publications, ... Annual.
OCLC # 10903146 RLIN # 84-S2498 Free
L 900.5: Uta/yr. 027.5972

Government information services
COMMUNITY AND ECONOMIC DEVELOPMENT, DEPT. OF
LIBRARY DIVISION, STATE. TECHNICAL SERVICES PROGRAM. BIBLIOGRAPHIC ACCESS UNIT
Utah Under Cover : Checklist of Utah State Agency Publications, ... Annual.
OCLC # 10903146 RLIN # 84-S2498 Free
L 900.5: Uta/yr. 027.5972

Job placement
EMPLOYMENT SECURITY, DEPT. OF
Occupations in Demand at Utah Job Service Offices. Quarterly.
OCLC # 9754159 RLIN # 83-5609 Free
I 715.5: Occ/yr./qr. 331.124

Labor statistics
EMPLOYMENT SECURITY, DEPT. OF
Occupations in Demand at Utah Job Service Offices. Quarterly.
OCLC # 9754159 RLIN # 83-5609 Free
I 715.5: Occ/yr./qr. 331.124

2610

Libraries, Depository
COMMUNITY AND ECONOMIC DEVELOPMENT, DEPT. OF
LIBRARY DIVISION, STATE. TECHNICAL SERVICES PROGRAM. BIBLIOGRAPHIC ACCESS UNIT
Utah Under Cover : Checklist of Utah State Agency Publications, ... Annual.
OCLC # 10903146 RLIN # 84-S2498 Free
L 900.5: Uta/yr. 027.5972

In the Title Listing, the title, date of publication, and the issuing agency (all levels) are all that are retained. The issuing agency (all levels moved to one line) is moved to follow the title and date. These entries are then alphabetized by title, then issuing agency.

Example:

Utah Under Cover : Checklist of Utah State Agency Publications, ... Annual.
COMMUNITY AND ECONOMIC DEVELOPMENT, DEPT. OF LIBRARY DIVISION, STATE. TECHNICAL SERVICES PROGRAM. BIBLIOGRAPHIC ACCESS UNIT

Occupations in Demand at Utah Job Service Offices. Quarterly.
EMPLOYMENT SECURITY, DEPT. OF

Finally, a directory of the agencies listed, and indexes to the agency, subject sections and the directory of agencies are compiled; and any introductory material that needs to be included is written.

BIBLIOGRAPHY

LIS INDEX : Legislative Information System / National Conference of State Legislatures (1125 Seventeenth Street, Suite 1500, Denver, CO 80202)

LIS INDEX by alphabetical listing / National Conference of State Legislatures (1125 Seventeenth Street, Suite 1500, Denver, CO 80202)
With added subject headings where needed found on Wang document 0051C.

Utah Documents Depository Program ; Manual of Guidelines for State Agencies / Utah State Library Division.

Utah Official Roster / Department of Administrative Services, Utah State Archives and Record Service.

Utah State Government (chart) / Office of Legislative Research and General Counsel. July 1, 1983.

Who puts the "U" in Documents / Utah State Library Division.

Utah Documents Classification

Ideally, a Utah documents classification number consists of:

1. A capitol letter representing the Department of which the agency is a part, or the Department itself. Followed by a space. [see: BLACK BOOK or Wang #0052C for the Department Schedules]

   There is an index in the BLACK BOOK, it can help find proper classification of document.

2. A whole number representing the Division (or equivalent); or representing a unit within the Division. Followed by a period. [see: BLACK BOOK or Wang #0052C for the Schedules]

3. A decimal number representing the form or type of publication. Followed by a colon. [see: FORM DIVISIONS, page this document]

4. The first word of the title (from the title page), disregarding initial articles. Followed by a slash. [This may be a series title]

5. A number representing a series or date. Assign in the following priority:

   a) If the item is in a numbered series, use that numbering. (e.g. 82-3)

   b) If the item is a monthly, use the last three digits of the year, followed by a slash, then the number of the month. (e.g. January, 1982 would be 982/01)

c) If a quarterly, use year and quarter number. (e.g. 1st quarter of 1983 would be 983/1)

When a quarterly publication does not have quarters numbered on the document, the following will be used to establish numbering:

1st	Winter	Jan/Feb/Mar
2nd	Spring	Apr/May/June
3rd	Summer	July/Aug/Sep
4th	Fall	Oct/Nov/Dec

d) If the item has a year or inclusive years in the title, use the last three digits of each year. (e.g. 983-987) [This date comes from the title]

e) If the document doesn't specifically deal with a period of time, use the date (year only) of publication. (e.g. Publication date of May 1983 would be 983)

When a unique call number can not be formulated this way there will need to be double or triple cuttering to make it unique. Usually this will occur on documents such as "Proclamation ....", etc. then the additional cuttering is from some specific aspect of the proclamation which will identify the document better.

example:

Proclamation of the Wildlife Boards for posted pheasant hunting units. August 25, 1982.
N 400.4: Pro/Ph/982/08/25

Proclamation of the Wildlife Board governing hunting dog meets, trials and training. August 25, 1982.
N 400.4: Pro/Do/982/08/25

BUILDING STATE DOCS. NUMBER:

Status of Teacher Personnel in Utah, 1982-83

E 510.12:Sta/982-83

E - State Board of Education

510 - Curriculum Division

.12 - Annual

:Sta - First letters of first word of title

/982-983 - Dates from title

FORM DIVISIONS

.1	REPORTS, PROCEEDINGS, MINUTES
.11	BIENNIAL REPORTS
.12	ANNUAL REPORTS
.2	NEWSLETTERS, NEWSPAPERS
.21	CALENDARS
.3	HANDBOOKS, MANUALS, GUIDES
.4	REGULATIONS, RULES, INSTRUCTIONS, PLANS
.5	DIRECTORIES, CATALOGS, BIBLIOGRAPHIES
.6	LAWS, STATUTES
.7	GENERAL PUBLICATIONS
.71	MONOGRAPHIC SERIES
.8	SERIALS [continues indefinitely, usually at regular intervals]
.9	BULLETINS, CIRCULARS

LIBRARY OF CONGRESS CLASSIFICATION SCHEDULES

BASIC SUMMARY

A	General works
B-BJ	Philosophy. Psychology
BL-BX	Religion
C	Auxiliary Sciences of History
D	History : General and Old World (Eastern Hemisphere)
E-F	History : America (Western Hemisphere)
G	Geography. Maps. Anthropology. Recreation
H	Social Sciences
J	Political Science
K	Law (General)
KD	Law of the United Kingdom and Ireland
KE	Law of Canada
KF	Law of the United States
L	Education
M	Music
N	Fine Arts

P-PA	General Philology and Linguistics. Classical Languages and Literatures
PA Supplement	Byzantine and Modern Greek Literature. Medieval and Modern Latin Literature
PB-PH	Modern European Languages
PG	Russian Literature
PJ-PM	Languages and Literatures of Asia, Africa, Oceania. Amerianc Indian Languages. Artifical Languages
P-PM Supplement	Index to Languages and Dialects
PN, PR, PS, PZ	General Literature. English and American Literature. Fiction in English. Juvenile Belles Lettres
PQ Part 1	French Literature
PQ Part 2	Italian, Spanish, and Portuguese Literatures
PT Part 1	German Literature
PT Part 2	Dutch and Scandinavian Literatures
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography. Library Science

Second Summary with Notes

A GENERAL WORKS

For works too general or comprehensive to be classed with any particular subject, however broad

AC	Collection. Series. Collected works
AE	Encyclopedias (General)
AG	Dictionaries and other general reference works
AI	Indexes (General)
AM	Museums (General). Collectors and collecting (General)
AN	Newspapers For history and description of individual newspapers, see PN4891-5650
AP	Periodicals (General)
AS	Academies and learned societits (General)
AY	Yearbooks. Almanacs. Directories For general works only
AZ	History of scholarship and learning. The humanities
999	Popular errors, delusions and superstitions

B PHILOSOPHY. PSYCHOLOGY. RELIGION

B-BJ Philosophy. Psychology

B	Philosophy (General) For general philosophical treatises, see BD10-41
BC	Logic
BD	Speculative philosophy

BF	Psychology
	For ethnic psychology, see GN
	For social psychology, see HM
1001-1389	Parasychology
1405-1999	Occult sciences
BH	Aesthetics
BJ	Ethics

BL-BX Religion

BL	Religion
	Religions. Mythology. Rationalism
BM	Judaism
BP	Islam. Bahaism. Theosophy, etc.
BQ	Buddhism
BR	Christianity
	Christianity (General)
BS	The Bible and exegesis
BT	Doctrinal theology, Apologetics
BV	Practical theology
BX	Denominations and sects

C Auxiliary Sciences of History

C	Auxiliary sciences of history (General)
CB	History of civilization
	For individual countries, see D-F
CC	Archaeology (General)
	For individual countries, see D-F, GN

CD	Diplomatics. Archives. Seals
CE	Technical chronology. Calendar For historical chronology, see D-F
CJ	Numismatics
CN	Inscriptions. Epigraphy
CR	Heraldry
CS	Genealogy
CT	Biography For biography associated with a particular subject, see that subject

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D History : General and Old World (Eastern Hemisphere)

Including geography and description of individual regions and countries

D	History (General)
501-680	World War I
731-838	World War II
901-1075	Europe (General)
DA	Great Britain
DB	Austria. Czechoslovakia. Hungary
DC	France
DD	Germany
DE	The Mediterranean region. Greco-Roman world
DF	Greece
DG	Italy
DH-DJ	Netherlands. Belgium. Luxemburg

DJK	Eastern Europe
DK	Russia. Poland. Finland
DL	Northern Europe. Scandinavia
DP	Spain. Portugal
DQ	Switzerland
DR	Eastern Europe. Balkan Peninsula. Turkey
DS	Asia
DT	Africa
DU	Oceania (South Seas)
DX	Gypsies

E-F History : America (Western Hemisphere)

E	11-29	America (General)
	31-46	North America
	51-99	Indians. Indians of North America
	101-135	Discovery of America and early explorations
		United States (General)
	184-185	Elements in the population
	185	Negroes
	186-199	Colonial history
	201-298	Revolution
	301-453	Revolution to the Civil War
	351-364	War of 1812
	401-415	War with Mexico
	441-453	Slavery
	456-655	Civil War
	482-489	Confederate States of America
	660-738	Late nineteenth century
	714-735	Spanish-American War
	740-	Twentieth century

F	1-975	United States local history
	1001-1140	British America. Canada
	1201-1392	Mexico
	1401-1419	Latin America (General)
	1421-1577	Central America
	1601-2183	West Indies
	2201-2239	South America (General)
	2251-2299	Colombia
	2301-2349	Venezuela
	2351-2471	Guianas. Guyana. Surinam. French Guiana
	2501-2659	Brazil
	2661-2699	Paraguay
	2701-2799	Uruguay
	2801-3021	Argentina
	3051-3285	Chile
	3301-3359	Bolivia
	3401-3619	Peru
	3701-3799	Ecuador

G Geography. Maps. Anthropology. Recreation

G		Geography (General) For geography and descriptions of individual countries, see D-F
	149-570	Voyages and travels (General) Including discoveries, explorations, shipwrecks, seafaring life. For travel in special continents and countries, see D-F
	1000-3122	Atlases
	3160-9980	Maps. Globes
GA		Mathematical geography. Cartography Including topographical surveys of individual countries
GB		Physical geography Including arrangement by country
	400-649	Geomorphology
	651-2298	Water. Hydrology Including ground water, rivers, lakes, glaciers
	5000-5030	Natural disasters
GC		Oceanography

GF		Human ecology. Anthropogeography
GN		Anthropology
GR		Folklore
	72-79	Folk literature (General)
	430-940	Folk lore relating to special subjects
GT		Manners and customs (General) For works limited to special countries, see D-F
GV		Recreation

H Social Sciences

H		Social sciences (General)
HA		Statistics Including collections of general and census statistics of special countries. For mathematical statistics, see QA
		Economics
HB		Economic theory Including value, price, wealth, capital, interest, profit, consumption
	848-875	Population
	879-3700	Demography. Vital statistics
	3711-3840	Crises. Business cycles
HC		Economic history and conditions. National production
HD		Land. Agriculture. Industry
HE		Transportation and communication
HF		Commerce
HG		Finance
HJ		Public finance
	2005-2199	Income and expenditure. The budget
	2240-5957	Revenue. Taxation
	6041-7384	Customs. Tariff
	8003-8963	Public credit. Debts. Loans
	9000-9698	Local finance
	9701-9995	Public accounting

Sociology

HM		Sociology (General and theoretical)
	251-291	Social psychology
HN		Social history. Social problems. Social reform
	30-39	The church and social problems

Social groups

HQ		The family. Marriage. Woman
	503-1064	The family. Marriage Including child study, eugenics, desertion, adultery, divorce, polygamy, the aged
	1101-2030	Woman. Feminism. Women's clubs
HS		Societies: Secret, benevolent, etc. Clubs Including Freemasons, religious societies, ethnic societies, political societies, Boy Scouts
HT		Communities. Classes. Races
HV		Social pathology. Social and public welfare. Criminology
	40-696	Charities
	697-4959	Protection, assistance, and relief Arranged by special classes of persons, as determined by age, defects, occupation, race, economic status, etc. Including protection of animals
	5001-5720	Alcoholism. Intempertance. Temperance reform
	5725-5770	Tabacco habit
	5800-5840	Drug habits. Drug abuse
	6001-9920	Criminology
HX		Socialism. Communism. Anarchism
	806-811	Utopias

J Political Science

J	Official documents General serial documents only. For documents limited to special subjects, see the subject in B-Z
JA	Collections and general works

JC	Political theory. Theory of the state
345-347	Symbolism, emblems of the state: Arms, flag, seal, etc.
571-628	The state and the individual. Individual rights. Liberty
JF	Constitutional history and administration
	General works. Comparative works
	Special countries
JK	United States
JL	British America. Latin America
JN	Europe
JQ	Asia. Africa. Australia. Oceania
JS	Local government
JV	Colonies and colonization. Emigration and immigration
JX	International law. International relations

K Law (General)

K	Law (General)
	KD Law of the United Kingdom and Ireland
KD	Law of England and Wales
KDC	Law of Scotland
KDE	Law of Northern Ireland
KDG	Law of Isle of Man and the Channel Islands
KDK	Law of Ireland (Eire)

Individual institutions: universities, colleges, and schools

LD	United States
LE	America, except United States
LF	Europe
LG	Asia. Africa. Oceania
LH	College and school magazines and papers
LJ	Student fraternities and societies, United States For other countries see LA, LE-LG
LT	Textbooks For textbooks covering several subjects. For textbooks on particular subjects, see those subjects in B-Z

M Music

M	Music
ML	Literature of music
MT	Music instruction and study

N Fine Arts

For the arts in general, see NX

N	Visual arts (General) For photography, see TR
NA	Architecture
NB	Sculpture
NC	Drawing. Design. Illustration

KE Law of Canada

KE	Federal law. Common and collective provincial law
KEA-KEY	Law of individual provinces and territories
KEZ	Law of individual cities, A-Z

KF Law of the United States

KF	Federal law. Common and collective state law
KFA-KFW	Law of individual states
KFX	Law of individual cities, A-Z
KFZ	Law of individual territories

L Education

L	Education (General) For periodicals, congresses, directories, etc.
LA	History of education
LB	Theory and practice of education
LC	Special aspects of education

Individual institutions: universities, colleges, and schools

LD	United States
LE	America, except United States
LF	Europe
LG	Asia. Africa. Oceania
LH	College and school magazines and papers
LJ	Student fraternities and societies, United States For other countries see LA, LE-LG
LT	Textbooks For textbooks covering several subjects. For textbooks on particular subjects, see those subjects in B-Z

M Music

M	Music
ML	Literature of music
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N Fine Arts

For the arts in general, see NX

N	Visual arts (General) For photography, see TR
NA	Architecture
NB	Sculpture
NC	Drawing. Design. Illustration

ND	Painting
NE	Print media
NK	Decorative arts. Applied arts. Decoration and ornament Including antiques in general
NX	Arts in general Including works dealing with two or more of the fine arts media, i.e. literature, performing arts, and the visual arts. For works on any one of these subjects, see the subject, i.e. GV, M, N, P, TR

P-PA General Philology and Linguistics. Classical Languages and Literatures

P		Philology and linguistics (General)
	87-96	Communication. Mass media
	101-409	Language (General)
	501-769	Indo-European philology
	901-1081	Extinct (Ancient or Medieval) Asian and European languages
PA		Classical languages and literature

PA Supplement Byzantine and Modern Greek Literature. Medieval and Modern Latin Literature

PB-PH Modern European Languages

PB		
	1-431	General works
		Celtic languages and literatures
	1201-3029	
PC		Romance languages
PD		Germanic languages
PE		English
PF		West Germanic

PG Russian Literature

PG Slavic. Baltic, Albanian languages and literatures

PH Finno-Ugrian, Basque languages and literature

PJ-PM Languages and Literatures of Asia, Africa, Oceania.
Amerianc Indian Languages. Artifical Languages

Oriental languages and literatures

PJ

1-995	General works
1001-2199	Egyptian. Coptic
2301-2551	Hamitic
3001-9293	Semitic

PK

1-6996	Indo-Iranian Including Vedic, Sanskrit, Pali, Assamese, Bengali, Hindi, Urdu, Hindustani, Sanhalese, Persian
8001-8958	Armenian
9001-9201	Caucasian. Georgian

PL Languages and literatures of Eastern Asia, Africa, Oceania

PM

101-7356	American Indian languages
8001-9021	Artificial languages

P-PM Supplement Index to Languages and Dialects

Literature

PN, PR, PS, PZ General Literature.
English and American Literature.
Fiction in English. Juvenile Belles Lettres

PN Literary history and collections (General)

PQ Romance literatures

Part 1	French Literature
Part 2	Italian, Spanish, and Portuguese Literatures

PR		English literature
PS		American literature
PT		Germanic literatures
	Part 1	German Literature
	Part 2	Dutch and Scandinavian Literatures
PZ		Fiction and juvenile belles lettres
	1-4	Fiction in English Including English translations of foreign authors
	5-90	Juvenile belles lettres In English and foreign languages

Q Science

Q		Science (General)
QA		Mathematics
QB		Astronomy
QC		Physics
QD		Chemistry
QE		Geology
QH		Natural history (General)
	75-77	Nature conservation. Landscape protection
	301-705	General biology
QK		Botany
QL		Zoology
QM		Human anatomy
QP		Physiology
QR		Microbiology

R Medicine

R		Medicine (General)
RA		Public aspects of medicine
RB		Pathology
RC		Internal medicine. Practice of medicine Including diagnosis, individual diseases and special types of diseases, diseases of systems or organs
	86-88	First aid in illness and injury
	1200-1245	Sports medicine
RD		Surgery
RE		Ophthalmology
RF		Otorhinolaryngology
RG		Gynecology and obstetrics
RJ		Pediatrics
RK		Dentistry
RL		Dermatology
RM		Therapeutics. Pharmacology
RS		Pharmacy and materia medica
RT		Nursing
RV		Botanic, Thomsonian, and eclectic medicine
RX		Homeopathy
RZ		Other systems of medicine
	201-265	Chiropractic
	301-397	Osteopathy
	400-408	Mental healing

S Agriculture

S	Agriculture (General)
SB	Plant culture
SD	Forestry
SF	Animal culture
600-1100	Veterinary medicine
SH	Aquaculture. Fisheries. Angling Including shellfish, lobsters, crabs, sealing, whaling
SK	Hunting
351-579	Wildlife management. Game protection

T Technology

T	Technology (General)
TA	Engineering (General). Civil engineering (General)
TC	Hydraulic engineering Including harbors and coast protective works, water-supply engineering, dams, canals, irrigation projects, drainage, ocean engineering
TD	Environmental technology. Sanitary engineering
TE	Highway engineering. Roads and pavements
TF	Railroad engineering and operation Including street railways and subways
TG	Bridge engineering
TH	Building construction
TJ	Mechanical engineering and machinery
TK	Electrical engineering. Electronics. Nuclear engineering

TL	Motor vehicles. Aeronautics. Astronautics
TN	Mining engineering. Metallurgy Including the mineral industries
TP	Chemical technology
TR	Photography
TS	Manufactures
TT	Handicrafts. Arts and crafts
TX	Home economics
341-641	Nutrition. Foods and food supply
645-840	Cookery

U Military Science

For military history, see D-F

U	Military science (General)
UA	Armies: Organization, description, facilities, etc. Including the military situation, policy, defenses of individual countries
UB	Military administration
UC	Maintenance and transportation
UD	Infantry
UE	Cavalry. Armored and mechanized cavalry
UF	Artillery
UG	Military engineering Including fortification, chemical warfare, signaling
622-1425	Air forces. Air warfare
UH	Other services Including medical and sanitary service, public relations, social welfare services, recreation

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V Naval Science

For naval history, see D-F

V	Naval science (General)
VA	Navies: Organization, description, facilities, etc. Including the naval situation and policy of individual countries
VB	Naval administration
VC	Naval maintenance

VD		Naval seamen
VE		Marines
VF		Naval ordance
VG		Minor services of navies Including communications, bands, air service, medical service, public relations, social work, recreation
VK		Navigation. Merchant marine
VM		Naval architecture. Shipbuilding. Marine engineering
	975-989	Diving

Z Bibliography. Library Science

Z		Books in general
	4-8	History of books and bookmaking
	40-115	Writing
	49-51	Typewriting
	53-102	Shorthand
		Book industries and trade
	116-265	Printing
	266-276	Bookbinding
	278-549	Bookselling and publishing
	662-1000	Libraries and library science
	679-680	Architecture and planning of the library
	687-718	The collections. The books Including acquisition, catalogine, classification, shelflisting, information storage and retrieval systems, reference work, cirrculation
	719-876	Libraries Including histories, reports, statistics of individual libraries
	881-980	Library catalogs and bulletins
	987-997	Private libraries. Book collecting
	998-1000	Booksellers' catalogs. Book prices
	1001-8999	Bibliography

FORMATTING OF CALL NUMBERS

Source: Amigos Technical Memorandum T79-37, page 3-5.

LC CLASSIFICATION NUMBER

LC numbers assigned by the Library of Congress to items cataloged by them are tagged 050. Locally assigned LC numbers are tagged 090. The formatting of call numbers in these two fields is identical.

There exist defined element positions by which the OCLC card printing program recognizes and parses LC-type call numbers. It would be unusual for all elements listed below to appear in a single call number, so if there is no value in an element, the element still exists but is "null".

Defined element positions and sample call numbers
(N = numeric character; A = alphabetic character,
X = alphabetic or numeric character)

1. Alphabetic portion of class number -- AAA
2. Whole number numeric portion of class number -- NNNN
3. Decimal portion of class number -- .NN...
4. Date element -- NNNN or NXXX...
5. Period and 1st cutter number -- .Annnn...
6. Date element after 1st cutter -- NNNN
7. Second cutter number -- ANNN...
8. 8th element of call number (followed by a comma-space)
9. 9th element of call number (followed by a comma-space)
10. 10th element of call number (followed by a comma-space)

etc.

When formatting call numbers in the 050 or 090 fields the following general rules should be followed.

1. LC call numbers must be formatted to contain elements 1, 2 and 3 (alphabetic and numeric portions of the class number) in the "a" subfield with no spaces between these elements.

2. Element 4 (date following a class number) will also be included in the "a" subfield and will be preceded by a space. (If there are no elements following element 4, it would then be contained in the "b" subfield).

3. If a call number has one Cutter number, the Cutter will fall in the "b" subfield. If a call number has two Cutter numbers, the first will fall in subfield "a" and the second in subfield "b". Normally, there will be one space on either side of ≠b.

4. A decimal point must precede the first Cutter number. A decimal point will precede the second Cutter number also only if there is an intervening date.

5. A call number must contain a subfield "b" in order to be printed on catalog cards.

6. If the call number begins with CS71, the ≠b follows the Cutter with one intervening space and precedes the date with two intervening spaces.

7. A call number containing a Cutter-plus-lower-case alphabetic must be formatted correctly to prevent the lower-case alphabetic from printing on a separate line. To accomplish this it may be necessary to insert two blanks between ≠b and the following Cutter.

8. Since the Library of Congress K schedules are incomplete, many libraries having law books without LC classification numbers, are assigning to these books call numbers which consist of the alpha portion of the projected classification number (Kxx or the letter K alone) followed by an author cutter. When formatting this call number on the OCLC terminal, the number 0 is placed after the K or Kxx in the "a" subfield and the cutter number, preceded by a decimal, falls into the "b" subfield. A library's profile determines whether or not a blank line appears between the K and the cutter number on the printed cards. The standard profile allows for no blank line. The zero following the K will not print on the cards. (Older profiles may require a change to make this function work properly).

9. An alternative class number may be given in a subsequent "a" subfield in the 050 field. Only the number given in the first "a" and "b" subfields will print on the catalog cards. If the second number is desired instead, the first must be deleted or the second number must be placed into a 090 field. In most cases these alternative numbers are incomplete and need the addition of at least an author Cutter.

10. Line breaks and decimal points contained as specified in the first seven defined element positions of the 050 or 090 fields will print on catalog cards as established in the library's profile. The standard profile provides that elements 1, 4, 5, 6 and 7 will each print on separate lines. Elements 2 and 3 will print on one line unless combined, they exceed the maximum margin size. In this case the number will break at the decimal point and print on two lines. The decimal will print in front of the remaining numerics.

    In the standard format, a decimal point will precede the first Cutter number on printed cards.

11. The eighth element of the call number will automatically print on a separate line. Line breaks after the eighth element must be indicated by a comma-space combination between each element. The commas will not print on the cards.

    Elements to print on one line on the cards must not exceed the size of the first indention minus two. In the standard profile, the first indention is set at 10, so the maximum number of characters which can print on one line of the call number is 8.

12. If the call number does not appear to fit the pattern of seven-element-positions-plus-forther-information, one may "fool" the system into moving past the element positions, into the "free format" elements by inserting two bland spaces instead on one after ≠b. Line breaks would be designated for each of the elements following the two spaces by use of the comma-space combination. A decimal point cannot precede the 1st element in subfield "b".

13. A special character such as a sign or symbol (e.g., the number sign - #) used as the first character in any element position may result in production of a zc card.

Spacing in 050, 090 Field

A single blank must follow each subfield code, and the system excises this bland so that it does not appear in the printed call number. Therefore, when any element of a call number other than the first or second cutter block is the first element in the "b' subfield, two blank spaces must precede such an element.

Never separate the alpha portion of a class number from the numeric portion by a blank. Only a single blank is permitted at the end of a 050 field.

The spacing requirements in an 090 field are the same as those in the 050 field with the following addition. Although the Library of Congress provides a maximum of two cutter blocks, other libraries may create a third cutter block. When a third cutter block is the first element in the "b" subfield, two blank spaces must precede the third cutter.

Since the system views the third cutter block as a non-cutter element, a comma and a blank must follow it if it is not the last element in the field.

Punctuation in the 050, 090 Field

A decimal point should precede the first cutter. However, when a date or date plus alphabetic characters intervenes between two cutters, a decimal point precedes the second cutter block. Do not insert a blank space between the end of the date element and the decimal point.

When class numbers are subdivided by numbers, not including dates, a decimal point precedes the numerical subdivision.

A comma followed by a blank space in the "b" subfield indicated where the book number portion of the call number is to be divided into separate lines. Use the comma and blank only after the non-cutter elements in the "b" subfield as the formatting programs automatically parse and format call numbers through a second cutter number block.

Commas in a call number will not print. Blank spaces may separate dates from Cutters and may occur within elements following a second cutter.

A single blank space separates the last element in the 050 field from the end-of-field paragraph mark.

Instructions for inputting LC assigned LC classification numbers on records being added to the data base may be found in Books Format, Tag 050.

086 Government Document Classification Number

Repeatable
Level I: Required

SCOPE

Field 086 contains a government document classification number. This field is restricted to classification numbers. If a number can be characterized as both a stock number and a classification number, enter the number in 086. However, if the nature of the number is unknown, enter the number in 037 [stock number] instead.

INDICATORS

The first indicator shows the jursidiction that assigned the government document number.

ƀ Source of document number is identified in subfield ‡2.

0 United States [Superintendent of Documents Number].

1 Canada.

2-9 Reserved for other national government documents classification schemes.

The second indicator is blank.

SUBFIELDS

‡a Government document classification number. Supply a space between any letter or number not separated by punctuation, and in front of parenthetical qualifying information.

U.S. Supt. of Docs. numbers:

086 0 C 46.8:L 78/970

086 0 Y 4.P 96/10:N 81 d

086 0 TD 1.116:M 69 i (v.1)

086 0 92-2:S.rp.689

‡2 Source [i.e., government list]. Subfield ‡2 contains a code that identifies the government list from which the document classification number was assigned. This subfield is used when the first indicator is "blank". Codes in subfield ‡2 are derived from a controlled list of codes. For the title of the current list, see FOR FURTHER INFORMATION in ABOUT THIS MANUAL.

‡z Canceled or invalid government document classification number.

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—— PRINTING ——

For general information about call numbers (selection for printing, etc.), see 050-099 INTRODUCTION.

Field 086 (subfield ǂa only) prints as a call number on cards for libraries profiled for government document numbers. The entire call number prints on one line. Subfields ǂ2 and ǂz do not print.

Format in Record	Printed on Cards
C 46.8:L 78-970	C 46.8:L 78-970
TD 1.116:M 69 i (v.1)	TD 1.116:M 69 i (v.1)

A user who wishes to format the government document classification number on several lines for printing purposes may enter the number in field 098 (for those state government classification schemes which have assigned indicator values), or in field 099. When entering a new record into the Online Union Catalog, enter the government document classification number in field 086 even if the same number is repeated in field 098 or 099 for printing purposes.

The following characteristics of field 086 and field 098 should be considered when deciding which field(s) to use for state government classification number:

Field 086 is retained in the master record; field 098 is not.

Field 086 is indexed in the OCLC Online System; field 098 is not.

Field 086 prints on catalog cards only if the holding library is profiled for it; field 098 prints for any holding library.

Field 086 prints on one line only. Field 098 prints on multiple lines, according to placement of subfield codes.

Field 086 does not print as a note. A user who wishes to record a government document classification number in note position may enter the number, preceded by an identifying phrase, if desired, in field 590. When entering a new record into the Online Union Catalog, enter the government document classification number in field 086 even if the same number is repeated in field 590.

—— INDEXING ——

Field 086 (subfield ǂa only) is indexed in the government document number index.

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CHAPTER 8
PARAGRAPH RETRIEVAL

8.1 OVERVIEW

The Paragraph Retrieval auxiliary function of the Wang Word Processor Glossary is designed to retrieve numbered paragraphs from one or more selected documents in order to create a new document. To use this function, Recall the auxiliary function after Attaching Glossary Document 9904. For each paragraph to be retrieved, enter the ID of the document which contains the stored paragraph, enter the page number where the paragraph is located, and enter the number of the paragraph to be Recalled. When all the documents/pages/paragraphs have been entered, Recall another Entry to assemble the new document.

8.2 OPERATING STEPS TO ENTER DOCUMENT ID, PAGE, AND PARAGRAPH NUMBER

To retrieve numbered paragraphs from one or more selected documents, follow these steps:

1. From the System Start-up Menu, touch Gl. System prompts "Which Entry?".
2. Type a. System prompts "Doc. ID/=/EXEC.".
3. Type the five-character document ID of the document which contains the first paragraph to be retrieved. (Type = when the document ID is a repeat of the one entered previously.) System prompts "Enter page no.".
4. Type the page number where the paragraph resides and touch EXECUTE. (If the page number is not known, simply touch EXECUTE.) The system prompts "Enter ¶ no."
5. Enter the paragraph number desired (in the form of X, or X.X, or X.X.X) and touch EXECUTE. System prompts "Doc. ID/=/EXEC.".
6. Repeat Steps 3, 4 and 5 above for each paragraph to be Recalled. When complete, go to Step 7.
7. Touch EXECUTE in response to the prompt "Doc. ID/=/EXEC.". System displays the message "ID and ¶ list entered" and prompts "GL (b) to continue". At this point, the user can edit the ID and paragraph list if desired, as long as the format is not changed.

8. Touch GL, and then type b to have the system transform the document IDs, page numbers, and paragraph numbers into a Glossary Entry. When this Entry is complete, the system returns to the System Start-up Menu.

8.3 OPERATING STEPS TO ASSEMBLE THE NEW DOCUMENT

To assemble the new document, follow the steps listed below. (The system will then automatically create the new document from the designated paragraphs.):

1. While in Create or Edit, touch GL. System prompts "Which Entry?".
2. Type c. The system finds and retrieves each paragraph listed previously.
3. When all the paragraphs have been copied into the new document, the system displays the screenload containing the first copied paragraph and displays the message "Paragraph retrieval completed".

NOTE:

When entering document IDs, make every effort to avoid errors, since a typographical error or unknown document causes an error and an exit from this Entry during its Recall. The document page and paragraph listing can be corrected/revised only immediately after the prompt "ID and list entered".

Entering page numbers speeds up this auxiliary function during Recall. The system starts a Search from the page number entered. Page numbers lower than the actual page numbers are acceptable, but page numbers higher are not.

This auxiliary function will work only with paragraphs previously numbered by GL (1,2,3,n), Automatic Paragraph Numbering. Each paragraph is copied via the end-of-paragraph mark (!!!!◀).

Interim prompts appear briefly during Recall of these Entries and should be ignored.

Like all Glossary documents, this document must be Attached to a work station before Entries can be Recalled from it.

8.4 GLOSSARY (!)

Glossary (!) is a special Entry which allows an operator to display and view listings of Auxiliary Function Labels with brief descriptions of their uses.

The listing for this Glossary document is accessed by first Attaching the Glossary Document 9904. Then, while creating/editing any document, touch the GLOSSARY key and the ! (exclamation mark) key. The Listing of Labels for this Glossary is displayed, but does not in any way affect the document being created or edited. The display is automatically deleted when y is typed or redisplayed when n is typed in response to the "Cancel? y or n" prompt.

> NOTE:
>
> There are only two acceptable responses for any prompt displayed with this Entry: y = yes or n = no.

DOCUMENT	GL Label	Function Description
9904	(1)	Generates level 1 paragraph number tag.
	(2)	Generates level 2 paragraph number tag.
	(3)	Generates level 3 paragraph number tag.
	(n)	Numbers paragraphs.
	(a)	Sets up paragraph list.
	(b)	Glossarizes list.
	(c)	Assembles document from paragraph retrieval.

UT93:H01

UTAH PUBLICATIONS
DEPOSITORY PROGRAM
Manual of Guidelines for State Agencies

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AND/OR
AGENCY DIRECTOR

2647

UTAH PUBLICATIONS

DEPOSITORY PROGRAM

Manual of Guidelines

for

State Agencies

STATE LIBRARY DIVISION

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

2150 South 300 West, Suite 16

Salt Lake City, Utah 84115

Phone (801) 466-5888

PLEASE DO NOT DISCARD
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AND/OR
AGENCY DIRECTOR 2648

UTAH PUBLICATIONS

DEPOSITORY PROGRAM

Manual of Guidelines

for

State Agencies

STATE LIBRARY DIVISION

DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

2150 South 300 West, Suite 16

Salt Lake City, Utah 84115

Phone (801) 466-5888

2649

Published by
Department of Community and Economic Development

State Library Division

Revised January, 1992

THANK YOU

The State Library Division is truly grateful for the time and effort the contact persons expend in working with us. The Utah Publications Depository Program could not exist without your support. Please contact us at (801) 466-5888 whenever you have questions about the Program. We would also welcome any suggestions for improving the efficiency of the publications collection process.

TABLE OF CONTENTS

I. **Introduction** 1

II. **Utah Publications Depository Program** 3

III. **State Agency Responsibilities** 5

- A. Designate a Contact Person 5
- B. Contact Person Responsibilities 7
- C. Standardize Title Pages 9

IV. **How to Deposit State Publications** 17

- A. Where to Send and Phone 17
- B. Frequency of Agency Shipments 17
- C. Agency Publications List 17
- D. Guidelines for the Deposit of Publications 21
- E. Utah Publications Shipping List 25

V. **Appendices**

- A. Depository Libraries List
- B. Publications Contact Person(s)
- C. List of State Agency Publications Contact Persons
- D. Agency Publications List Form
- E. Laws of Utah (Utah Code, Title 37, Chapter 5)
- F. Index

INTRODUCTION

By law (Utah Code 37-5-3, as revised, 1989, Depository Libraries), Utah state agencies and state supported colleges and universities are required to deposit sufficient copies of their publications with the State Library Division to be distributed to the depository libraries in the publications depository program.

This **Manual of Guidelines** is designed to assist agencies in complying with this depository law. It describes the Utah Publications Depository Program and presents guidelines for the deposit of publications with the State Library Division.

The State Library Division requests that each agency designate a **publications contact person** to serve as a liaison with the State Library Division concerning deposit of publications. This **manual** is intended primarily for use by these contact persons, and they are urged to review it carefully. Questions or suggestions should be directed to the State Publications Librarian, State Library Division, (801) 466-5888.

2653

THE UTAH PUBLICATIONS DEPOSITORY PROGRAM

The State Library Division is empowered by Utah Code Title 37, Chapter 5 to establish a depository library system. The Utah Publications Depository Program is designed to systematically collect and make Utah state governmental publications available through libraries, and to promote their use. The program's main goals are to provide the citizens ready access to the information published by their state's government at a minimum of cost and effort, and to assist state agencies by maintaining and indexing a collection of state publications. Sixteen libraries, located in various areas, now have the status of depository library. If the State Library Division receives sufficient copies of a publication from an agency, each depository library receives a copy. These publications are then available to walk in patrons and to loan upon request.

State agencies, state supported colleges and universities participate in this Program by depositing copies of their publications with the State Library Division. The publications are the heart of the Program, and therefore, depositing them with the State Library Division is crucial to the Program's success.

The essential components of the Program are the acquisition of the publications from the agencies, the processing of publications and the preparation of finding aids to make them accessible, the distribution of publications to designated libraries around the state, and the retention of publications in a central collection for use by patrons.

The depository system assists state agencies in two major areas: cost savings and accessibility.

1. **Cost savings:**

a. Reduced printing costs: Agencies can limit the number of copies produced with the assurance that copies located at libraries in the depository system make the information widely available. Fewer copies can be printed in the initial production run and reprinting can be scheduled with the assurance that the information is available at easily located sites.

b. Reduced secretarial time: By joining the depository system, the agency need not mail individual copies to the depository libraries. The mailing is done at the State Library Division. When requested, the State Library Division will either supply labels, or mail information from a state agency to all the libraries (and branches) within the state. This eliminates the need, for many agencies, to type address or maintain a mailing list of the libraries.

2. Accessibility:

a. State Library Division

Online cataloging - searching: Most publications are cataloged by Utah State Library Division staff into OCLC, a national database with several retrieval methods -- by author, title, agency which published, or key words. Members of OCLC are able to determine who wrote and published a title, where it is located, and something of the subject covered. Nonmembers of OCLC have access to this information through the State Library Division or another participating library. Access to the publications of other agencies or other states may make it possible to eliminate duplication of research and overlapping of subject information already available.

Circulation - Reference: The State Library Division retains two copies of each publication, one for reference and one for circulation through interlibrary loan. The reference copy is always available to assist any state agency or individual needing immediate access.

Utah Under Cover: Individuals and organizations that do not have access to online systems have available an annual checklist, created and published by Utah State Library Division, of all publications received during a particular fiscal year. This publication, **Utah Under Cover**, is distributed to libraries, agencies, other state libraries and upon request. **Utah Under Cover** provides specific information about these publications.

b. Library of Congress: The Library of Congress is sent a publication when sufficient copies are received. A monthly checklist of publications received from all states is issued by the Library of Congress and widely distributed to legislators, states, individuals and institutions.

c. Depository Libraries: The depository libraries maintain their collections according to standards established by the State Library Division and in accordance with Utah Code, Title 37, Chapter 5. The depository system ensures agency publications get wide distribution. The value of the Utah State Publications Depository Program increases as more and more state agencies deposit sufficient copies of their publications for distribution to local areas.

Working together, the State Library Division, depository libraries and all state agencies can insure access to a wealth of information.

What kind of an audience do you want? Help us by sending sufficient copies for all the libraries in the depository system and we will help you reach your intended clientele.

STATE AGENCY RESPONSIBILITIES

Designate a Contact Person

The State Library Division requests that each agency designate a **publications contact person** to serve as a liaison with the State Library Division concerning deposit of publications. This **manual** is intended primarily for use by these contact persons, and they are urged to review it carefully. Questions or suggestions should be directed to the State Publications Librarian, State Library Division, (801) 466-5888.

The selection of the contact person or persons is made by the head of each agency or department. The contact person should be someone who has knowledge of the publishing procedures of the agency and kinds of publications that are produced.

Contact Person Responsibilities

The contact person has these responsibilities:

a) Ensure the State Library Division receives copies of the publications issued by the agency. Number of copies is established (Utah Code, Title 37-5-3 1a) by the number of depository libraries in the state and the agency's desire to make the information readily available;

b) Ensure the State Library Division receives at least 2 copies (Utah Code, Title 37-5-3 3) of materials produced in other formats (audio-visual, microform and machine readable materials) and information about availability and price;

c) Compile a list from the Agency Publications List of all publications issued during a fiscal year and forward copies to the State Library Division and the State Archivist;

d) Supply other relevant information upon request.

Communication between State Agencies and the State Library Division is a necessity. The State Publications Librarian may ask for more information about a publication, the availability of more copies, the price and the release date of the publication. The contact person may have questions about where to send shipments and whether a certain publication meets the criteria.

The communication ties between the agencies and the State Library Division will assist both parties reach a common goal: information to the people.

Standardize Title Pages

To ensure the best access to the publications of state agencies, the following information should be included on the front or back of the title page of each publication:

(1) full name of the issuing agency
(2) name of any individual author to be given credit
(3) title
(4) date and place of publication
(5) price

For serial (items published periodically, where the title is intended to continue indefinitely) publications include:

(6) frequency of issue
(7) volume and number of issue
(8) date of issue

Not all serial titles have both a volume/number designation and a date of issue, at least one is needed to distinguish among the various issues.

Publications received and cataloged by the State Library Division are entered into OCLC, a national data base, and becomes accessible to over thousands of members in the system. All entries into the database must meet certain standards established by the Library of Congress. This information distinguishes one publication from other materials. The more complete the information provided by the issuing agency the easier the process of access and retrieval of the publication.

On the following pages are samples of title pages that give the needed information. Some have part of the information on the reverse side of the title page, or in the case of some serials, on the last page of the issue.

TOWARD AFFORDABLE HOUSING

Sixty Actions for Local Governments in Utah

State of Utah
Initiated by the Governor's Housing Development Advisory Council
Department of Community and Economic Development
Community Development Division
by
Wasatch Opinion Research
September 1986

2659

Cowboy Poetry From Utah

An Anthology

Compiled and Edited
with Essays and Biographies

by Carol A. Edison

Illustrated by F. Euray Anderson

UTAH FOLKLIFE CENTER
Salt Lake City, Utah

© 1985 by the Utah Folklife Cen
copyright for individual poems re

Selections from the following pu
authors:
Ballads of the Book Cliffs
The Cowboy in Verse
1978
Jeppe and A
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projects c
ISBN 0-9614,
Library of Congr

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MULTICULTURAL RESOURCE BOOK

Part 1

"EXPLORING & UNDERSTANDING DIVERSITY"

Utah State Office of Education
Dr. James Moss, State Superintendent
of Public Instruction
Dr. Scott W. Bean, Associate Superintendent
Dr. Kolene Granger, Associate Superintendent
Bruce Griffin, Associate Superintendent
Dr. Scott W. Cameron, Assistant Superintendent

Kathleen Spencer
Project Director

Salt Lake City, Utah
September, 1989

This publication was printed through funds provided
by the Title IV Race Desegregation grant awarded to the
Utah State Office of Education

January 1992

Utah Department of Corrections

The Rap Sheet

IN THIS ISSUE:

Feature Article:

The Legislative Package

Executive Director	3
People in Transition	9
Letters	8
The GRAMA Bill	4
Department Pistol Team	11
Gunnison Update	6
Sub For Santa	7

MISSION STATEMENT

The primary mission of the UDC is c
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The Rap Sheet is an official publication of the Utah State Department of Corrections.

Governor: **Norman H. Bangerter**
Executive Director: **Gary W. DeLand**
Deputy Director: **N. Bruce Egan**
Editor: **David R. Franchina**
Assistants: **Lynne Forrey** and **Nannette Johnson**
Printer: **Correctional Industries' inmates**

The Rap Sheet is published monthly for the employees of the Department of Corrections. Letters to the Editor, articles and comments are welcomed. However, the editor reserves the right to edit any article submitted for libel, length, relevancy and good taste. Send your comments or information to the Editor, Public Affairs Office, 6100 South 300 East, Suite 400, Salt Lake City, Utah 84107.

Utah Department of Corrections
Public Affairs Office
6100 South Fashion Boulevard
Murray, Utah 84107
(801) 265-5512

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UTAH STATE BULLETIN

OFFICIAL NOTICES OF UTAH STATE GOVERNMENT

Filed December 3, 1991 through December 16, 1991

NUMBER 92-1
January 1, 1992

Randy J. Fisher, Editor

The Utah State Bulletin is the official noticing publication of the executive branch of Utah State Government. The Division of Administrative Rules, Department of Administrative Services, produces the Bulletin under authority of Section 63-46b-10, Utah Code Annotated 1953, as a public service.

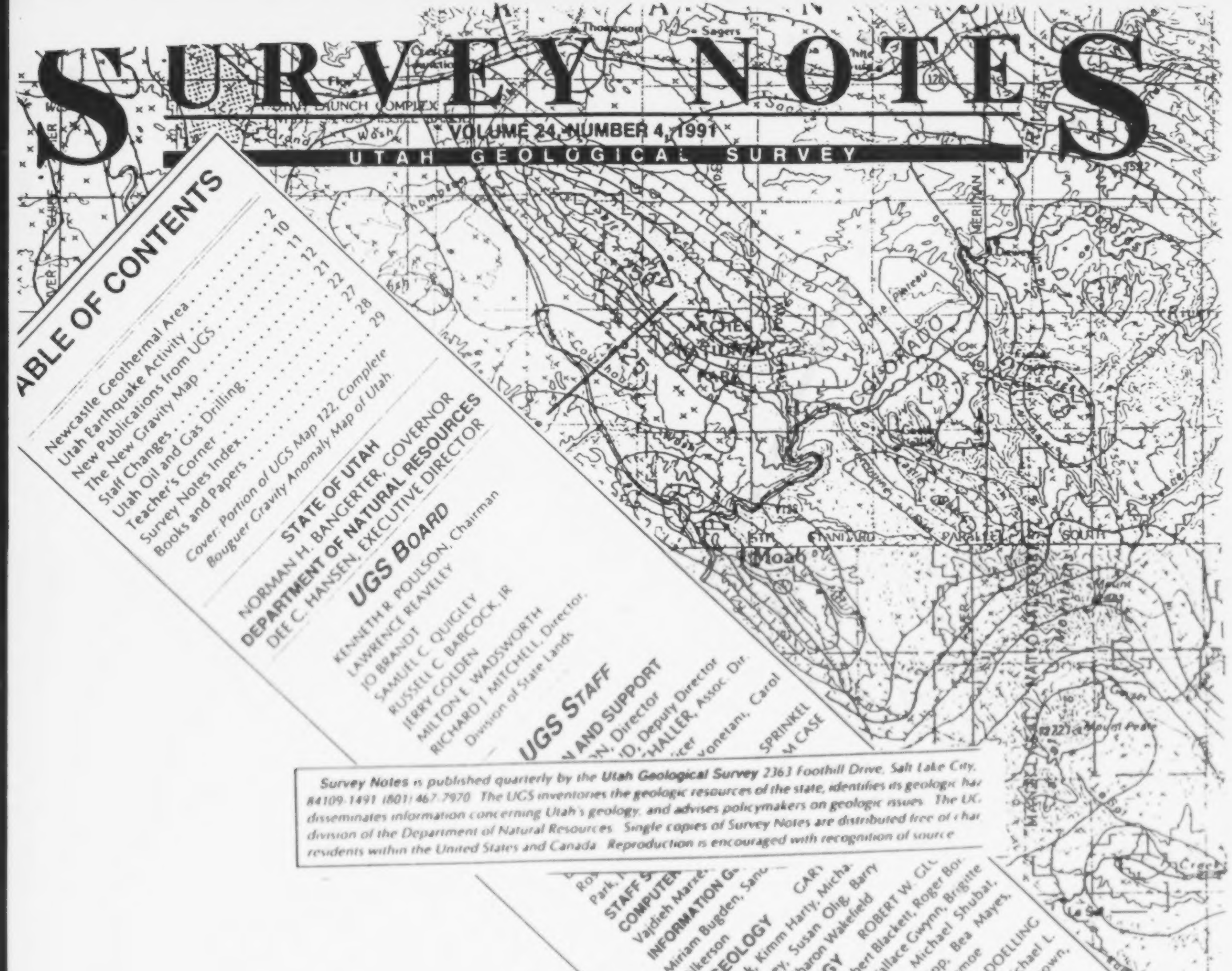
Inquiries concerning administrative rules or other contents of the Bulletin may be addressed to the responsible agency or to: Division of Administrative Rules, Archives Building, State Capitol, Salt Lake City, Utah 84114, telephone (801) 538-3011.

The Bulletin and its companion summary, the *Utah State Digest*, are printed and distributed semi-monthly by Legislative Printing. Annual subscription rates (24 issues) are $135.00 for the ***Utah State Bulletin*** and $30.00 for the ***Utah State Digest***. Inquiries concerning subscription, billings or changes of address should be addressed to:

Legislative Printing
419 State Capitol
Salt Lake City, Utah 84114
(801) 538-1103

ISSN 0882-4738

2663



SURVEY NOTES
VOLUME 24, NUMBER 4, 1991
UTAH GEOLOGICAL SURVEY

ABLE OF CONTENTS

Newcastle Geothermal Area 2
Utah Earthquake Activity 10
New Publications from UGS 11
The New Gravity Map 12
Staff Changes 21
Utah Oil and Gas Drilling 22
Teacher's Corner 27
Survey Notes Index 28
Books and Papers 29

Cover: Portion of UGS Map 122, Complete Bouguer Gravity Anomaly Map of Utah.

STATE OF UTAH
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STAFF S
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Miriam Bugden, Sand
Wilkerson
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liam Mulvey, Susan Olig, Barry
Janine Jarva, Sharon Wakefield
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Thomas Chidsey, J. Wallace Gwynn, Brigitte
Hucka, Craig Morgan, Michael Shubat,
Steve Sommer, Bryce Tripp, Bea Mayes,
Carolyn Olsen, Deborah Overmoe
GEOLOGIC MAPPING HELLMUT DOELLING
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Ross, Grant C. Willis, Kent D. Brown,
Michael Wright, C.G. Oviatt

SURVEY NOTES STAFF
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EDITORIAL STAFF Patti F. MaGann, Sharon Hamre
CARTOGRAPHERS James W. Parker, Patricia H. Speranza

Survey Notes *is published quarterly by the* ***Utah Geological Survey*** *2363 Foothill Drive, Salt Lake City, 84109-1491 (801) 467-7970. The UGS inventories the geologic resources of the state, identifies its geologic ha disseminates information concerning Utah's geology, and advises policymakers on geologic issues. The UG division of the Department of Natural Resources. Single copies of Survey Notes are distributed free of cha residents within the United States and Canada. Reproduction is encouraged with recognition of source.*

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HOW TO DEPOSIT STATE PUBLICATIONS

Where to send and phone

Distribution of state publications under the depository law is handled by: Utah State Library Division, State Publications Librarian, 2150 South 300 West, Suite 16, Salt Lake City, Utah 84115. Please direct publications whether mailed or delivered to that address.

The State Library Division urges you whenever possible to send your shipments via interagency or U.S. Mail. Pick ups of shipments are limited. If they must be picked up, please call the State Publications Librarian at **(801) 466-5888**.

Frequency of Agency Shipments

Shipments to the Utah State Library Division should be made as soon as the publications are produced.

Agency Publications List

To assist the State Library Division in sorting the publications please enclose a **Agency Publications List** with every group of publications sent. Fill out the agency, date sent, title, number of copies sent and the purchase price for acquisitions of additional copies.

A copy of the list can be sent to The Utah State Library Division, with the original retained and subsequent publications added as shipped (see sample next page). The original will serve as a record of what has been sent to the Depository Program and at the end of the fiscal year copies of it will be all that's needed for the yearly report.

Agency Publications List form is provided in appendix C for your use. Copy as needed.

MONTHLY PUBLICATIONS LIST

Utah State Library Division

Please include this form with your monthly shipment to the State Library. Call us at 466-5888 if you need additional forms.

MONTH: May 1990

AGENCY: Utah Arts Council

DATE SENT	TITLE	NO. OF COPIES SENT	SALE PRICE
5/30/90	Repertoire newsletter 1st Qtr '90	21	–
8/10/90	Repertoire newsletter 2ND Qtr '90	21	–
12/3/90	Repertoire newsletter 3rd Qtr '90	21	–
3/91	89-90 Annual Report / 4th Qtr Repertoire	21	–
6/91	Repertoire Newsletter 1st Qtr '91	21	–
8/91	Repertoire Newsletter 2nd Qtr '91	21	–

Guidelines for the Deposit of Publications

Type of Publication	Deposit Requirement
I. **Annual / biennial reports**	deposit
(descriptive, statistical and financial reports or programs, services, activities of an agency; not all agencies prepare annual / biennial report; may be for entire agency or for a unit within an agency) example: Annual report of the Utah State Tax Commission	
II. **Budgets**	
a. annual, operating budget (where prepared; exclude monthly operating budgets)	deposit
b. annual / biennial request for appropriations (budget request, final submission)	deposit
III. **Conference / training workshop / seminar materials**	
a. advertising, registration information, programs	exempt
b. published reports of proceedings example: Summary of proceedings : Utah Conference on Antitrust Issues in Health Care.	deposit
c. training manuals used in workshops, seminars or conferences	exempt
IV. **Directories and rosters**	
a. directories of facilities example: Utah courts directory. Utah school directory.	deposit
b. directories of services example: Utah directory of agencies and services : substance abuse prevention and treatment.	deposit
c. personnel directories (includes directories to both an agency as a whole or a unit within the agency) example: Telephone directory. [Utah Administrative Services, State Telecommunications Services]	deposit

d. rosters — deposit

example:

Utah Official Roster.

V. General informational publications and reports of research

By far the largest quantity of publications issued by an agency or college or university falls in this category. In general, this category includes all materials issued to provide information to a segment of the population or specific clientele or to report the results of research conducted by or for an agency or college / university.

Publications in this category cover an enormous variety of subjects, and they differ in intended audience, sophistication of treatment, and format. Examples below are provided to suggest the kinds of publications which fall into this category.

a. guides — deposit

example:

Guide for self evaluation of school business functions.
Guide to the grants program ... .

b. manuals and handbooks — deposit

example:

Manual for justice court judges.
Explosives procedure handbook.

c. maps — deposit

d. pamphlets and brochures about an agency, its services, or a subject which is of concern — deposit

example:

Introducing the Utah Department of Commerce.
Big tree hunter's guide.

e. publications lists — deposit

example:

List of publications. [Utah Geological and Mineral Survey]

f. reports (draft and final) — deposit

example:

U.S. Highway 189 Utah Valley to Heber Valley ; Utah and Wasatch Counties, Utah : draft supplemental environmental impact statement.

g. state plans — deposit

example:

State of Utah plan to provide services to the homeless.
Agricultural science and technology : 5-year master plan. [Utah State Office of Education]

h. statistical compilations — deposit
  example:
    Utah's vital statistics.
    Utah big game harvest book.
    Utah statistics of income, return year ... .

VI. Laws, rules and regulations, and licensing standards

a. Utah laws published separately — deposit
  example:
    Utah Higher Education act of 1969.
    Hearing aid specialists' and consumers' act.

b. Utah rules and regulations published separately — deposit
  example:
    Rules and regulations governing dam safety in Utah.

c. compilations of laws on a topic — deposit
  example:
    Library Laws of Utah.
    Utah code, ... : Utah election laws.

d. licensing standards — deposit
  example:
    Marriage and family therapist licensing act, law of Utah and rules and regulations concerning marriage and family counselor.
    Licensing physical therapists.

VII. Lists of agency related publications

a. bibliographies — deposit
  example:
    Official list of school textbooks adopted for use in the schools of Utah, ...

b. catalogs of materials — deposit
  example:
    Catalog of citizenship, economics, law-related, values, and character education curriculum materials.

VIII. Minutes of governing bodies

a. minutes of meetings of governing boards — exempt

b. minutes of meetings of directors, councils of agencies — exempt

IX. Periodicals

a. magazines or scholarly journals (excluding alumni and student magazines) example: Western Humanities Review. Weber studies.	deposit
b. newsletters (intended for out-of-house distribution) example: Directions for Utah libraries. Oral oracle : dental health newsletter for teachers.	deposit
c. newspapers (includes student newspapers, staff newspapers, newspaper intended for public distribution)	exempt
d. news releases	exempt

X. Special categories

a. media example: West desert pumping project [videorecording : VHS] Desert dreams : into the canyon lands [videorecording : VHS]	deposit
b. microform materials / machine readable materials (any items that are not available in hard copy and microform or machine readable format is available)	deposit
c. drafts of plans, updates	exempt
d. grant proposals, specifications, bids	exempt
e. reprints	deposit
f. revisions	same treatment as original
g. fliers, posters	exempt
h. programs of theater, music, sports and other events	exempt
i. university press books	exempt

UTAH PUBLICATIONS SHIPPING LISTS

Utah State Library Division, State Publications Section makes available information about state agency publications through the use of the bimonthly **"Utah Publications Shipping Lists"**. These lists are cumulated into an annual publication called, **"Utah Under Cover"** (UUC).

Through the use of the information on the **Shipping Lists** and the state agencies **"Publications Contact Person(s) List"** (see appendix C), you can order publications directly from the publishing agency. The publications should be available at the time you receive the Shipping List. By the time the annual cumulation (UUC) is received publications may no longer be available. Order those that interest you promptly.

If you would like to be placed on a mailing list to receive **"Utah Publications Shipping List"** (see following page for a partial sample), please fill out the slip below and return to: State Publications Librarian, 2150 South 3rd West, Suite 16, Salt Lake City, Utah 84115.

Utah Publications Shipping List --- Attention: State Publications Librarian

Name____

Contact Person__________________________________

Address_______________________________________

City, State & Zip________________________________

2671

UTAH
STATE PUBLICATIONS

UTAH STATE LIBRARY DIVISION
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

2150 South 300 West, Suite 16
Salt Lake City, UT 84115
(801) 466-5888

LIST # 92-11

DATE December 31, 1991

all RLIN numbers are prefixed by UTBG

The date(s) within the symbols < > are the beginning-ending dates of serial publications.

ADMINISTRATIVE SERVICES, DEPT. OF
ADMINISTRATIVE RULES, DIVISION OF

Utah state bulletin. Number 91-24 : December 15, 1991 ; Number 92-1 : January 1, 1992. <1985- >
OCLC # 11854150 <utul> $135.00 / annual subscription
A 260.8: Uta/91-24 348.792025 KFU440.A73 S7
A 260.8: Uta/92-1
Administrative regulations
Executive orders
Attorney General's opinions

Utah state digest. Number 91-24 : December 15, 1991 ; Number 92-1 : January 1, 1992. <19uu- >
OCLC # 12426255 <utul> $30.00 / annual subscription
A 260.8: Dig/92-1 348.792025 KFU38.U8
Administrative regulations
Executive orders
Attorney General's opinions

COMMUNITY AND ECONOMIC DEVELOPMENT, DEPT. OF
ARTS COUNCIL, UTAH

Repertoire. Third quarter, 1991 (Annual report 1990-1991). <19uu- >
OCLC # 10665623 <utul> RLIN # 0430-S Free
C 610.2: Rep/991/3 709.792 NX24.U8 U8416
Performing arts
Arts (General)
Authors

COMMUNITY AND ECONOMIC DEVELOPMENT, DEPT. OF
ARTS COUNCIL, UTAH
Utah arts resource directory. [1991] <19uu- >
OCLC # 10665623 <utul> Free
C 610.2: Uta/991 700.2509792 NX110.U82 U8
Performing arts
Arts (General)
Directories

LIBRARY DIVISION, STATE
Directions for Utah libraries. Vol. 4, no. 5 : January, 1992. <1988- >
OCLC # 18145543 <utul> Free
C 690.8: Dir/4/5 027.09792 Z732.U8 D57
Libraries
Librarians

GOVERNOR (1985- : Bangerter)
STATEHOOD CENTENNIAL COMMISSION, UTAH
Utah Centennial, 1896-1996. December, 1991.
OCLC # NA Inquire at issuing agency
G 800.1: Cen/991 979.2 F821 C4 U8
Statehood
Planning-Programming-Budgeting

NATURAL RESOURCES, DEPT. OF
GEOLOGICAL SURVEY, UTAH
Geological map of Antelope Island, Davis County, Utah / by Hellmut H. Doelling ... [et al.] 1990.
OCLC # 24989708 Inquire at issuing agency
N 3300.71: Map/127 557.9227 G4342 A5 1990
Antelope Island
Davis County
Geology
Maps

Provisional geologic map of the Fountain Green North quadrangle, Juab and Sanpete Counties, Utah / by Raymond L. Banks. 1991.
OCLC # 24956166 Inquire at issuing agency
N 3300.71: Map/134 557.92 G4342 F6 1991
Juab County
Sanpete County
Geology
Fountain Green North quadrangle
Maps

NATURAL RESOURCES, DEPT. OF
OIL, GAS AND MINING, DIVISION OF
Oil and gas production report. September, 1991. <1988- >
OCLC # 17830817 <utul>   Inquire at issuing agency
N 700.1: Pro/991/09   622.3382   HD9567.U8 P76
Oil well drilling
Gas well drilling

WATER RESOURCES, DIVISION OF
Newsletter. August, October/November, 1991.
OCLC # NA   Inquire at issuing agency
N 4000.81: New/991/08   333.91109792   TD388.A1 N4 U8
N 4000.81: New/991/10/11
Natural Resources, Dept. of. Water Resources, Division of
Conservation education
Water conservation

PLANNING AND BUDGET, OFFICE OF
Executive budget recommendations. (Fiscal yr. 1993) December, 1991. <1989/90- >
OCLC # 21212595   Inquire at issuing agency
P 350.12: Exe/992-993   353.97920072   HJ11 .U842a
Budgets
Appropriations and expenditures

Utah planning newsletter. No. 6 : Fall, 1991. <1990- >
OCLC # 22147203<utul>   Inquire at issuing agency
P 350.8: Pla/6   353.9792078   JK8430. U8
Planning-Programming-Budgeting
Economic conditions and Economic development

ADVISORY COUNCIL ON INTERGOVERNMENTAL RELATIONS,UTAH
First four years, July, 1987 - June, 1991. November, 1991.
OCLC # 25037166   Inquire at issuing agency
P 350.7: Fir/991   353.979293   JK8429. I57 F57
Local government (General)
Intergovernmental relations (General)

State mandates study. October, 1991.
OCLC # 25036899   Inquire at issuing agency
P 350.7: Man/991   353.979293   JK8429. M26 S72 1991
Local government (General)
Intergovernmental relations (General)

TAX COMMISSION, UTAH
ECONOMIC & STATISTICAL UNIT
Utah new car and truck sales third quarter, 1991 / Leslee Katayama. December, 1991.
<1984- >
OCLC # 12891110 <utul> Inquire at issuing agency
T 240.71: Res/New/91-18 381.4562922 HD9710.U53 U83
Motor vehicles
Retail trade

TRANSPORTATION, UTAH DEPT. OF
The fast lane. Vol. 7, no. 8 : November, 1991.
OCLC # NA Inquire at issuing agency
T 1200.81: Fas/991/8 388.1309792 H336.P37 L36 1991
Transportation, Utah
Dept. of

UTAH STATE UNIVERSITY
DEVELOPMENT CENTER FOR HANDICAPPED PERSONS
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Parents

APPENDIX A

DEPOSITORY LIBRARIES

CEDAR CITY, UTAH
Southern Utah University
Library
Cedar City, UT 84720
586-7945

LOGAN, UTAH
Utah State University
Merrill Library
Special Collection Dept.
Logan, UT 84322-3000
750-2661

OGDEN, UTAH
Weber County Library
2464 Jefferson Avenue
Ogden, UT 84401-2488
627-6920

Weber State University
Stewart Library
3750 Harrison Blvd.
Ogden, UT 84408-2901
626-7187

PRICE, UTAH
College of Eastern Utah Library
451 East 400 North
Price, UT 84501
637-2120
(after 5:00 637-9950)

PROVO, UTAH
Brigham Young University
Harold B. Lee Library
Provo, UT 84602
378-6179

Brigham Young University
Law Library
Provo, UT 84602
378-3297

Provo City Library
425 West Center
Provo, UT 84601-4337
379-6661

SALT LAKE CITY, UTAH
Division of State History
300 Rio Grande
Salt Lake City, UT 84101
533-5808

Salt Lake City Public Library
209 East 5th South
Salt Lake City, UT 84111
524-8200

Salt Lake County Library
2197 East 7000 South
Salt Lake City, UT 84121
943-4636

State Archives & Records Services
Archives Bldg., Capitol Hill
Salt Lake City, UT 84114
538-3012

State Library Division
2150 South 300 West, Suite 16
Salt Lake City, UT 84115
466-5888
Watts 1-800-662-9150

University of Utah
Law Library
Salt Lake City, UT 84112
581-6438

University of Utah
Marriott Library
Salt Lake City, UT 84112
581-8863

Utah State Law Library
125 State Capitol Building
Salt Lake City, UT 84114
538-1045

WASHINGTON, D.C.
Library of Congress
10 First Street SE
Washington, D.C. 20540

APPENDIX B

PUBLICATIONS CONTACT PERSON(S)

Please indicate which of your staff members you would like to designate as the **"publications contact person(s)"** for your agency. The State Library Division will communicate with this person concerning the participation by your agency in the Utah Publications Depository Program. **Should you, for any reason desire to change the designated contact person(s), please notify the State Library Division**. Thank you for your cooperation.

AGENCY NAME____

DEPARTMENT____

MAILING ADDRESS____

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CONTACT PERSONS DESIGNATED TO REPRESENT THE AGENCY? #________

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1) CONTACT PERSON____

DIVISION OR DEPARTMENT____

TELEPHONE________________________

2) CONTACT PERSON____

DIVISION OR DEPARTMENT____

TELEPHONE________________________

3) CONTACT PERSON____

DIVISION OR DEPARTMENT____

TELEPHONE________________________

(attach addition sheets if necessary)

Please return to / or call:

State Publications Librarian
State Library Division
2150 South 300 West, Suite 16
Salt Lake City, UT. 84115
(801) 466-5888

2679

APPENDIX C

STATE AGENCY PUBLICATIONS CONTACT PERSONS

Administrative Services, Dept. of
Executive Director's Office,
Division of Administration
c/o Anne Waddoups
3120 State Office Bldg.
Salt Lake City, Utah 84114
Phone (801) 538-3215

Administrative Services, Dept. of
Division of Administrative Rules
c/o Bill Callaghan
3120 State Office Bldg.
Salt Lake City, Utah 84114
Phone (801) 538-3216

Administrative Services, Dept. of
Facilities Construction Mgt.
c/o Carla Evensen
4110 State Office Building
Salt Lake City, Utah 84114
Phone (801) 538-3261

Administrative Services, Dept. of
Finance, Div. of
c/o Richard Barker
2110 State Office Bldg.
Salt Lake City, Utah 84114
Phone (801) 538-3088

Administrative Services, Dept. of
Information Technology Services
c/o Vicki Boer
5000 State Office Building
Salt Lake City, Utah 84114
Phone (801) 538-3327

Administrative Services, Dept. of
State Archives
c/o Paul Jennens
Archive Bldg. State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-3012

Administrative Services, Dept. of
State Printing
c/o Dick Hill
B-52 State Office Bldg.
Salt Lake City, Utah 84114
Phone (801) 538-3222

Administrative Services, Dept. of
Surplus Property, Div. of
c/o Mark Young
522 South 700 West
Salt Lake City, Utah 84104
Phone (801) 533-5885

Agriculture, Utah Dept. of
c/o El Shaffer
350 North Redwood Road
Salt Lake City, Utah 84116
Phone (801) 538-7104

Alcoholic Beverage Control, Dept. of
c/o Kenneth F. Wynn - Director
or Dennis R. Kellen, Operations Mgr.
P.O. Box 30408
1625 South 900 West
Salt Lake City, Utah 84130-0408
Phone (801) 973-7770

Attorney General's Office
c/o Charlotte Osborn
236 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1015

Attorney General's Office
Civil Rights Section
Litigation Division of
c/o Frank D. Mylar
6100 South 300 East, Suite 204
Murray, Utah 84107
Phone (801) 265-5638

Auditor, Utah State
c/o Linda Siebenhaar
or Laurie Wall
211 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1363

Board of Regents
Higher Education, Office of
c/o Vicki Varela or Barbara Gittins
3 Triad Center-Suite 550
355 West North Temple
Salt Lake City, Utah 84101
Phone (801) 538-5236 (or) 5202

Bureau of Economic & Bus. Research
c/o Lee Carberry
U of U Graduate School of Bus.
401 Kendall D. Garff Bldg.
Salt Lake City, Utah 84112
Phone (801) 581-6333

Career Service Review Board
c/o Robert N. White
1120 State Office Bldg., Capitol Hill
Salt Lake City, Utah 84114
Phone (801) 538-3047

Commerce, Dept. of
Consumer Protection, Div. of
c/o Heather Barney
P.O. Box 45804
Salt Lake City, Utah 84145-0804
Phone (801) 530-6960

Commerce, Dept. of
Division of Public Utilities
c/o Barbara Campbell
P.O. Box 45807
160 East 300 South
Salt Lake City, Utah 84145-0807
Phone (801) 530-6788

Commerce, Dept. of
Real Estate, Div. of
c/o Karen Hathaway
P.O. Box 45806
Salt Lake City, Utah 84145-0806
Phone (801) 530-4767

Commission on Criminal &
Juvenile Justice
Office of Crime Victim Reparation
c/o Judy DiRenzo or Susan Lustri
350 East 500 South, Suite 200
Salt Lake City, Utah 84101
Phone (801) 533-4000

Corrections, Dept. of
c/o David Franchina
or Nannette Johnson
6100 South 300 East
Salt Lake City, Utah 84107
Phone (801) 265-5517

Courts, Administrative Office of the
c/o Jennifer Bullock
230 South 500 East, Suite 300
Salt Lake City, Utah 84102
Phone (801) 533-6371

Courts, Administrative Office of the
State of Utah Law Library
c/o Nancy Cheng
125 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1045

Department of Community &
Economic Development
c/o Kathy Thompson
324 South State Street
Salt Lake City, Utah 84111
Phone (801) 538-8706

DCED, Asian Affairs Office
c/o Eva Salazar
Minority Affairs Office
c/o
324 South State Street
Salt Lake City, Utah 84111
Phone (801) 538-8815

DCED, Division of Business &
Economic Development
Business Expansion & Retention
c/o Myrna Hill
324 South State, Suite #200
Salt Lake City, Utah 84111
Phone (801) 538-8775

DCED, Community Development
c/o Gayle Gardner
324 South State #300
Salt Lake City, Utah 84111
Phone (801) 538-8722

DCED, Division of Expositions
Utah State Fair
c/o Judy Duncombe
155 North 1000 West
Salt Lake City, Utah 84116
Phone (801) 538-8440

DCED, Office of Black Affairs
c/o Betty Sawyer
324 South State Street, #250
Salt Lake City, Utah 84111
Phone (801) 538-8816

DCED, State History, Division of
c/o Stan Layton
300 Rio Grande
Salt Lake City, Utah 84101-1182
Phone (801) 533-6024

DCED, Utah Arts Council
c/o Yvonne M. Steiger
617 East South Temple
Salt Lake City, Utah 84102
Phone (801) 533-5895

DCED, Utah Travel Council
Travel Development
c/o Janice Carpenter,
Margaret Godfrey or Stacey Clark
Council Hall / Capitol Hill
Salt Lake City, Utah 84114
Phone (801) 538-1030

Education, State Office of
c/o Sharon Murdoch
250 East 500 South (Rm 31)
Salt Lake City, Utah 84111
Phone (801) 538-7881

Employment Security / Job Service
c/o Joyce Larson
Labor Market Information Services
c/o Marba Evans
P.O. Box 11249 (140 East 300 South)
Salt Lake City, Utah 84147
Phone (801) 536-7800 (or) 7812

Environomental Quality, Dept. of
Div. of Air Quality
c/o Carol Holmes
1950 West North Temple
Salt Lake City, Utah 84114-4820
Phone (801) 536-4000

Financial Institutions
c/o Irene Anderson
P.O. Box 89 (324 S. State, Suite 201)
Salt Lake City, Utah 84110-0089
Phone (801) 538-8832

Health, Dept. of
c/o Ross Martin
P.O. Box 16700, (288 N. 1460 W.)
Salt Lake City, Utah 84116-0700
Phone (801) 538-6339

Health, Dept. of
Bureau of Health Statistics
c/o Nola F. Hanson
P.O. Box 16700 (288 N. 1460 W.)
Salt Lake City, Utah 84116-0700
Phone (801) 538-6301

Health, Dept. of
Community Health Services, Div. of
c/o Judy Smith
P.O. Box 16700 (288 N. 1460 W.)
Salt Lake City, Utah 84116
Phone (801) 538-6129

Health, Dept. of
Family Health Services, Div. of
Bureau of Dental Health
c/o Kathleen J. Hoenig
288 North 1460 West, P.O. Box 16650
Salt Lake City, Utah 84116-0650
Phone (801) 538-6179

Health, Dept. of
Family Health Services, Div. of
Child Health Bureau
c/o Bob Kuhn
1460 West 288 North
Salt Lake City, Utah 84116
Phone (801) 538-6140

Health, Dept. of
Family Health Services, Div. of
Children's Special Health Services Bureau
c/o Bill Boyer
1460 West 288 North
Salt Lake City, Utah 84116
Phone (801) 538-6165

Health, Dept. of
Family Health Services, Div. of
Communicative Disorders Bureau
c/o Rebecca Fronberg
1460 West 288 North
Salt Lake City, Utah 84116
Phone (801) 584-8215

Health, Dept. of
Family Health Services, Div. of
Maternal & Infant Health Bureau
c/o Sharon Ernst
1460 West 288 North
Salt Lake City, Utah 84116
Phone (801) 584-8237

Health, Dept. of
Family Health Services, Div. of
Office of Director
c/o JanMarie Peterson
1460 West 288 North
Salt Lake City, Utah 84116
Phone (801) 538-6161

Health, Dept. of
Family Health Services, Div. of
WIC Bureau
c/o Beth Smith
1460 West 288 North
Salt Lake City, Utah 84116
Phone (801) 584-8232

Health, Dept. of
Health Care Financing
c/o Lane Johnson
P.O. Box 16580
Salt Lake City, Utah 84116-0580
Phone (801) 538-6493

Health, Dept. of
Laboratory Services, Div. of
c/o Linda Hone or Signe Dayton
46 Medical Drive (Rm 309)
Salt Lake City, Utah 84113-1105
Phone (801) 584-8469 (or) 8406

Health, Dept. of
Office of the Medical Examiner
c/o Carolyn B. Crellin
48 Medical Drive, P.O. Box 58739
Salt Lake City, Utah 84158-0739
Phone (801) 584-8410

Human Resource Mgt., Dept. of
c/o Mary Monty
2229 State Office Bldg.
Salt Lake City, Utah 84114
Phone (801) 538-3061

Human Services, Dept. of
c/o Afton Ferris
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-3998

Human Services, Dept. of
Aging and Adult Services
c/o Helen Goddard
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-3910

Human Services, Dept. of
Family Services, Div.
c/o Julie Thomson
120 North 200 West, 4th Floor
P.O. Box 45500
Salt Lake City, Utah 84145-0500
Phone (801) 538-4083

Human Services, Dept. of
Family Support Administration
c/o Gene Hofeling or Elizabeth Heath
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-3970 (or) 4311

Human Services, Dept. of
Licensing, Office of
c/o Gayle G. Sedgwick
P.O. Box 4500, (120 N. 200 W.)
Salt Lake City, Utah 84145-0500
Phone (801) 538-4242

Human Services, Dept. of
Mental Health, Division
c/o Mary Fraser
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-4270

Human Services, Dept. of
Office of Liability Management
c/o Peggy L. Phillips
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-4107

Human Services, Dept. of
Office of Social Services
c/o Jody Talbot
120 North 200 West, (Rm 324)
Salt Lake City, Utah 84103
Phone (801) 538-4015

Human Services, Dept. of
Services for People with Disabilities
c/o Sharon Yearsley
120 North 200 West, #201
Salt Lake City, Utah 84103
Phone (801) 538-4182

Human Services, Dept. of
Substance Abuse, Division of
c/o Kristin Koldewyn
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-3939

Human Services, Dept. of
Youth Corrections, Division of
c/o John DeWitt
120 North 200 West
Salt Lake City, Utah 84145-0500
Phone (801) 538-4330

Industrial Commission of Utah
Administrative Division
c/o Kathleen Bertelsen
P.O. Box 510910
160 East 300 South, 3rd Floor
Salt Lake City, Utah 84114-6600
Phone (801) 530-6815

Industrial Commission of Utah
Anti-Discrimination Division
c/o Pauline C. Kippen
P.O. Box 510910
Salt Lake City, Utah 84151-0910
Phone (801) 530-6887

Industrial Commission of Utah
Industrial Accidents
c/o Mary Betts
P.O. Box 510250
Salt Lake City, Utah 84151-0250
Phone (801) 530-6830

Industrial Commission of Utah
Labor Division
c/o Barbara Padilla
P.O. Box 510910
Salt Lake City, Utah 84151-0910
Phone (801) 530-6805

Industrial Commission of Utah
Safety Division
c/o James Parsell
P.O. Box 510910
Salt Lake City, Utah 84151-0910
Phone (801) 530-6872

Industrial Commission of Utah
U O S H Division
c/o Donald L. Anderson
P.O. Box 510870
Salt Lake City, Utah 84151-0870
Phone (801) 530-6897

Insurance, Dept. of
c/o Jilene Whitby
3110 State Office Bldg
Salt Lake City, Ut 84114
Phone (801) 538-3803

Legislative Auditor General
c/o LaFay Simmons
412 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1033

Legislative Fiscal Analyst
c/o Leslie Jannette Clark
425 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1034

Legislative Printing
c/o Sandy Tenney
419 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1103

Legislative Research & Gen. Counsel
c/o Jane Peterson
436 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1032

Lieutenant Governor's Office
Administration
c/o Janet Davey
203 State Capitol Building
Salt Lake City, Utah 84114
Phone (801) 538-1520

Lieutenant Governor's Office
Election Division
c/o Thayre Dennis
203 State Capitol Building
Salt Lake City, Utah 84114
Phone (801) 538-1524

Natural Resources, Dept. of
a) Oil, Gas, & Mining
b) Parks & Recreation
c) State Lands & Foresty
d) Water Resources, (Ron Ollis)
c/o Betty Barela
1636 West North Temple (Rm 316)
Salt Lake City, Utah 84116
Phone (801) 538-7200

Natural Resources, Dept. of
Geological Survey, Utah
c/o Carol Park
2363 South Foothill Drive
Salt Lake City, Utah 84109-1491
Phone (801) 467-7970

Natural Resources, Dept. of
Utah Energy Office
c/o Denise Beaudoin
3 Triad Center, Suite 450
355 West North Temple
Salt Lake City, Utah 84180-1204
Phone (801) 538-5428

Natural Resources, Dept. of
Water Rights, Division
c/o Glenda McMaster
1636 West North Temple (Rm 220)
Salt Lake City, Utah 84116
Phone (801) 538-7240

Natural Resources, Dept. of
Wildlife Resources, Division
c/o Vicki Unander
1596 West North Temple
Salt Lake City, Utah 84116
Phone (801) 538-4700

Planning & Budget, Office of
Demographic & Economic Analysis
c/o Julie Johnsson
116 State Capitol Bldg.
Salt Lake City, Utah 84114
Phone (801) 538-1036

Public Safety, Dept. of
Administrative Services
c/o Glenn Coffman
4501 South 2700 West
Salt Lake City, Utah 84119
Phone (801) 965-4530

Public Safety, Dept. of
Comprehensive Emergency
Management Division
c/o Liz Gane, Jean Segura
or John Rokich
1110 State Office Bldg
Salt Lake City, Utah 84114-0136
Phone (801) 584-3400

Public Safety, Dept. of
Criminal Identification, Bureau of
c/o Terry Dennis
4501 South 2700 West
Salt Lake City, Utah 84119
Phone (801) 965-4570

Public Safety, Dept. of
Driver License Division
c/o Jaime Perez
4501 South 2700 West
Salt Lake City, Utah 84119
Phone (801) 965-4454

Public Safety, Dept. of
Fire Marshal Division
c/o Brent Halladay
4501 South 2700 West
Salt Lake City, Utah 84119
Phone (801) 965-4353

Public Safety, Dept. of
Highway Safety
c/o John Dame
4501 South 2700 West
Salt Lake City, Utah 84119
Phone (801) 965-4457

Public Safety, Dept. of
Peace Officer Standards &
Training (POST)
c/o Kathy Finch
4525 South 2700 West
Salt Lake City, Utah 84119
Phone (801) 965-4711

Public Safety, Dept. of
Utah Div. of Investigation
c/o Kerry Soelberg
195 East 6100 South
Murray, Utah 84107
Phone (801) 533-6128 (or) 6227

Public Service Commission
c/o Julie Orchard
Heber M. Wells Bldg.
160 East 300 South, Office #439
Salt Lake City, Utah 84111
Phone (801) 530-6716

Retirement Office, Utah State
c/o Jim Harr
540 East 200 South
Salt Lake City, Utah 84102
Phone (801) 366-7700

Seismograph Stations, U. of U.
c/o Sue Nava
705 W.C. Browning Bldg.
Salt Lake City, Utah 84112
Phone (801) 581-6274

Tax Commission, Dept. of
c/o Janice Perry
or Leslee Katayama
Heber M. Wells Bldg.
160 East 300 South
Salt Lake City, Utah 84134-4000
Phone (801) 530-6104 (or) 6086

Tax Commission, Dept. of
Property Tax Division
c/o James Teton
HMW Bldg, 160 East 300 South
Salt Lake City, Utah 84134-4000
Phone (801) 530-6319

Transportation, Dept. of
c/o Melodie O'Carroll
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4626

Transportation, Dept. of
Aeronautical Operations Div.
c/o Marjorie Montgomery or
Lou Anne Butler
135 North 2400 West
Salt Lake City, Utah 84116
Phone (801) 328-2066

Transportation, Dept. of
Location & Environmental Studies
c/o Edward Norat
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4228

Transportation, Dept. of
Maintenance (Equipment)
c/o Bill Gooch
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4470

Transportation, Dept. of
Maintenance (Roads)
c/o Jim McMinimee
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4093

Transportation, Dept. of
Materials, Research & Testing
c/o Mike Roshek
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4322

Transportation, Dept. of
Traffic and Safety
c/o Paul Edwards
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4115

Transportation, Dept. of
Transportation Planning
c/o Vicki Hanshew
4501 South 2700 West
Salt Lake City, Utah 84119-5998
Phone (801) 965-4383

Treasurer, Utah State
State Treasurer's Office
c/o Larry Richardson
215 State Capitol
Salt Lake City, Utah 84114
Phone (801) 538-1042

Utah National Guard
c/o Sgt. David N. Pearce
P.O. Box 1776
(12953 S. Minuteman Dr.)
Draper, Utah 84020-1776
Phone (801) 524-3645

Utah State University
Center for Persons With Disabilities
c/o Steve Dennis
Logan, Utah 84322-6805
Phone (801) 750-1991

Utah Water Research Lab.
c/o Arthur L. Rivers
Utah State University
University Hill
Logan, Utah 84322-8200
Phone (801) 750-3181

Worker's Compensation Fund, Dept. of
c/o Rod Smith
554 South 300 East
Salt Lake City, Utah 84111
Phone (801) 538-8001

APPENDIX D

AGENCY PUBLICATIONS LIST

State Library Division

Please include this form* with your shipment to the State Library Division. Copy as needed or call for additional forms. (801)466-5888.

AGENCY: ______________________________

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*Also use for annual cummulation.

APPENDIX E

UTAH CODE, TITLE 37, CHAPTER 5, AS REVISED 1989

DEPOSITORY LIBRARIES

Section

37-5-1. Definitions.
37-5-2. Duties of division
37-5-3. Deposit of copies of state publications with division.
37-5-4. List of state publications - Distribution
37-5-5. Designation as depository library.
37-5-6. Depository library contract - Complete depository libraries - Selective depository libraries.
37-5-7. Micrographics and other copying and transmission techniques.
37-5-8. Rules - Standards.

37-5-1. Definitions.

As used in this chapter:

(1) "Division" means the State Library Division.

(2) "Political subdivision" means any county, city, town, school district, public transit district, redevelopment agency, or special improvement or taxing district.

(3) "State agency" means the state, any office, department, agency, authority, commission, board, institution, hospital, college, university, or other instrumentality of the state.

(4) "State publication" means any book, compilation, directory, document, contract or grant report, hearing memorandum, journal, law, legislative bill, magazine, map, monograph, order, ordinance, pamphlet, periodical, proceeding, public memorandum, resolution, register, rule, report, statute, audiovisual material, micrographic form and tape or disc recording regardless of format or method of reproduction, issued or published by any state agency or political subdivision for distribution. "State Publication" does not include any correspondence, internal confidential publications, office memoranda, university press publications, or publications of the state historical society.

37-5-2. Duties of division.

The division shall establish, operate, and maintain a publication collection, a bibliographic control system, and depositories as provided in this chapter.

37-5-3. Deposit of copies of state publications with division.

(1) (a) **Each state agency shall deposit with the division copies of each state publication issued by the state agency in the numbers specified by the state librarian.**

(b) The division shall forward two copies of each state publication deposited with it by a state agency to the Library of Congress, one copy to the state archivist, at least one copy to each depository library, and retain two copies.

(2) (a) Each political subdivision shall deposit with the division two copies of each state publication issued by it.

(b) The division shall forward one copy of each state publication deposited with it by a political subdivision to the state archivist and retain the other copy.

(3) **Each state agency shall deposit with the division two copies of audiovisual materials and tape or disc recordings issued by it for bibliographic listing and retention in the state library collection.** Materials the division considers not to be of major public interest will be listed, but no copies will be required for deposit.

37-5-4. List of state publication - Distribution.

The division shall publish a list of each state agency's state publications. The list shall provide access by agency, author, title, subject, and such other means as the division provides. The list shall be published periodically and distributed to depository libraries, state agencies, state officers, members of the Legislature, and other libraries selected by the division with at least an annual cumulation. **Each state agency shall furnish the division and the state archivist with a complete list of its state publications for the previous fiscal year.**

37-5-5. Designation as depository library.

Upon application, a library in this state may be designated as a complete or selective depository library by the division.

37-5-6. Depository library contract - Complete depository libraries - Selective depository libraries.

To be designated as a depository library, a library must contract with the division to provide adequate facilities for the storage and use of state publications, to render reasonable service without charge to patrons, and to provide reasonable access to state publications. A complete depository library shall receive at least one copy of all state publications issued by state agencies. A selective depository library shall receive those state publications issued by state agencies pertinent to its selection profile and those specifically requested by the library.

37-5-7. Micrographics and other copying and transmission techniques.

The commission may use micrographics or other copying or transmission techniques to meet the needs of the depository system.

37-5-8. Rules - Standards.

The division may regulate by making rules in accordance with Chapter 46a, Title 63, the Utah Administrative Rulemaking Act, necessary to implement and administer the provisions of this chapter including standards which must be met by libraries to obtain and retain a designation as a depository library.

INDEX

Address 17
Agency Publications List 7, 17, D
Agency Publications List Form D
Agency responsibilities 5
Annual/biennial reports 21
Budgets 21
Circulation 4
Conference/training workshop/seminar materials 21
Contact person 5, 7, B, C
Contact person responsibilities 7
Deposit state publications 17
Depository libraries 4, A
Depository Program 3
Directories and rosters 21
Fliers 24
Frequency 17
Grant proposals, specifications, bids 24
Guidelines for the Deposit of Publications 21
Guides 22
Introduction 1
Journals 24
Laws of Utah (Utah Code, Title 37, Chapter 5) E
Laws, rules and regulations, and licensing standards 23
Library of Congress 4
List of State Agency Publications Contact Persons C
Lists of agency related publications 23
Machine readable materials 24
Magazines 24
Manuals and handbooks 22
Maps 22
Media materials 24
Microform materials 24
Minutes 23
News releases 24
Newsletters 24
Newspapers 24
OCLC 4, 9
Online cataloging 4
Pamphlets and brochures 22
Periodicals 24
Phone number 17
Posters 24
Programs of events 24
Publications Contact Person(s) 5, 7, B, C
Publications lists 22
Reports 22
Reprints 24
Revisions 24
State plans 22
State agency responsibilities 5
State Publications Depository Program 3
Statistical compilations 23
Title pages 9
University press books 24
Utah Publications Depository Program 3
Utah Publications Shipping Lists 25
Utah Under Cover 4

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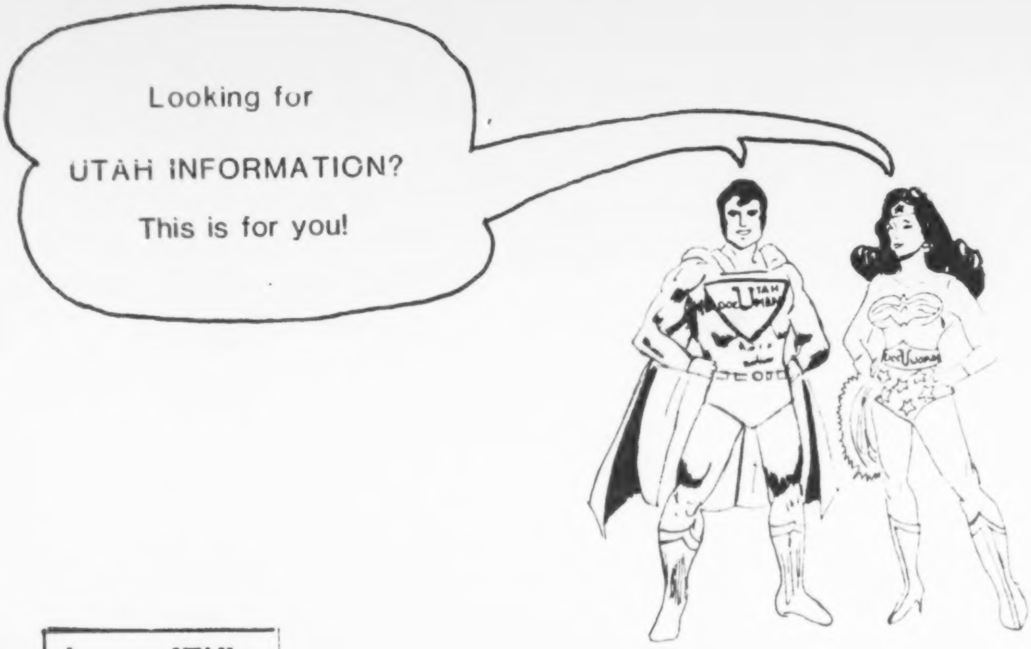
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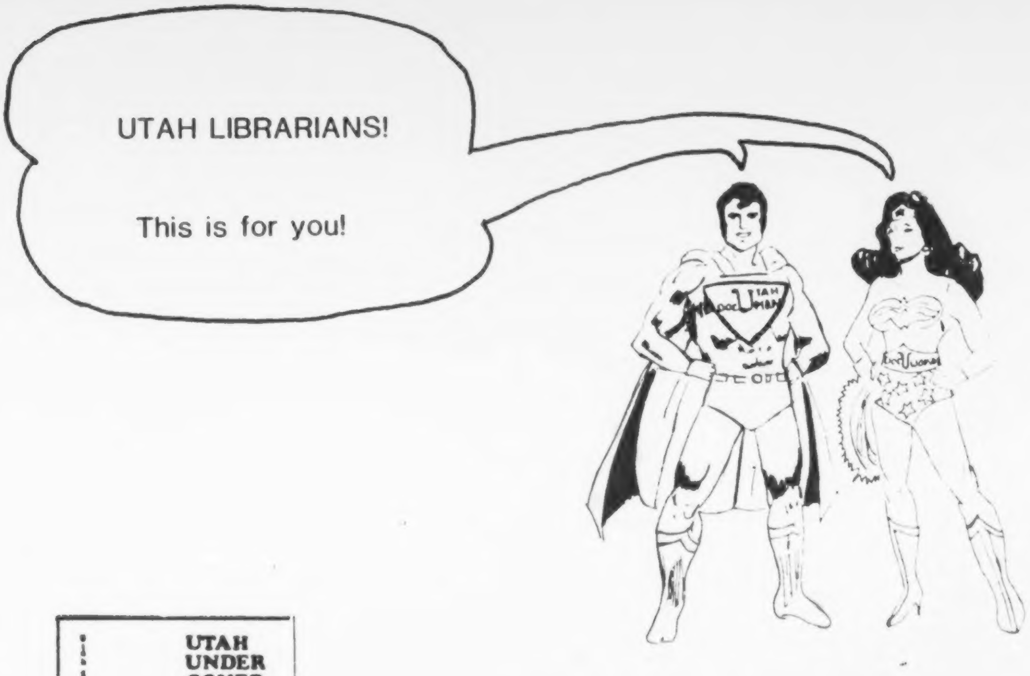
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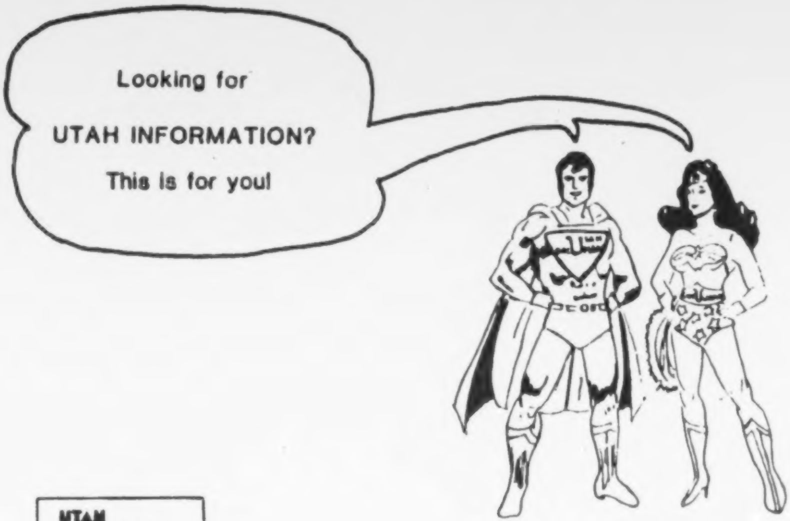
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As before, items are listed by issuing agency, subject and title.

The agency lists the publications we have received from each agency in the past year. This listing will give the user an idea of the agency area of interest and ongoing research, and suggest agencies to contact for additional information.

Check the subject listings under topics of interest. Geographical and statistical terms have been included. Also names of agencies that have been the subject of reports, or audits are listed in the subject listing.

Specific titles may be located through the title listing. In this edition, serial titles that were cataloged prior to this fiscal year will appear with a "+" sign in the margin. This indicates that any addition information will be located in the cumulated edition and will not be in this edition. Serials that have been cataloged during this fiscal year have a "=" in the margins, with more information in the agency and subject listings. Unmarked titles are not serials.

All items may be borrowed form the State Library through InterLibrary Loan. Some may still be available from the publishing agency. Agency address and telephone numbers are available in the agency directory at the back of UUC.

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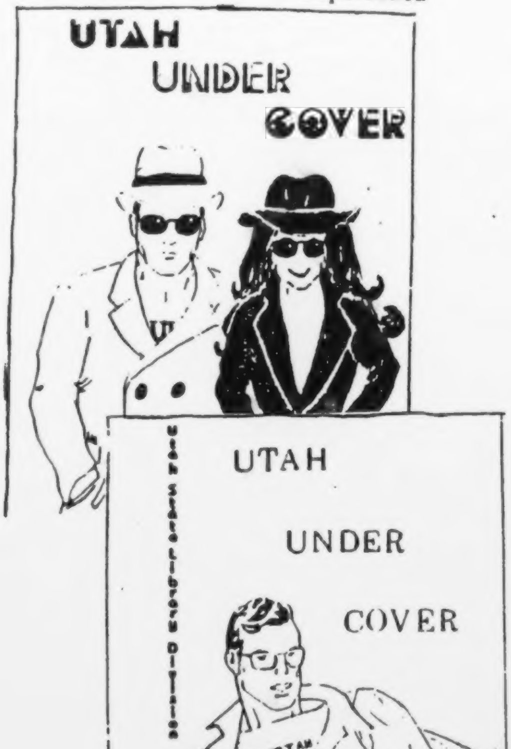
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COMMUNITY AND ECONOMIC DEVELOPMENT, DEPARTMENT OF
LIBRARY DIVISION OF UTAH, STATE.
* Horsefeathers. November-December, 1983.
OCLC #1589895 RLIN #
L 900.2:Hor/983/11/12 070.44902 Libraries
Librarians

EDUCATION, STATE OFFICE OF
* Utah School Directory. 1983.
OCLC #8595587 RLIN #
E 400.5: Uta/983-984 371.25792 Schools
Directories

EDUCATION REFORM STEERING COMMITTEE
* Education in Utah : A Call to Action. 1983.
OCLC #10177116 RLIN #
E 250.1: Edu/983/11 379.792 Education
Educational program evaluations
Educational planning

EMPLOYMENT SECURITY, DEPT. OF
* Labor Market Information : Bear River District. Third quarter, 1983.
OCLC #9753170 RLIN #83-51279
I 715.2:Lab/Bea/983/3 331.1 Labor statistics
* Labor Market Information : Central District. Third quarter, 1983.
OCLC #9755249 RLIN #83-51280
I 715.2:Lab/Cen/983/3 331.1 Labor statistics
* Labor Market Information : Mountainland District. Third quarter, 1983.
OCLC #9755305 RLIN #83-51281
I 715.2:Lab/Mou/983/3 331.1 Labor statistics
* Labor Market Information : Southeastern District. Third quarter, 1983.
OCLC #9755305 RLIN #83-51282
I 715.2:Lab/SE/983/3 331.1 Labor statistics
* Labor Market Information : Southwestern District. Third quarter, 1983.
OCLC #9755392 RLIN #83-51283
I 715.2:Lab/SW/983/3 331.1 Labor statistics

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* Labor Market Information : Uinta Basin District. Third quarter, 1983.
OCLC #9755443 RLIN # 83-51284
I 715.2:Lab/Uin/983/3 331.1 Labor statistics

* Labor Market Information : Wasatch Front North Distirct.
Third quarter, 1983.
OCLC #9755499 RLIN #83-51286
I 715.2:Lab/WFN/983/3 331.1 Labor statistics

* Labor Market Information : Wasatch Front South District. Third
quarter, 1983.
OCLC #9755542 RLIN #83-51285
I 715.2:Lab/WFS/983/3 331.1 Labor statistics

* Occupations in Demand at Utah Job Service Offices. January, February,
March, 1983.
OCLC #9754159 RLIN #83-5609
I 715.5:Occ/983/1 331.124 Job placement

* Utah Employment, Wages, and Reporting Units by Firm Size. 1983.
OCLC #9213408 RLIN #82-51426
I 700.8: Uta/983 331.12509792 Labor statistics
Wages

* Utah Labor Market Report. October, 1983.
OCLC #9983218
I 715.2: Uta/983/10 331.1 Labor statistics

* Utah Occupational Employment : Air Transportation Industry, June
1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Air/983/45 387.7 Labor statistics
Airline industries

* Utah Occupational Employment : Apparel and Accessory Stores Industry,
June 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/App/983/56 687. Labor statistics
Clothing
Retailers

* Utah Occupational Employment : Automotive Dealers & Service Stations
Industry, June 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Aut/983/55 629.22 Labor statistics
Automobile industries
Service stations

* Utah Occupational Employment : Building Materials & Garden Supplies
Industry, June 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Bui/983/52 331.12524 Labor statistics
Construction workers
Nurseries (Agricultural)

* Utah Occupational Employment : Communication Industry, May 1982.
November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Com/983/48 380.3 Labor statistics
Communications industries

* Utah Occupational Employment : Eating and Drinking Places Industry,
June 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Eat/983/58 642.5 Labor statistics
Food service
Restaurants

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EMPLOYMENT SECURITY, DEPT. OF

* Utah Occupational Employment : Electric, Gas, and Sanitary Services Industry, April 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Ele/983/49 363.6 Labor statistics
Electric industries
Gas industries
Sanitation workers

* Utah Occupational Employment : Food Stores Industry, June 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Foo/983/54 664 Labor statistics
Food industries

* Utah Occupational Employment : Furniture and Home Furnishings Stores Industry, June 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Fur/983/57 684.1 Labor statistics
Furniture industries

* Utah Occupational Employment : General Merchandise Stores Industry (Except Variety Stores), June 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Gen/983/53 658.8 Labor statistics
Retailers

* Utah Occupational Employment : Miscellaneous Retail Industry, June 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Mis/983/59 658.8 Labor statistics
Retailers

* Utah Occupational Employment : State and Local Government, May 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Sta/983 350 Labor statistics
Public employees

* Utah Occupational Employment : Transportation Industry, April 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Tra/983/47 380 Labor statistics
Transportation workers

* Utah Occupational Employment : Trucking and Warehouse Industry, May 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Tru/983/42 380.5 Labor statistics
Trucking industries
Warehouse industries

* Utah Occupational Employment : Wholesale Trade Industry (Durable goods), June 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Who/983/50 658.86 Labor statistics
Wholesalers

* Utah Occupational Employment : Wholesale Trade Industry (Non-Durable goods), June 1982. November 1983.
OCLC # Not applicable RLIN #
I 715.1: Occ/Who/983/51 658.86 Labor statistics
Wholesalers

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HEALTH, DEPT. OF

Monthly Morbidity Summary. September, 1983.
OCLC #9754296
H 561.1:Mon/983/9 614.4 Diseases

COMMUNICABLE DISEASE CONTROL, BUREAU OF
Communicable Disease Newsletter. September, 1983.
OCLC #9754244
H 561.2:Com/983/9 614.4 Diseases

LEGISLATIVE AUDITOR GENERAL, OFFICE OF

* A Limited Performance Audit of the Utah School Lunch Program. 1983.
OCLC # 10196903 RLIN #
L 520.1: Per/83-6 371.7 Legislative auditing
School lunch program

* A Performance Audit of the Division of Contractors of the Department of Business Regulation. 1983.
OCLC # 10196875 RLIN #
L 520.1: Per/83-7 351.8242 Legislative auditing
Contractors

NATURAL RESOURCES AND ENERGY, DEPT. OF

ENERGY OFFICE, UTAH

* 10 Easy tips for saving gas & money. October 1983.
OCLC # Not applicable RLIN #
N 1450.7: Ten/983 629.28 Automobiles
Energy conservation

* Stay warm this winter : It's on the house. October 1983.
OCLC # Not applicable RLIN #
N 1450.7: Sta/983 644 Energy efficiency
Energy conservation

PARKS AND RECREATION, DIVISION OF

* Anasazi Indian Village : State historical site. October 1983.
OCLC # Not applicable RLIN #
N 850.7: Ana/983 970.00497 Indian ruins
Anasazi Indians
Anasazi Indian Village State Historical Monument

* Edge of the Cedars : State Historical Monument. August 1983.
OCLC # Not applicable RLIN #
N 850.7: Edg/983/8 970.00497 Indian ruins
Anasazi Indians
Edge of the Cedars State Park

* Edge of the Cedars : Trail guide. June 1983.
OCLC # Not applicable RLIN #
N 850.7: Edg/983/6 970.00497 Indian ruins
Anasazi Indians
Edge of the Cedars State Park

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WILDLIFE RESOURCES, DIVISION OF
* Utah Big Game Range Trends Studies. 1983.
OCLC #10042894
N 400.1234: Uta/981 333.954 Range management
Game

* Utah Furbearer Harvest Report. 1983.
OCLC #10176975 RLIN #
N 400.126: Uta/983 639.11 Wildlife management

TRANSPORTATION, DEPT. OF
AERONAUTICS, DIVISION OF
* Utah aeronautical chart : 12th edition. 1982?
OCLC #5673067 RLIN # Free
T 1310.8: Aer/982 629.13 Aeronautics
Access to airports
Maps

** Utah Airport Directory. 1980.
OCLC # 10196897 RLIN # Free
T 1310.7: Uta/980 629.13612 Airports
Directories

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COLORADO RIVER WILDLIFE COUNCIL
ENDEMIC SPECIES COMMITTEE
* Endemic Amphibians and Reptiles of the Colorado River System : A Status Report. 1982.
OCLC #9906971 RLIN #
597.9 Aquatic ecology
Aquaculture
Colorado River

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FINANCE, DEPT. OF, see also: FINANCE, DIVISION OF
** UTAH/FIRMS Manual. 1977.
OCLC # 11487287 Free
F 500.3: Uta/977 353.9175 Accounting
Fiscal policy
Government paperwork

FINANCE, DIVISION OF, see also: FINANCE, DEPT. OF
** Accounting Policies and Procedures. 1984.
OCLC # 11487364 Free
F 500.3: Uta/984 353.9175 Accounting
Fiscal policy
Government paperwork

COMMUNITY AND ECONOMIC DEVELOPMENT, DEPT. OF
ARTS COUNCIL, UTAH
* Guide to the Grants Program 1985-86. Sept. 1, 1984.
OCLC # 11462202 Free
C 410.3: Uta/984 700.9792 Arts (General)
Grants
Federal aid programs

COMMUNITY SERVICES OFFICE
** Directions : Statewide Information System on Low-Income Issues : Issues '85 Conference Results ; V. 10, no. 6 / Utah Issues. November, 1984.
OCLC # Not Applicable Free, donations encouraged
C 425.2: Dir/984/11 301.11 Issues '85 Conference
Low-income housing
Day care
Social welfare

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COURT ADMINISTRATOR, OFFICE OF THE STATE
** Utah Judicial Briefs ; V. 9, no. 2 & 3. October, 1984.
OCLC # 3145979 Free
J 600.2: Jud/984/9/2-3 374.79201305 Court information systems
Courts

DEAF AND BLIND, SCHOOLS FOR THE
** The Utah Eagle ; V. 96, no. 1. October, 1984.
OCLC # 3955138 Free
D 200.8: Eag/96/1 371.91 Special education

EDUCATION, STATE BOARD OF
CURRICULUM, DIVISION OF
** Bringing the arts together : An Integrated Arts Implementation Guide. 1979.
OCLC # 11487114 $5.20
E 510.3: Bri/979 372.5044 Arts (General)
Education (General)

** A Course of Study for Elementary School Science in Utah. 1979.
OCLC # 7385623 $2.25
E 510.3: Cou/Sci/979 372.35 Science (General)
Elementary education

EDUCATION, STATE OFFICE OF
** The Arts : A Call to Action / Utah Alliance for Arts Education. [1983?]
OCLC # 11486993 Price not available
E 250.1: Edu/Art/983 370.11 Education (General)
Arts (General)

CURRICULUM AND INSTRUCTION, DIVISION OF, see: EDUCATION, STATE BOARD OF, CURRICULUM, DIVISION OF

EMPLOYMENT SECURITY, DEPT. OF
* Employment by Worksite in Davis, Salt Lake, Utah, and Weber County Work Site Districts and Selected Rural Communities, 1971-1983. October, 1984.
OCLC # 11492359 Price not available
I 715.1: Emp/Wor/984 331.1 Labor statistics
Occupations (General)

** Facts about Unemployment Insurance in Utah, 1984. 1984.
OCLC # 11486854 Price not available
I 700.7: Fac/984 368.44 Unemployment compensation
Benefits (General)

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EMPLOYMENT SECURITY, DEPT. OF

** Unemployment Insurance Claimant Guide. Rev. 2/82. 1982.
OCLC # 11486895 Free
I 700.3: Une/982 368.44 Unemployment compensation
Employment Security Act

** Utah Affirmative Action Information, 1983 / prepared by Kenneth E. Jensen, Joan W. Doty. January 1984.
OCLC # 11128680 Price not available
I 715.12: Aff/983 353.9792811 Affirmative action programs
Labor statistics
Minority employment
Occupational surveys

LABOR INFORMATION SERVICES SECTION

** Job Hunter's Guide to Utah / published ... in cooperation with Utah State Occupational Information Coordinating Committee and the Employemnt Training Administration Region VIII, United States Dept. of Labor. June, 1982.
OCLC # 9450938 $5.00
I 700.7: Job/982 331.128 Employment (General)
Occupations (General)
Job placement

** Manufacturing in Utah : An Historical Profile, 1850 to 1980 / prepared by Ray L. Sargent. January, 1981.
OCLC # 7868580 Price not available
I 715.1: Man/981 331.767 Manufacturing industries

HEALTH, DEPT. OF

MANAGEMENT PLANNING, OFFICE OF

** A Statement of Health Policy : A Prescription to Improve the Health Status of Utahns. September, 1984
OCLC # 11460234 Free
H 580.71: Sta/Imp/984 614 Health policy
Medical care

LEGISLATIVE AUDITOR GENERAL, OFFICE OF

* A Performance Audit of the Department of Agriculture Chemistry Laboratory and Selected Regulatory Sampling Programs / audit performed by John Schaff ... [et al.]. 1984.
OCLC # 11455400 Free
L 520.1: Per/84-9 351.8872 Laboratories, Division of. Dept. of Agriculture
Agricultrual chemistry laboratories

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NATURAL RESOURCES, DEPT. OF

FISH AND GAME, DEPT. OF, see also: WILDLIFE RESOURCES, DIVISION OF

** Utah Game Bird Harvest, 1963 / by William J. Bailey, Jr. July 1, 1964. [cover title: Utah Upland Game Bird Harvest]
OCLC # 9983009 Out of print
N 400.127: Uta/64-4 598.29792 Game birds

** Waterfowl Hunting in Utah / by Noland F. Nelson. 1966.
OCLC # 4659131 Out of print
N 400.7: Wat/66-10 799.244 Game birds
Hunting
Waterfowl

GEOLOGICAL AND MINERAL SURVEY, UTAH

** Bibliography of Utah Coal : 1896 through 1982 / Dan A. Foster and Archie D. Smith, compilers. June 1984.
OCLC # 11325793 $15.00
N 1400.71: Bul/120/984 016.5523 Coal
Bibliographies

** Floods of May to June, 1983 along the Northern Wasatch Front, Salt Lake City to North Ogden, Utah / by K.L. Lindskov. 1984.
OCLC # 11457381 $7.50
N 1400.71: W-R B/24/984 551.489 Floods

** Geological Map of the Thistle Area Utah County, Utah : Map 69 / by Irving J. Witkind and William R. Page. June, 1983.
OCLC # Not Applicable $2.50
N 1400.71: Map/69 912.15531 Geology
Maps
Thistle
Utah County

** Major Levels of Great Salt Lake and Lake Bonneville : Map 73 / by Donald R. Currey, Genevieve Atwood, and Don R. Mabey. May, 1983.
OCLC # Not Applicable $4.50
N 1400.71: Map/73 912.19792 Water levels
Maps
Great Salt Lake
Lake Bonneville

** Sediment Source Study : Little Cottonwood, Big Cottonwood, and Mill Creeks, Salt Lake County / prepared ... in cooperation with the Salt Lake County Division of Flood Control and Water Quality.
OCLC # 11456113 Reproduction costs
N 1400.71: Rep/189 627.122 Flood control
Sedimentation
Erosion

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NATURAL RESOURCES, DEPT. OF

OIL, GAS AND MINING, BOARD OF

** Notice of Hearing : Docket no. 84-053, Cause no. 196-15 ; Docket no. 84-059, Cause no. 102-60 ; Docket no. 84-076, Cause no. 211-1 ; Docket no. 84-077, Cause no. 127-2 ; Docket no. 84-079, Cause no. 165-11 ; Docket no. 84-080, Cause no. 131-62 ; Docket no. 84-081, Cause no. 131-63 ; Docket no. 84-082, Cause no. 129-3 ; Docket no. 84-083, Cause no. 196-7 ; Docket no. 84-084, Cause no. 212-1. 1984.
OCLC # Not Applicable   Free
N 700.1: Hea/Cause no.   622.3382   Oil well drilling

** Notice of Hearing : Docket no. 84-061, Cause no. ACT/015/019 ; Docket no. 84-075, Cause no. ACT/015/019. 1984.
OCLC # Not Applicable   Free
N 700.1: Hea/Cause no.   622.334   Coal leases
Coal Regulatory Program

WATER RIGHTS, DIVISION OF

* Utah Water Use Data : Public Water Supplies 1960-1978 / prepared by ... David Mills ... [et al.] ; ... in cooperation with the United States Geological Survey. November, 1980.
OCLC # 11484547   Free
N 1300.71: Wat/1   363.61   Water use
Water supply
Water rights

* Utah Water Use Data Public Water Supplies, 1979 ; 1980 ; 1981 / by David Hooper and Richard Schwarting. 1981 ; 1981 ; 1982.
OCLC # 11484547   Free
N 1300.71: Wat/2   363.61   Water use
N 1300.71: Wat/3   Water supply
N 1300.71: Wat/4   Water rights

WILDLIFE RESOURCES, DIVISION OF, see also: FISH AND GAME, DEPT. OF

** 1981 Supplement to a Review of Utah Fish and Game Licensing and Financing, 1876-1972 (Publication no. 72-12) / by Edwin V. Rawley. July, 1981.
OCLC # 11461898   Free
N 400.7: Rev/81-10   351.858   Licensing
Fishing
Hunting

** Species Plan for Utah's Furbearer and Game Mammal Resources / prepared by Edwin V. Rawley. 1982.
OCLC # 9465862   Out of print
N 400.4: Spe/82-9   636.797   Wildlife management
Game

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PUBLIC SAFETY, DEPT. OF
HIGHWAY SAFETY, DIVISION OF

** Utah Fatal Crash Analysis, 1973-1980 / by Arlene Strate and Roy Byrd. May 15, 1981.
OCLC # 8899860 Price not available
P 650.7: Fat/981 363.125 Traffic accidents
Vital statistics

* Utah Traffic Accident Summary, 1983. July 1, 1984.
OCLC # 11480452 Price not available
P 950.12: Tra/983 363.125 Traffic accidents
Vital statistics

** Utah Traffic Accident Summary, 1982 ; 1981 [1981 / by Arlene Strate, Roy Byrd]. July 1, 1983 ; June 29, 1982.
OCLC # 11480452 Price not available
P 950.12: Tra/982 363.125 Traffic accidents
P 950.12: Tra/981 Vital statistics

SOCIAL SERVICES, DEPT. OF
ALCOHOLISM AND DRUGS, DIVISION

** Legislative Budget Presentation. January, 1984.
OCLC # 11492488 Free
S 1455.1: Leg/984 351.7225 Budgets
Drugs
Alcoholism

TRANSPORTATION, DEPT. OF

** Statement of Revenue and Cash Sources : Budgeted vs. Actual for the Two Months Ended August 1984 and 1983. 1984.
OCLC # Not Applicable Free
T 1200.1: Sta/984-983 353.92875 Budgets
Fiscal estimates
Income statistics

** Utah Highway Safety - Annual Report. June 30, 1982 ; June 30, 1983 ; and June 30, 1984.
OCLC # 11483825 Price Not Available
U 1200.12: Uta/982 388.413 Highway maintenance
U 1200.12: Uta/983 Traffic accidents
U 1200.12: Uta/984

** Utah Regulations for Legal and Permitted Vehicles for Operators, Drivers, and Enforcement Officers / prepared ... in cooperation with Utah Highway Patrol and Motor Vehicle Carrier Advisory Committee. 1984.
OCLC # 11484943 Price not available
T 1200.4: Uta/984 343.0944 Common carriers
Traffic regulations
Transportation policy

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TRANSPORTATION, DEPT. OF
SAFETY, DIVISION OF. SAFETY STUDIES SECTION

**	Annual Speed Study, 1984. 1984.		
	OCLC # Not Available	Price not available	
	T 1300.12: Spe/984	388.3144	Speed limits Traffic regulations Traffic accidents

UNIVERSITY OF UTAH
SPENCER S. ECCLES HEALTH SCIENCES LIBRARY

**	Annual Report 1983/1984. 1984.		
	OCLC # 9379538	Free	
	U 1068.12: Spe/983-984	026.61	Libraries

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VT

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VT89:B01

STATE OF VERMONT DEPARTMENT OF LIBRARIES

June 26, 1989

Ms. Lauri Sebo
Public Affairs Service
405 Hilgard Avenue
University of California at Los Angeles
Los Angeles, California 90024-1575

Dear Ms. Sebo,

We do not have any documents on Vermont state Documents at this time. We will be resuming publication of our annual Checklist of Available Vermont State Documents this Fall, and we'll put you on our mailing list.

Yours truly,

Paul Donovan
Reference Librarian for Law

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Vermont Department of Libraries • c/o State Office Building Post Office
Montpelier, VT 05602 • (802) 828-3261

LOCATION: 111 State Street, Montpelier

VT93:B01

STATE OF VERMONT DEPARTMENT OF LIBRARIES

February 3, 1993

Ms. Karen F. Smith
Ref. & Collection Development Dept.
Lockwood Memorial Library
SUNY Buffalo
Buffalo NY 14260

Dear Ms. Smith:

There are only a few State-produced sources for electronic information. Current Vermont Supreme Court opinions, public acts and pending bills, the online catalogs for the Dept. of Libraries and selected other Vermont libraries, Vermont government bid information system, and the State Archives and corporations databases are all available on the Vermont Automated Libraries System (VALS). I have enclosed a packet containing access information. We are in the process of adding the Vermont Statutes. Our U.S. Government documents holdings since 1976 are available on the University of Vermont's database, Library User's Information System (LUIS), either directly or through a gateway on VALS. All other electronic information about Vermont is available commercially (cf.DIALOG) or through our State Data Center. We are the lead agency, but the Census files are sold on diskette by the Center for Rural Studies, located at the University of Vermont in Burlington. We can provide more specific information about any of the above or other agencies that maintain electronic databases and public access to them. There are informal efforts to coordinate access through VALS.

Since Vermont lacks an official depository system for State documents,* there is no collection policy other than State statute, which says the State Librarian shall cause multiple copies of State documents to be provided to the State Library. (Title 22 V.S.A. 601 et seq.)

Please let me know if you have any further questions of if there is anything more I can do.

Yours truly,

Paul Donovan

Paul Donovan
Senior Reference Librarian

PD/mm
enclosure

2719

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*There is a mention at 22 VSA 605(2) of the University as depository though.

Vermont Department of Libraries • 109 State Street
Montpelier, VT 05609-0601 • (802) 828-3261

VT93:H01

VERMONT AUTOMATED LIBRARIES SYSTEM

USING VALS

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Vermont Department of Libraries
Montpelier, Vermont 05609

2720

[illegible]

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2721

VERMONT DEPT. OF LIBRARIES
109 State Street
Montpelier, VT 05609
Telephone: 828-3261

ADDENDUM:

New Hours: 7 days, 8 A.M. - 3 A.M.

New phone number for 9600 baud access:

(802) 828-2856
(if line is in use, you will be
automatically switched to a
2400 baud line.)

STATE OF VERMONT DEPARTMENT OF LIBRARIES

WELCOME TO THE VERMONT DEPARTMENT OF LIBRARIES ONLINE LIBRARY SYSTEM

Public access telephone number is: (802) 828-2729

COMMUNICATIONS SETTINGS:

Speed (baud rate):	1200 or 2400
Terminal Emulation:	Digital (DEC) VT100
Character format:	8 Data Bits, No Parity, 1 Stop Bit
Duplex:	Full

HOURS: Mon. - Sat. 9 AM - 9 PM

CONTACT: Sybil B. McShane
Director, Library and Information Services
(802) 828-3261

2723

LOGGING ON AND OFF THE DEPT. OF LIBRARIES AUTOMATED SYSTEM

Use your telecommunications software to dial the Dept. of Libraries system. Once you establish a connection (most telecommunication software packages/modems will say "Connect" or give some indication when a connection has been made), press the <Return> key once and the following will display:

WELCOME TO THE VERMONT DEPT. OF LIBRARIES ONLINE LIBRARY SYSTEM

Press the <Return> key again to receive the menu screen (see example below).

****

SAMPLE WELCOME MENU

```
-------------------------WELCOME TO VALS/DOL--------------------------
          (Vermont Automated Library System/Department of Libraries)

1.    Search Linked Library Catalogs including:

      (DOLCAT--VT Dept. of Libraries)      (LUIS--University of Vermont)
      (MIDCAT--Middlebury College)         (NORCAT--Norwich University)
      (PUBCAT--selected public libraries)  (VSCCAT)--VT State Colleges)

1A.   User Assistance for Catalogs

2.    Use VT State Government Bid Information System

2A.   Use VT Corporations Database

3.    Use VT Supreme Court Opinions    4.   Use VT Laws (1992 Adj. Session)

4A.   Use Newspaper Indexes (BURLINGTON FREE PRESS, RUTLAND HERALD)

                          5.  Log off the system

           ENTER THE NUMBER OF YOUR CHOICE AND PRESS <RETURN>  >>
```

A note about a key combination you will use repeatedly during your VALS session. This is the combination of the "CTRL" and the "Z" key. To use this combination, hold down the "CTRL" key (like you would with a "SHIFT" key) and press "Z" once (remember to hold down the "CTRL" key). This combination is represented in this documentation as "CTRL/Z".

The <Return> key as described in this documentation may appear as an <Enter> key on some keyboards.

To log off the Dept. of Libraries system, enter "5" at the ">>" prompt on the menu screen, and press <Return>. You will get a log off message and then some garbled information. This is caused when the modems hang up. If for some reason, the modems don't hang up after the log off message, issue the "hang up" command associated with your particular telecommunications package. Always enter "5" to end your session. DO NOT just hang up using commands from you software package. If you do not log off correctly, you may leave equipment at the Dept. of Libraries system in an "in between" state, thus preventing another user from gaining access.

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USING THE LINKED CATALOGS

You may switch from the Department of Libraries public access catalog (DOLCAT) to the catalogs of Middlebury College (MIDCAT), Norwich University (NORCAT), the Vermont State Colleges (VSCCAT), the University of Vermont LUIS), and a catalog of public library holdings (PUBCAT). These catalogs are physically remote from each other; that is, they reside on the computer systems at their individual institutions and are not housed on a single computer at a single location.

To do this, choose option #2--"Search the catalog"--from the VALS/DOL Welcome menu. You will enter the DOLCAT and be at the initial "help" screen (see example attached). The name of the catalog you are in displays in the upper right hand corner of the screen.

If you do not need to search in the DOLCAT and would like to switch to another databoase (the words "database" and "catalog are used interchangeably), type "D" at the ">>" prompt.

The database (catalog) selections will appear:

1) DOLCAT
2) MYRIAD::MIDCAT
3) SCOLAR::VSCCAT
4) NORWCH::NORCAT
5) DOLSYS::PUBCAT

Type the number of the database you wish to search. The Department of Libraries computer system will establish a link to the database you have chosen (this may take several seconds). You then enter the new database at the initial "help" screen. The new database name will display in the upper right hand corner of the screen. If one of the databases is not available for some reason, you will receive a message when you try to connect to it. You will notice that UVM's LUIS database does not appear on the list. See below for more information on switching to LUIS from the linked catalogs.

You may then enter a search (or use your "UP ARROW" key to redisplay a search you previously entered), using the same commands you use in DOLCAT.

You may use the "D" command from any screen, whenever the ">>" prompt appears. Even if the "D" command is not displayed as a possible command at the bottom of the screen, you may still use it.

To return to DOLCAT and/or switch to a another database, enter "D" to return to the database selection screen, and enter the database number.

To leave any database and return to the VALS/DOL Welcome menu, use "CTRL/Z" to exit.

A reminder: when you search the linked catalogs you always start out in DOLCAT. You must use the "D" command to switch to a different database (i.e. catalog). You are not searching all the catalogs simultaneously. The catalogs can only be searched one at a time (because they are actually located on separate computer systems in separate locations).

NOTE: MIDCAT represents the holdings of the Middlebury College libraries; NORCAT is the Norwich University and Vermont College libraries; and VSCCAT is the Castleton State College, Johnson State College, Lyndon State College, Vermont Technical College and Community College of Vermont libraries. PUBCAT represents selected holdings of a group of public libraries for which the Dept. of Libraries has done cataloging.

To switch to UVM's LUIS catalog, the procedure differs slightly because the LUIS library software is different. To switch to LUIS, type "INF" at the ">>" prompt. You will see a reminder screen which

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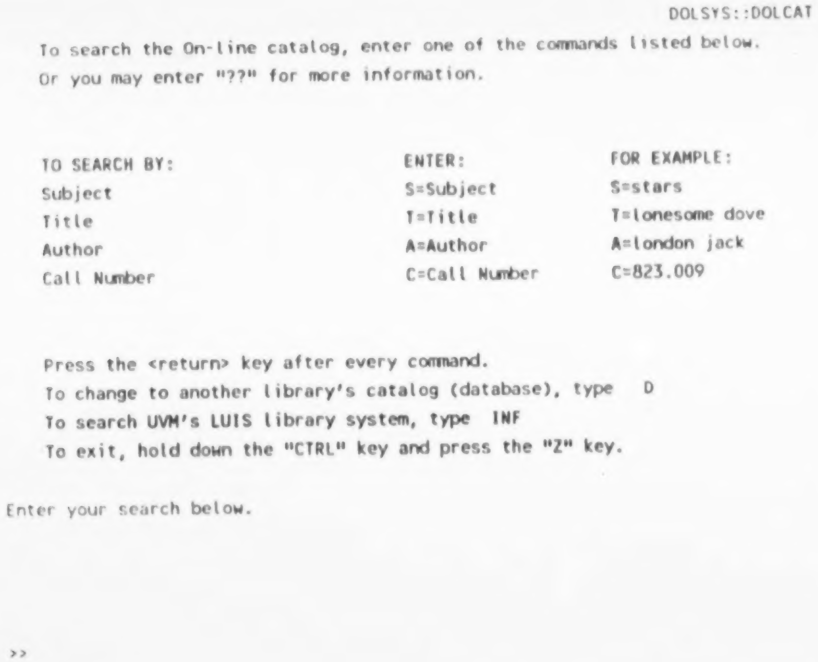
DOLCAT INITIAL SCREEN



```
                                                          DOLSYS::DOLCAT
   To search the On-line catalog, enter one of the commands listed below.
   Or you may enter "??" for more information.


   TO SEARCH BY:                      ENTER:            FOR EXAMPLE:
   Subject                            S=Subject         S=stars
   Title                              T=Title           T=lonesome dove
   Author                             A=Author          A=london jack
   Call Number                        C=Call Number     C=823.009


   Press the <return> key after every command.
   To change to another library's catalog (database), type   D
   To search UVM's LUIS library system, type  INF
   To exit, hold down the "CTRL" key and press the "Z" key.

Enter your search below.



>>
```

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reviews the basics for entering, using, and exiting LUIS. To continue beyond this screen, press <Return>. You will see various connection information and then:

CONNECTED TO LUIS

Press <Return> TWICE.

You will then be at the LUIS WELCOME screen (see attached example). LUIS is searched in a similar fashion do DOLCAT (i.e. A=, T=, S=), but beyond that the similarities end. Please review the LUIS online help screens if you have questions about certain commands. The screens will also display differently.

To correct a typing error in LUIS do not use your "BACKSPACE" key. Use your "left arrow" key to move back to the error and type over your mistake. Keep in mind that when using telecommunications software the arrow keys may be represented by keys other than the arrows on your keyboard (or you may not even have arrow keys on your keyboard). Consult your telecommunications software manual to find the keys being used for arrow keys in VT100 emulation. When you are finished searchng, type "LOGOFF" and <return>. The system will respond:

LUIS SESSION DISCONNECTED
-DESTINATION DISCONNECT -- USE <CTRL> \ (BACKSLASH) TO EXIT - -

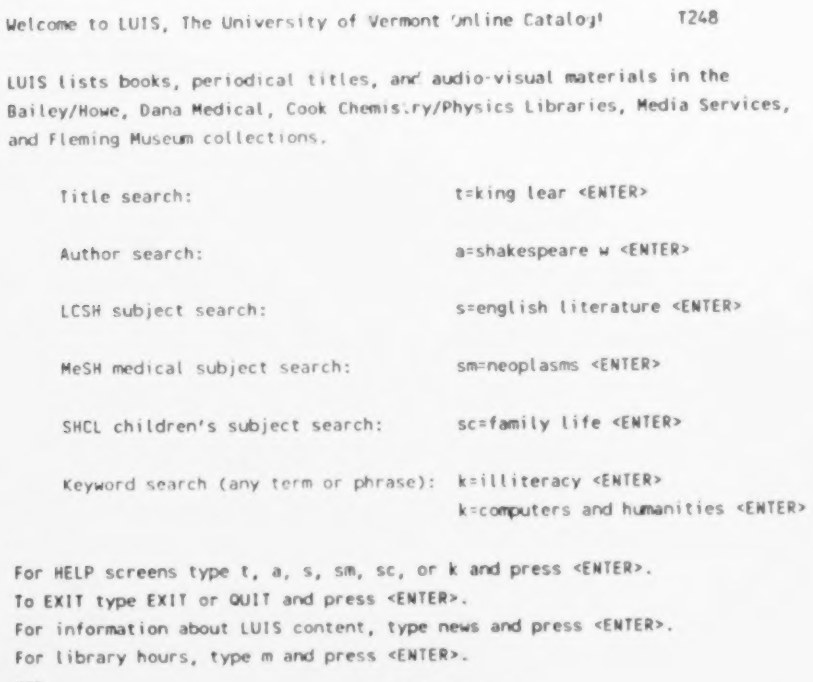
To return to the VALS/DOL Welcome Menu, hold down the "CTRL" key and press "\" (the backslash key, NOT the regular slash). After a brief delay, you will be returned to your regular menu.

While connected to LUIS if you experience problems, hold down the "CTRL" key and press "G" which will act as a master reset. You should be able to continue searching in LUIS after the CTRL-G.

Please try to follow the sequence of instructions precisely to avoid accidently locking up a connection and preventing others from using it.

••••••••••

LUIS WELCOME SCREEN



```
Welcome to LUIS, The University of Vermont Online Catalog!       T248

LUIS lists books, periodical titles, and audio-visual materials in the
Bailey/Howe, Dana Medical, Cook Chemistry/Physics Libraries, Media Services,
and Fleming Museum collections.

     Title search:                          t=king lear <ENTER>

     Author search:                         a=shakespeare w <ENTER>

     LCSH subject search:                   s=english literature <ENTER>

     MeSH medical subject search:           sm=neoplasms <ENTER>

     SHCL children's subject search:        sc=family life <ENTER>

     Keyword search (any term or phrase):   k=illiteracy <ENTER>
                                            k=computers and humanities <ENTER>

For HELP screens type t, a, s, sm, sc, or k and press <ENTER>.
To EXIT type EXIT or QUIT and press <ENTER>.
For information about LUIS content, type news and press <ENTER>.
For library hours, type m and press <ENTER>.
==>
```

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HOW TO USE THE DEPARTMENT OF LIBRARIES ONLINE CATALOG

Information from the card catalog is now available via computer. Using the following instructions, you may search the collections of the Department of Libraries and other libraries.

To begin a search, you must choose one of the following to search by:

The **NAME** of an author, editor, composer, performer, corporate entity, or conference.

The **TITLE** of a work.

The **SUBJECT** of a work or biography.

The **CALL NUMBER** of a library item.

Type in one of the symbols (search keys) given below to identify the type of search you are performing, and follow it with the term for which you are searching. You may use either upper or lower case.

SEARCH SYMBOL/SEARCH KEY	*EXAMPLES*
NAME A =	*A = HEMINGWAY ERNEST*
	A = KUBLER-ROSS ELISABETH
	A = NATIONAL WILDLIFE FEDERATION
TITLE T =	*T = WORLD ACCORDING TO GARP*
	T = BEST AND THE BRIGHTEST
	T = 2001
SUBJECT S =	*S = FOLK LITERATURE*
	S = MOVING-PICTURES
	S = JEFFERSON THOMAS
CALL NUMBER C =	*C = 6415*
	C = REF 428
	C = J 398

Some general guidelines for searching the catalog:

1) Omit articles (a, an, the) only if they are the FIRST word in the title.

2) The ONLY punctuation you must use is the hyphen. Don't use any other marks of punctuation.

3) If you don't know the author's full name, then type the last name only, or part of the name: A = FITZGERALD or A = HEMINGWAY E or A = SOLZE.

4) If you don't know the full title, then type the first few words only: T = HISTORY OF AMERICAN POLITICAL.

5) If you know both author and title, choose the more unique or easiest to type without error.

6) To backup type "B" at the ">>" prompt. To exit the online catalog, hold down the "CTRL" key just like a shift key and hit the "Z" key.

7) You may start a new search whenever the ">>" prompt displays on the screen.

A list of library materials that match your search will be displayed. For example: T=war and peace will display as below:

```
LINE #  --------Author--------   ------------------Title------------------   Date
   1  Tolstoy, Leo, graf, 18, War and peace, a novel by Count Leo Tolsto
   2  Tolstoy, Leo, graf, 18, War and peace, [by] Count Leo N. Tolstoy.      1932
   3  Tolstoy, Leo, graf, 18, War and peace / by Leo Tolstoy ; translate     1942
   4  Tolstoy, Leo, graf, 18, War and peace, by Leo Tolstoy, translated      1942
```

Type the line number of a particular item on the list for more information and press <return>.

For example, to see more information about the 1932 edition of WAR AND PEACE, simply type "2" after the >> prompt and press <return>.

The following will be displayed:

```
Author: Tolstoy, Leo, graf, 1828-1910.
Title:  War and peace,

Publisher:  J.M. Dent; E.P. Dutton [1932]

Subjects:  Napoleon I, Emperor of the French, 1769-1821--
           Invasion of Russia, 1812--Fiction.

##   ---- Call number --------  Volume  Material   Location   Status

 1   FICTION                            BOOK       NERL       AVAILABLE
 2   FICTION                            BOOK       NERL       CHARGE
```

The copy of WAR AND PEACE with the line #1 above is available, but the copy with line #2 is charged out to another borrower and not available. Type "1" (or "2," etc.) for more complete call number, volume data, or due date if "charged." Type "B" as mentioned above to return to your list of search results.

Depending on the location of the material in your search, you not see the copy information, but you will be instructed to press <return> to see which locations do own copies. Some searches will produce a list with more than 15 entries. Only 15 entries in alphabetical order, can appear on the screen at a time. To view additional screen(s), press <return>.

Remember, whenever the >> prompt appears on the screen, you may begin a new search (A=, T=, S=, C=). If you need additional help, online help is provided.

WHAT'S INCLUDED IN THE DOL CATALOG AND WHERE TO FIND IT

The Department of Libraries' online catalog consists of over 600,000 items located at the five regional libraries and the central Montpelier Office. As you search the catalog, it is important to note the location of the books you want. The following location symbols are used in the catalog:

CBEC	*Childrens' Book Exhibit Center, Montpelier*
LIB SCI	*Library Science Collection, Montpelier*
REF&LAW	*Reference and Law Services, Montpelier*
TECH SERV	*Technical Services Unit, Montpelier*
AV SERV	*Audio-Visual Services Unit, Berlin*
SSI SSH	*Special Services Unit, Berlin*
MRL	*Midstate Regional Library, Berlin*
NERL	*Northeast Regional Library, St. Johnsbury*
NWRL	*Northwest Regional Library, Georgia*
SERL	*Southeast Regional Library, Dummerston*
SWRL	*Southwest Regional Library, Rutland*

USING THE VT SUPREME COURT OPINIONS

Supreme Court opinions are added to the database weekly within 3-4 days of their release. They are removed when the **Vermont Reports** volume is published. To use the opinions, enter "3" at the ">>" prompt on the VALS/DOL Welcome menu. The following screen will display:

1. *Display list and text of current opinions*
2. *Search current opinions by keyword or phrase*
3. *Exit*

To display the text of an opinion, choose "1" and press <Return>. The following screen will display:

****

Opinions Option #1 Screen

```
--To display the text of an opinion enter the docket number
  in the form:  99-999.

--To cancel display of text, press 'CTRL' and 'Z'.

--To review the list of opinions (case names and docket numbers)
  in this database, enter LIST and press <RETURN>

--To find the docket number, if you know the case name, enter
  NAME and press <RETURN>

--To display text of all cases "since" a particular date, enter
  DATE and press <RETURN>

--To download the text of an opinion, enter DOWN and press
  <RETURN>.  NOTE:  You will need to know the docket number.

--Or press <RETURN> for main menu.


--Enter Docket No., LIST, NAME, DATE, or DOWN  >>
```

Enter the docket no. in the form 99-999. If you do not know the docket no., you may search the list of current opinions by entering "LIST" or if you know part of the case name, entering "NAME" will search the list by name. Opinions display one screen at a time. If you wish to download the text of an opinion, you should use the "capture" or "download" feature of your telecommunications software package. Opinions are downloaded in "ASCII" (sometimes called "text") format. Enter "DOWN", prepare your software, enter the docket no. and the text will scroll continuously across the screen to the end. Complete the download process as required by your software package.

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To search the opinions by keyword, choose "2" on the menu and press <Return>. The opinions are searched using a menu-driven, keyword/boolean program called SearchMagic. The following menu will display:

Vermont Supreme Court Opinions (dates available)
Help
Quit

To make a selection, type the first letter of the line (Ex. "H" for Help) or use your arrow keys to move to your choice, and press <Return>.

The program assumes that you are using a DEC VT100/200 [ANSI] terminal and makes use of special keys on the VT100/200 keyboard. If you are using a personal computer with terminal emulation/telecommunications software, please consult your software manual for information on these key assignments by your particular software program. The most important keys are:

PF1 (also called "GOLD") key

PF2 key

KP1, 2, 3, 4 (the DEC numeric keypad keys)

KP1 move up one screen
KP2 move down one screen
PF2 Help
PF1 then KP1 move to beginning of display
PF1 then KP2 move to end of display
KP4 display the first Keyword Index
KP5 display the first Term Index

Arrow keys move up/down line-by-line

CTRL/Z Quit or backup
CTRL/C interrupt a search

To begin a search, enter a subject at the "Keyword(s):" prompt. A keyword search covers all text of an opinion as well as the caption. If you want to qualify by month and year, use your arrow key or <TAB> key, to move to the "Date:" prompt and enter the first 3 letters of a month and the year (Ex. Feb-90) and then press <Return>. You may also move to the "Judge(s):" or "Docket No.:" (without entering information in other fields).

Use an "*" (asterisk) to get all forms of a word (Ex. "Comput*" finds subjects--computer, computers, computing, etc.)

To search two different subjects use a "," (comma) or a "/" (slash) (Ex. "apple, pear" or "apple/pear" will find all apple entries and all pear entries). This is similar to the boolean "or."

The equivalent to the boolean "and" is the "&" (ampersand) (Ex. "apple & pear" finds only entries that mention both apple and pear).

Once a search is completed, press "D" to display, the brief records, "N" to begin a new search, or "C" to continue the current search (i.e. change or modify the current search).

Once the brief record(s) is displayed, to view a full record, use your arrow keys to move to the record and press "+" (plus key). See attached example of a brief record. Please note that because of the size of each opinion, it may take several seconds to display the full record. An alternative method would be to note the appropriate docket number from the brief record display, return to the main Opinion menu, choose "1", and follow the instructions mentioned previously for displaying the text of an opinion.

If you are unsure of whether a keyword or term appears in the index, or how the term is structured, use your "KP4" or "KP5" key to display alphabetically the words in the index. Once the index is displayed, type the first letter of your keyword or term to jump to that letter (Ex. "N" will cause index to move from letter "A" to "N").

If a search is taking too long, use "CTRL/C" to interrupt processing. To move backwards and to quit, use "CTRL/Z". To exit the indexes, at the opening screen, type "Q".

If you would like to download your search results, set your telecommunications software to capture an ASCII text file, then press "P" (Print) and as the results "print" to the screen, they will be captured by your personal computer. An alternative method of downloading would be to return to the main Opinion menu, choose option "1" and follow the instructions above.

* * *

SAMPLE SEARCH AND BRIEF OPINION RECORDS

```
                                                  27 records found
6
23-Aug-1991
90-032
Highgate Associates, Ltd. v. Lorna Merryfield


7
30-Aug-1991
90-193
David H. Hansen and Miriam Klein-Hansen, Thomas Jensen v. Town of Charleston


8
06-Sep-1991
89-506
State of Vermont v. Ralph O. Oakes


Keyword(s): land* & use*_____________________________________________
Judge(s): ___________________________________________________________
Docket No. (=99-999): _______________________________________________
Date (mmm-yy ex. Feb-90): ___________________________________________
Arrows Ret KP1 KP2  move,   + expand,   - remove,   CTRL/Z  quit
```

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USING THE VT SESSION LAWS/BILLS

During the legislative session (usually January through April or May), the text of bills introduced in the Vermont General Assembly are maintained in a database. As the status of a bill changes, the text is replaced (only the most current version is available). Four statuses are reflected on the system: "as introduced," "as passed by House or Senate," "as passed by House and Senate," "as enacted."

A list of bills is available with their current status ("I" as introduced, "H" or "S" as passed by House or Senate, "F" as passed by House and Senate, with Act No. as signed into law). Once the session is over, only bills enacted into law are available. The database is updated twice per week during the session, and after the session, as bills are signed into law.

To use the session bills/laws, enter "4" at the ">>" prompt on the VALS/DOL Welcome menu. The following screen will display:

1. *Display list of Laws/Bills*
2. *Search Laws/Bills by keyword or phrase*
3. *Display or download text of Law/Bill*
4. *Exit*

To display the text of an bill, choose "3" and press <Return>. The following screen will display:

****

LAWS/BILLS Option #3 Screen

```
--To display the text of an act/bill, enter the act/bill
  number in the form:  H0000 , S0000 , or 0000 (for acts).

--If you do not know the act/bill number, enter LIST

--To download the text of an act/bill, enter DOWN and press
  <RETURN>.  NOTE:  You will need to know the bill number.

--In the act/bill text, deleted text is marked "()".  Added text
  is underlined.

--To cancel display of text press 'CTRL' and 'Z'.

--Press <RETURN> for main menu.


--Enter Act/Bill No., LIST, or DOWN  >>
```

Enter the bill no. in the form H0000, S0000 or for Act no. 0000. If you do not know the appropriate number, you may search the list of bill/law texts available by entering "LIST". The text displays one screen at a time. If you wish to download the text, you should use the "capture" or "download" feature of your telecommunications software package. Opinions are downloaded in "ASCII" (sometimes called "text") format. Enter "DOWN", prepare your software, enter the bill/act no. and the text will scroll continuously across the screen to the end. Complete the download process as required by as required by your software package.

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To search by keyword, choose "2" on the menu and press <Return>. The system searches through the text of the bills/laws for the occurrences of the keyword or phrase entered. The occurrences scroll up the screen separated by a string of ****************. The keyword will be highlighted and surrounded by several lines of text to assist in determining context. Directly beneath the asterisks appears the bill or act no. in the form "DUA3:[PUBLAW91.H1-149]H0036;1". The bill no. in the example is H0036 (you may disregard the remainder of the information).

Because of the size of the bill files, the bills may be divided into sections of approximately 150 bills. You may search through the bills section-by-section, or begin your search with a particular section. Again, because of the size of the files, your search may take several seconds to complete. A search may be cancelled at any type by pressing "CTRL" and "C".

Keywords or phrases should be entered in quotes (for example, "land use" or "moose"). Boolean searching is not available.

USING THE NEWSPAPER INDEXES

The newspaper Indexes are searched using a menu-driven, keyword/ boolean program called SearchMagic. The indexes available are the BURLINGTON FREE PRESS Index compiled by the Bailey/Howe Library at the University of Vermont, and the RUTLAND HERALD Index compiled by the Starr Library at Middlebury College. Selected years of the indexes are now housed on the Department of Libraries computer system.

To search the indexes, type "4A" at the ">>" prompt on the VALS/DOL Welcome menu. The following screen will display:

Burlington Free Press Index (19xx-19xx)
Rutland Herald Index (19xx-19xx)
Help
Quit

To make a selection, type the first letter of the line (Ex. "R" for Rutland Herald) or use your arrow keys to move to your choice, and press <Return>.

The program assumes that you are using a DEC VT100/200 [ANSI] terminal and makes use of special keys on the VT100/200 keyboard. If you are using a personal computer with terminal emulation/telecommunications software, please consult your software manual for information on these key assignments by your particular software program. The most important keys are:

PF1 (also called "GOLD") key

PF2 key

KP1, 2, 3, 4 (the DEC numeric keypad keys)

KP1 move up one screen
KP2 move down one screen
PF2 Help
PF1 then KP1 move to beginning of display
PF1 then KP2 move to end of display
KP4 display the first Keyword Index
KP5 display the first Term Index

Arrow keys move up/down line-by-line

CTRL/Z Quit or backup
CTRL/C interrupt a search

To begin a search, enter a subject at the "Subject(s):" prompt. If you want to qualify by month and year, use your arrow key or <TAB> key, to move to the "Date:" prompt and enter the first 3 letters of a month and the year (Ex. Feb-90) and then press <Return>.

Use an "*" (asterisk) to get all forms of a word (Ex. "Comput*" finds subjects--computer, computers, computing, etc.)

To search two different subjects use a "," (comma) or a "/" (slash) (Ex. "apple, pear" or "apple/pear" will find all apple entries and all pear entries). This is similar to the boolean "or."

The equivalent to the boolean "and" is the "&" (ampersand) (Ex. "apple & pear" finds only entries that mention both apple and pear).

A subject search in the newspaper indexes searches not only the subject headings assigned to entries, but also the title of the entry.

Once a search is completed, press "D" to display, the brief records, "N" to begin a new search, or "C" to continue the current search (i.e. change or modify the current search).

Once the brief record(s) is displayed, to display a full record use your arrow keys to move to the record and press " + " (plus). See attached examples of brief and full records.

If you are unsure of whether a keyword or term appears in the index, or how the term is structured, use your "KP4" or "KP5" key to display alphabetically the words in the index. Once the index is displayed, type the first letter of your keyword or term to jump to that letter (Ex. "N" will cause index to move from letter "A" to "N").

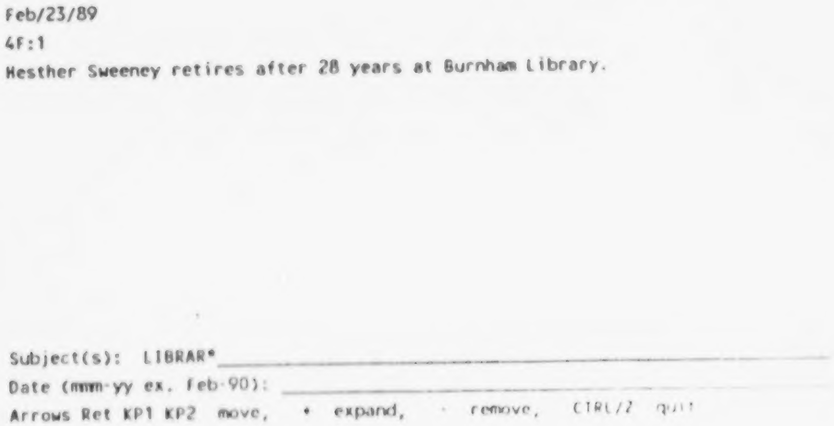
If a search is taking too long, use "CTRL/C" to interrupt processing. To move backwards and to quit, use "CTRL/Z". To exit the indexes, at the opening screen, type "Q".

If you would like to download your search results, set your telecommunications software to capture an ASCII text file, then press "P" (Print) and as the results "print" to the screen, they will be captured by your personal computer.

It is not recommended to search the indexes by year only. Because of the number of entries each year, the search is very lengthy. It is best to qualify by month as mentioned above or several months, separated by commas (ex. Feb-90, Jan-91, Apr-91).

••••••••••

SAMPLE BRIEF NEWSPAPER RECORD



```
Feb/23/89
4F:1
Hesther Sweeney retires after 28 years at Burnham Library.




Subject(s):  LIBRAR*__________________________________________
Date (mmm-yy ex. Feb-90): ____________________________________
Arrows Ret KP1 KP2  move,   +  expand,   -  remove,   CTRL/Z  quit
```

SAMPLE FULL NEWSPAPER RECORD

```
ACC/1     89bfp3488
SUB/1     ART AND ARTISTS
SUB/2     ZIEGLER, PHIL
TXT/1     Phil Ziegler to show art at Fletcher Free Library.
PUB/1     bfp
DAT/1     Mar/31/89
CIT/1     5A:2
DES/1     PHOTO.
$




Subject(s):  LIBRAR*_______________________________________________
Date (mmm-yy ex. Feb-90): _________________________________________
KP1/KP2 prev/next, GOLD KP1/KP2 top/bottom, + see next, - remove, CTRL/Z quit
```

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USING THE BID INFORMATION SYSTEM

The bid information system summarizes requests for proposals (RFP) and invitations to bid (IFB) currrently being advertised by several agencies/departments of the State of Vermont. Interested vendors will need to contact the Department listed with each group of proposals to obtain detailed information about a specific proposal.

GROUP I contains a list of open bids for material, equipment, printing and supplies being offered by:

State of Vermont Division of Purchasing 133 State St. Montpelier, VT 05633-7501, Phone: 802-828-2211, Fax: 802-828-2222

GROUP II contains a list of construction and maintenance proposals being offered by:

State of Vermont Department of State Buildings 133 State St. Montpelier, VT 05633-5801, Phone: 802-828-3314, Fax: 802-828-3533

GROUP III contains a list of transportation construction proposals being offered by:

State of Vermont Agency of Transportation Contract Administration 133 State St. Montpelier, VT 05633, Phone: 802-828-2641

GROUP IV contains a list of contracts for services being offered by several state agencies. For contact information see specific proposal.

The bid information system is searched using a menu-driven, keyword/boolean program called SearchMagic. The information in the system is updated (added/deleted) at least once per week. Some departments will be adding new RFP's for which they are responsible daily. Information for which the deadline has past will be deleted once per week.

To search, enter "2" at the ">>" prompt on the VALS/DOL Welcome menu. The following screen will display:

```
PURCHASING, GROUP I
BUILDINGS, GROUP II
TRANSPORTATION, GROUP III
OTHER SERVICES, GROUP IV
HELP
QUIT
```

To make a selection, type the first letter of the line (Ex. "B" for Buildings, Group II) or use your arrow keys to move to your choice, and press <Return>.

The program assumes that you are using a Digital (DEC) VT100/200 [ANSI] terminal and makes use of special keys on the VT100/200 keyboard. If you are using a personal computer with terminal emulation/telecommunications software, please consult your software manual for information on these key assignments by your particular software program. The most important keys are:

PF1 (also called "GOLD") key

PF2 key

KP1, 2, 3, 4 (the DEC numeric keypad keys)

- *KP1 move up one screen*
- *KP2 move down one screen*
- *PF2 Help*
- *PF1 then KP1 move to beginning of display*
- *PF1 then KP2 move to end of display*
- *KP4 display the first Keyword Index*
- *KP5 display the first Term Index*

Arrow keys move up/down line-by-line

CTRL/Z Quit or backup
CTRL/C interrupt a search

To see all entries, type "*" (asterisk) and press <Return>.

To search by keyword, enter a keyword at the "Keyword(s):" prompt. For example if you are interested in RFP's for printing, enter "printing" or "print*" and press <Return>. Use an "*" (asterisk) to get all forms of a word (Ex. "Comput*" finds subjects--computer, computers, computing, etc.)

If you want to modify by bid opening date (deadline), use your arrow key or <TAB> key, to move to the "Bid Opening Date:" prompt and enter the first 3 letters of a month and the year (Ex. Feb-90) and then press <Return>.

Once a search is completed, press "D" to display, the brief records (see attached example), "N" to begin a new search, or "C" to continue the current search (i.e. change or modify the current search).

The full record(s) is displayed by using your arrow keys to move to the record and press " + " (plus). However, in the bid information system the brief and full records are identical.

If you are unsure of whether a keyword or term appears in the index, or how the term is structured, use your "KP4" or "KP5" key to display alphabetically the words in the index. Once the index is displayed, type the first letter of your keyword or term to jump to that letter (Ex. "N" will cause index to move from letter "A" to "N").

If you would like to download your search results, set your telecommunications software to capture an ASCII text file, then press "P" (Print) and as the results "print" to the screen, they will be captured by your personal computer.

If a search is taking too long, use "CTRL/C" to interrupt processing. To move backwards and to quit, use "CTRL/Z". If you receive the message "Other users prohibit your access to this file," the database is currently being maintained (i.e. adding, deleting or otherwise modifying bid entries). Retry in one hour.

To exit the indexes, at the opening screen, type "Q". To log off VALS completely, follow the instructions on preceding pages.

****

SAMPLE BID INFORMATION RECORD

```
Proposal No:  5134
Proposal Title:  Chair Mats

Entry Date:
           11-May-1992
Bid Date and Time:
                 04-June-1992
                 3:00 p.m.

Purchasing agent:  Gilman, Geraldine
Special Notes:
             Proposal for Contract:   Contract period July 1, 1992 to June
30, 1993.
Contact:  Division of Purchasing, Phone:  802-828-2211, Fax:  802-828-2222

Keyword(s) or * for complete list: *______________________________________
Bid Opening Date (mmm-yy ex. Feb-90): ____________________________________
Arrows Ret KP1 KP2  move,   +  expand,   -  remove,   CTRL/Z  quit
```

USING THE VT SECRETARY OF STATE'S CORPORATIONS DATABASE

The Secretary of State's Office has among its responsibilities that of registering the names of, and collecting certain information concerning businesses operating in the State of Vermont. The information collected by the Secretary of State's Corporations Division is now available in a database accessible via VALS.

To use the Corporations database, type "2A" at the VALS/DOL Welcome Menu prompt >>. VALS will then dial the Corporations database using a program called "Vaxnet" (see sample VAXNET menu attached). To begin, press <Return> as instructed on the "Vaxnet" screen. A series of status messages will appear on the screen. When a connection is established, wait while you are automatically logged into the database. When the logon process is complete the "Corporation Division System" menu will be displayed. (example below). Avoid pressing any keys until that menu appears. (If the line is busy/in use, you will receive a status message and be returned to the VALS/DOL Welcome Menu. Try again later.)

••••••••••

CORPORATIONS DIVISION SYSTEM MENU

```
                Vermont Secretary of State's Office
                   Corporation Division System

                       (B)rowse screen

                       (T)radenames screen

                       (C)orpnames  screen

                       (R)eservation screen

                       (F)oreign registrations

                       (Q)uit


                   Input 1st letter of choice
```

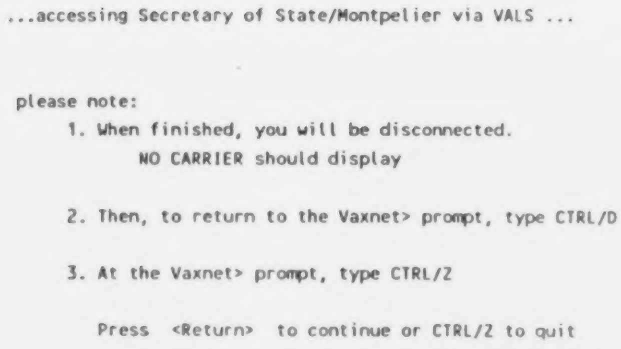
Using capital letters, input the first letter of your choice. For example, type "B" for the "browse" screen (see attached sample), the most common choice.

The "browse" option gives you a window into each of the other menu options--if you search for a particular name, the "browse" option will display a selection of corporation names which match your search, as well as a selection of tradenames, reservations and foreign registrations matches to your search. The various terminology used on the screens is explained in the attached "Definition" section.

From the "Corporations Systems Browse" screen, press "E" and <Return> to input a business name. Type in a name in capital letters and press <Return>. The system will search for matches and display them in the following order: Lines 1-6, corporation names, 7-12, tradenames, 13-15, reserved names, 16-18, foreign registrations. You may view the next alphabetical set of entries by pressing "N" and <Return> or the previous set, using "P". To see the details of a particular name, type "S" and <Return> and then the line number preceding the name. Please note that when entering a name, the system is searching for exact matches, so if the name contains initials (ex. J.W.), several different combinations of letter and punctuation may need to be tried before the correct match is found.

****

"VAXNET" MENU



```
...accessing Secretary of State/Montpelier via VALS ...


please note:
     1. When finished, you will be disconnected.
           NO CARRIER should display

     2. Then, to return to the Vaxnet> prompt, type CTRL/D

     3. At the Vaxnet> prompt, type CTRL/Z

        Press  <Return>  to continue or CTRL/Z to quit
```

When finished searching the corporations database, type "Q" and press <Return>. You will receive a logout message and then after a few seconds the screen will display "NO CARRIER." At this point, you are disconnected. Type "CTRL" and "D" to return to the Vaxnet> prompt, and then "CTRL" and "Z" to exit the Vaxnet program and return to the VALS/DOL Welcome Menu.

Definitions for the corporations database terminology, and samples of the various screen displays follow.

DEFINITIONS

TRADENAME -- the business name of a person, copartnership or association of individuals, doing business in Vermont. Business names, including the name of the town wherein such place of business is located, a brief description of the kind of business transacted under such name, and the individual names and residences of all persons, copartners or members doing business under that name, shall be filed with the town clerk where the business is principally located and with the secretary of state. No business name shall be registered which is the same, deceptively similar, or likely to be confused with or mistaken for any other business name of any validly-registered corporation, copartnership or association of individuals. The name shall be re-registered every ten years. (11 VSA Ch. 15)

CORPORATE NAME -- any corporation organized and existing under the laws of any state or territory of the United States may register its corporate name with the secretary of state provided its corporate name is not the same as, or deceptively similar to, the name of any domestic corporation existing under the laws of Vermont or any foreign corporation authorized to transact business in Vermont, or a trade (business) name registered or reserved. Information included in the registration application is the corporate name, the state or territory under the laws of which it is incorporated, the date of its incorporation, a brief statement of the business in which it is engaged. Registrations of corporate names may be renewed annually. Each corporation shall have and continuously maintain in Vermont, a registered office which may be, but need not be, the same as its place of business and a registered agent which may be either a resident of Vermont or a domestic corporation, or a foreign corporation authorized to transact business in Vermont, having a business office identical with the registered office. (11 VSA Ch. 17)

RESERVED NAME -- the exclusive right to the use of a business or corporate name may be reserved by any person, association, domestic or foreign corporation, etc., intendng to register under 11 VSA Ch. 15, 17. The reservation shall be made by filing with the secretary of state an application to reserve a specified name. If the secretary of state finds that the name is available for use, it shall be reserved for the exclusive use of the applicant for a period of 120 days.

FOREIGN REGISTRATION -- a foreign corporation in order to procure a certificate of authority to transact business in Vermont, shall make application to the secretary of state. No certificate of authority shall be issued to a foreign corporation if its corporate name is the same as, or deceptively similar to, the name of any domestic corporation existing under the laws of Vermont or any foreign corporation authorized to transact business in Vermont, or a trade (business) name registered or reserved.

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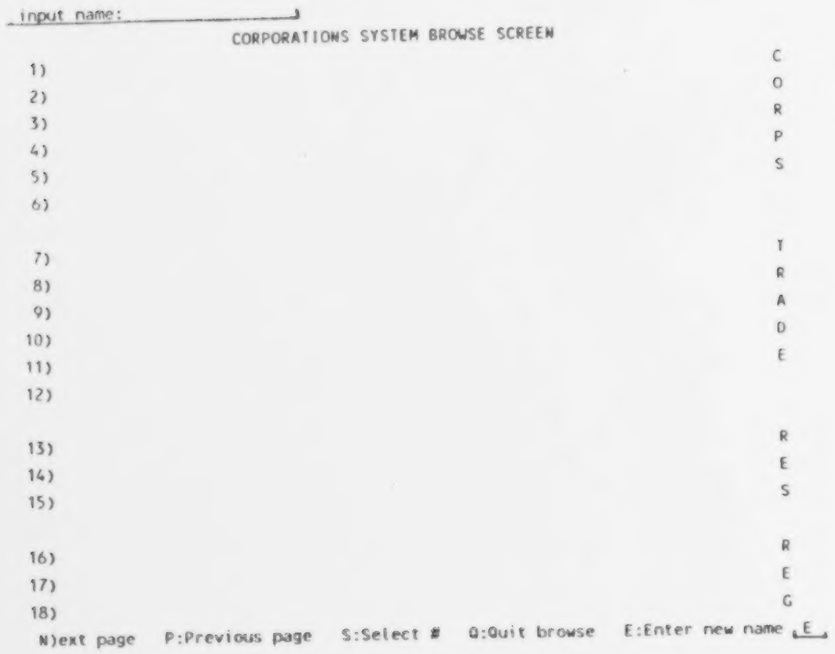
* * *

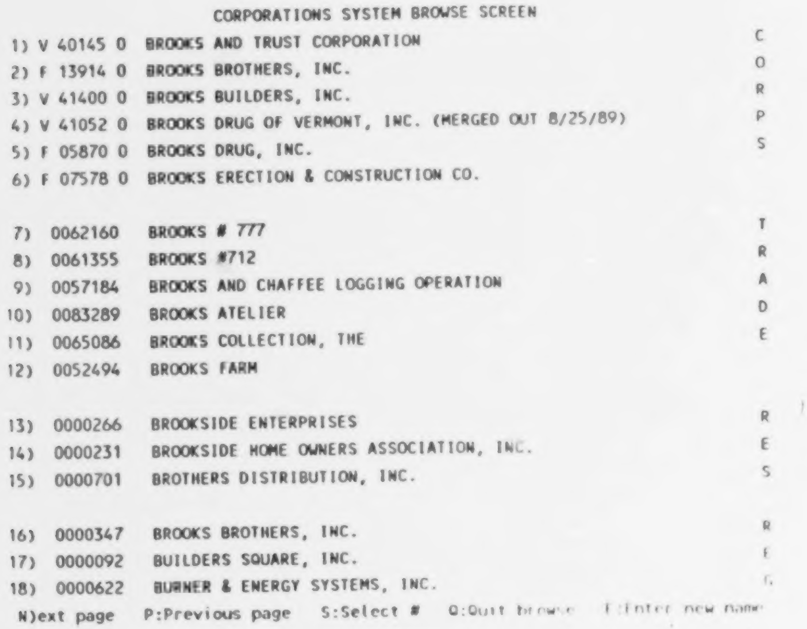
INITIAL BROWSE SCREEN



```
 input name:
                    CORPORATIONS SYSTEM BROWSE SCREEN
                                                                  C
 1)                                                               O
 2)                                                               R
 3)                                                               P
 4)                                                               S
 5)
 6)
                                                                  T
 7)                                                               R
 8)                                                               A
 9)                                                               D
10)                                                               E
11)
12)
                                                                  R
13)                                                               E
14)                                                               S
15)
                                                                  R
16)                                                               E
17)                                                               G
18)
 N)ext page   P:Previous page   S:Select #   Q:Quit browse   E:Enter new name E
```

* * *

BROWSE SCREEN AFTER SEARCHING



```
                    CORPORATIONS SYSTEM BROWSE SCREEN
 1) V 40145 0  BROOKS AND TRUST CORPORATION                       C
 2) F 13914 0  BROOKS BROTHERS, INC.                              O
 3) V 41400 0  BROOKS BUILDERS, INC.                              R
 4) V 41052 0  BROOKS DRUG OF VERMONT, INC. (MERGED OUT 8/25/89)  P
 5) F 05870 0  BROOKS DRUG, INC.                                  S
 6) F 07578 0  BROOKS ERECTION & CONSTRUCTION CO.

 7)  0062160   BROOKS # 777                                       T
 8)  0061355   BROOKS #712                                        R
 9)  0057184   BROOKS AND CHAFFEE LOGGING OPERATION               A
10)  0083289   BROOKS ATELIER                                     D
11)  0065086   BROOKS COLLECTION, THE                             E
12)  0052494   BROOKS FARM

13)  0000266   BROOKSIDE ENTERPRISES                              R
14)  0000231   BROOKSIDE HOME OWNERS ASSOCIATION, INC.            E
15)  0000701   BROTHERS DISTRIBUTION, INC.                        S

16)  0000347   BROOKS BROTHERS, INC.                              R
17)  0000092   BUILDERS SQUARE, INC.                              E
18)  0000622   BURNER & ENERGY SYSTEMS, INC.                      G
 N)ext page   P:Previous page   S:Select #   Q:Quit browse   E:Enter new name
```

* * *

```
                    TRADENAME SYSTEM MASTER INQUIRE/EDIT SCREEN

   file no: 0052494                            registration date: 07/23/81
 tradename: BROOKS FARM

            ST. ALBANS,    VT 05478              corporate file no1:
                                                                no2:
   descrip: DAIRY FARMING                                       no3:

   member1: JOHN H. BROOKS                 member2: MARK B. BROOKS
            RFD 1                                   SAME
            SWANTON,       VT 05488

   member3: GLEN F. BROOKS                 member4:

   process:                                       cessation filed:   /  /
    agent                                                fee paid:

 corpname1:
 corpname2:
 corpname3:

     N:Next    P:Previous    F:First    S:Search    Q:Quit
```

* * *

```
                 CORPORATIONS  SYSTEM  MASTER  EDIT / INQUIRE SCREEN

   file no: N 02327 0  type: N_  state of inc: VT  country:     inc date:  01/11/67
 corp name: MEDICAL CENTER HOSPITAL OF VERMONT, INC.                       abrev: N
   descrip: HOSPITAL                         fee:       fiscal year end:

 reg agent: JOHN M. DINSE                              common auth:          0
            COLCHESTER AVE                          preferred auth:          0
            BURLINGTON     VT 05401                  common issued:          0
                                                  preferred issued:          0
                                       cval:       0.00 pval:          0.00

 president: JAMES TAYLOR                vice pres: STEWART MCCONAUGHY
 secretary: GLEN MCKIBBEN               treasurer: SUSAN CRAMPTON
 director1: FRANCIS CAIN                director2: JOHN O'DONNELL

 principal: COLCHESTER AVE               last annual report: 05/15/89
 office   : BURLINGTON     VT 05401             merger date:   /  /

    revocation:  /  /    intent to dissolve:   /  /   dissol let:   /  /
 reinstatement:  /  /  art. of dissolution:   /  /   with/dissol:   /  /
 previous name:

     N:Next    P:Previous    F:First    S:Search    Q:Quit
```

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* * * * * * * * * * *

```
            RESERVATION SYSTEM MASTER INQUIRE/EDIT SCREEN

      file no: 0001124

reserved name: BT USA, INC.

  reserved by: BRITISH TELECOM, INC.

 reserved for: JAN VINKOUR, VP OF LEGAL SECRETARY

reason for reservation: F

   prior name:

incorp. state:                    applicants title: ASST. SEC.

application date: 01/28/91      applicants address: 1633 BROADWAY
                                                  : NEW YORK       NY 10019
 expiration date: 05/28/91
                                           country:
  description:  COMPUTER RELATED SERVICES

    N:Next   P:Previous   F:First   S:Search   Q:Quit
```

* * * * * * * * * * *

```
            REGISTRATION SYSTEM MASTER INQUIRE/EDIT SCREEN

   file no: 0000092

 name to be: BUILDERS SQUARE, INC.
 registered

 incorporation date: 02/16/83    state: DE


 main office address: 100 GILL RD.
                      SAN ANTONIO,    TX 78201

 country: US


 description: OPERATION OF RETAIL STORES


 Registration date: 12/06/91


     N:Next   P:Previous   F:First   S:Search   Q:Quit
```

2747

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WA

2748

WA93:B01

University of Washington Correspondence

INTERDEPARTMENTAL

March 10, 1993

TO: Margaret Lane

FROM: Andrew F. Johnson

I am forwarding herewith the responses I have received regarding electronic data bases and collection development statements. I have had no response from Montana, indicating to me, after my last contact with them, that they have no data bases nor a collection development statement. I am forwarding via the mail the document I received from Hawaii. There are no databases for Washington; the collection development policy for that state is enclosed.

COLLECTION DEVELOPMENT POLICY STATEMENT

SUBJECT: Washington State and Local Government

PRINCIPAL SELECTOR: Andrew F. Johnson

DATE: June 25, 1986

I. SUBJECT DEFINITION.

a. General statement.

A Washington state government publication is a document produced in any form and issued under the authority of the State or one of its agencies. Local government publications are defined as publications of or funded by municipal government (cities, counties), special regional governments or regional governmental bodies (e.g. the Municipality of Metropolitan Seattle).

The Washington state and local government collection contains published documents from a variety of governmental jurisdictions within and including Washington State government. The collection emphasis is on administrative, socio-economic, demographic interdisciplinary science and official reports and studies.

b. Subject classification analysis.

1. Library of Congress Classification (LC).

The schedules H, social sciences; J, political science; K, law; L, education; Q, sciences; S, agriculture; T, technology; and Z, bibliography, are important. The collection also has material in F, local U.S. history; G, geography, anthropology, and recreation; N, fine arts; P, literature; U, military science; and W, medicine.

2. Dewey Decimal Classification.

The schedules 320, Political Science, 330, Economics, 350, Public Administration, 370, Education, 620, Engineering and 630, Agriculture, are the main ones represented in the collection. There are also Washington State and local documents classified in the Smith expansion of Dewey housed in the Pacific Northwest Collection.

2. DEPARTMENTAL STATEMENT.

The collection of government publications in the University of Washington Libraries serves the entire university community. The collections support curricular and research needs at all levels from undergraduate to faculty research. Government publications received from state and local agencies cover a broad subject range reflecting the myriad aspects of contemporary life in which governments are interested. The University Libraries is a full depository library as defined in WAC 304-16-020; as such it is required to provide information and access to its collections to the general public as well as the university community.

3. SCOPE.

a. Chronologic.

The chronologic emphasis is twentieth century, although some nineteenth century materials are held.

b. Geographic.

The geographic emphasis is the State of Washington, King County, and Seattle. Regional governments, especially those concerned with King Count and Seattle, are also included.

c. Language.

The language is predominantly English, with a very few documents in Spanish.

d. Format.

The collection contains printed documents, some maps, journals, newsletters, and a small collection of documents in microform.

e. Exclusions.

Documents from Washington counties other than King are generally not collected. Exceptions are made for documents of regional or statewide importance and for county annual financial reports.

With the exception of Seattle city documents, all municipal documents are excluded. Exceptions are occasionally made for ones which will have a significant impact on a region or the state.

4. LOCATION STATEMENTS AND OTHER COLLECTIONS.

a. Government Publications collection.

Government Publications Division stacks house the majority of the Library of Congress collection. The first copy of Washington State and municipal documents both monographs and serials, is usually housed there.

b. Other related collections.

Washington state and local government publications may be included in collections throughout the Libraries' system. Collections in Suzzallo Ma collection, Architecture-Urban Planning, Engineering, Fisheries-Oceanography, Forest Resources, Health Sciences and Natural Sciences Libraries contain significant collections of cataloged government publications. Pre-1967 Washington State and local government publications including Territorial documents, are housed in the Pacific Northwest Collection, except for retrospective runs of current serial titles

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which are in Government Publications. Some material on counties and municipalities other than King County and Seattle may be housed in Pacific Northwest Collection also. Because the first copy of a document is housed in the Government Publications Division, copies in the branches are duplicates. Interdisciplinary materials will be retained in the Suzzallo Main collection, Government Publications Division, Pacific Northwest collection, or the Natural Sciences Library.

5. SYSTEM COORDINATION.

Primary responsibility for this collection of material rests with the Government Publications selector, who decides, in consulation with subject selectors, on the appropriate location of materials. Subject selectors may acquire added copies of government publications for their collections as they do any other material. The Government Publications selector provides assistance on obtaining added copies.

6. RESOURCE SHARING.

a. Related University of Washington collections.

The Law Library collects Washington State legal materials.

b. Related Local and Regional collections.

The Washington State Library is the primary depository for state publications from Washington state agencies.

The Governmental Research Assistance Library of Seattle Public Library maintains the archival collection of Seattle publications. Collections of municipal publications are maintained in major Washington cities and counties; there is no consistent, statewide distribution system, nor is there a single access point for municipal government publications.

Materials published by their specific agencies are maintained in archival collections in the libraries of the Municipality of Metropolitan Seattle (METRO), Puget Sound Council of Governments, the Port of Seattle, etc.

c. Cooperative loan relationships.

The Center for Research Libraries and the Washington State Library maintain significant collections of state government publications.

The Center attempts to acquire and makes available the official publications of all U.S. states and territories and their various departments and agencies except for Sessions laws and compiled statutes, state court reports and decisions, agricultural experiment station publications, and several other categories of material.

d. Cooperative Acquisitions Projects.

The Government Publications Division receives a complete collection of the documents distributed by the Washington State Library to depository libraries. The Washington State Library, as the depository distributor, requires all state depository libraries to notify it of titles which have not been distributed but should be included in the depository program.

7. OTHER.

a. Computerized databases.

DATABNK project maintains the latest economic information on the country with an emphasis on Washington state and local areas. The project is directed by the Economics Department, University of Washington. Access is arranged through the Economics Department.

Western Library Network. The Washington State Library and Seattle Public Library enter documents into the Western Library Network as part of their cataloging routine.

b. Depository programs.

The depository obligation also requires that the publications so received be made available to the public. Depository regulations govern the conditions under which materials may be discarded. It is Libraries policy that no government publications discards may be processed without the permission of the Government Publications Selector.

8. COLLECTION LEVELS.

Comprehensive level	A
Research level	B
Study level	C
Basic level	D
Minimal level	E

a. Washington State agencies: comprehensive for all materials distributed by the Washington State Library. Selective for materials which state agencies do not forward to the Washington State Library for distribution. A/B

b. Seattle: B

c. King County: selective for materials obtained from departments. B

d. Other municipal governments: local government publications from the state of Washington (other than Seattle) are very selectively collected. Emphasis is on major studies of significant impact either regionally or statewide. E

e. Municipality of Metropolitan Seattle (METRO): major studies B

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and administrative publications. No attempt is made to collect ephemera such as bus schedules.

f. Puget Sound Council of Governments: major studies and administrative publications. B

g. Other regional organizations (for example, the Port of Seattle): selectively collected with emphasis on major studies and administrative publications. C

h. Environmental Impact Statements: selectively collected for Washington and local projects of significant impact. No attempt is made to comprehensively collect EIS's for any jurisdiction. EIS's are entered in the computer printout maintained by Bibliographic Control and are classified in the pamphlet series call number created for this type of publication. C

i. Agricultural Experiment Station publications are selectively collected. E/D

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2755

WI88:B01

UNIVERSITY OF WISCONSIN - GREEN BAY

MEMO TO Lauri Sebo

DATE 4/22/88

FROM Anne Kasuboski a.k.
Government Publications Librarian

I understand you are trying to collect materials for a "Documents on Documents" collection, and thought a copy of our basic user's guide might be of interest. This is a revised edition, which we just came out with a few months ago.

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2756

WI89:J01

NON-WISCONSIN STATE & TERRITORIAL GOVERNMENT PUBLICATIONS

LIBRARY DIVISION

INFORMATION GUIDE, No. 8

The State Historical Society has a large collection of non-Wisconsin United States state and territorial government publications. For the period through 1819, the Library holds a paper or microform copy of virtually every government publication issued in the area now comprising the United States. From 1820 to the early 1930's, the State Historical Society, in conjunction with the University of Wisconsin-Madison campus libraries, holds a high percentage of the publishing output of the states and territories.

The burgeoning of government activity in the 1930's made it impossible to continue to collect everything produced by the various governments. Until 1978, however, the Society tried to acquire annual or biennial reports and major special reports of selected agencies as well as legislative journals, blue books and statistical abstracts.

Currently the Society attempts to collect blue books, statistical abstracts and legislative journals from all the states and territories and selected agency reports from the following states: California, Colorado, Georgia, Illinois, Indiana, Iowa, Massachusetts, Michigan, Minnesota, Missouri, New York, Ohio, Oregon, Pennsylvania and Texas. It also purchases microfiche of the state government publications listed in the Statistical Reference Index: A Selective Guide to American Statistical Publications from Sources Other than the U.S. Government.

ACCESS TO THE COLLECTION:

For the most part, the collection is uncataloged. It is best to begin by consulting the reference librarian at the Government Publications Reference Desk. The following finding aids may be useful in your search:

Monthly Checklist of State Government Publications, 1910 to the present.
This lists publications received by the Library of Congress and is by no means complete. (Government Publications Reference Collection Z1223.5.A1U5)

Checklists of government publications issued by various states and territories.
These are located in the Government Publications Reference Collection and vary in their usefulness. (Z1223.5 etc.)

Statistical Reference Index, 1980 to the present.
Selected state government statistical publications are indexed and abstracted in this index. The Library has the indexed material on microfiche. (Government Publications Reference Collection Z7554.U5S73)

Index to Economic Material in State Documents, through 1904
Volumes in this series were published for California, Delaware, Illinois, Kentucky, Maine, Massachusetts, New Jersey, New York, Ohio, Pennsylvania, Rhode Island and Vermont. (Government Publications Reference Collection Z1223.5.A1H2)

A Guide to the Microfilm Collection of Early State Records, [and supplement]
The Library has a substantial proportion of the publications listed in this guide, either in the original or on microfilm. (Microforms Reading Room Reference Collection Z.1223.5.A1U47)

2757

THE STATE HISTORICAL SOCIETY OF WISCONSIN

American Bibliography (edited by Charles Evans, Ralph R. Shaw and Richard H. Shoemaker)
This series lists "all" books, pamphlets and periodical publications printed in what is now the United States, from 1639 through 1819. We have microprint of virtually everything listed, in the microprint series Early American Imprints. (Reading Room Reference Collection Z1215.E92 1941 and Z1215.S48)

LOCATION:

The paper collection of state and territorial government publications is located on Stack Levels 4 through 6. It is arranged alphabetically by the name of the government. We are in the process of reclassification, and it will be necessary to consult the government publications shelflist to determine our exact holdings. Generally speaking, each government's publications are arranged on the shelf as follows: blue books and statistical abstracts; series of bound collected reports of state agencies; publications in the new classification system (i.e., arranged alphabetically by key word of the agencies' names); publications in the old classification system (i.e., arranged by subject); legislative journals; laws and statutes; collected legislative documents and committee reports.

Early State Records and Early American Imprints are serviced from the Microforms Reading Room.

Statistical Reference Index microfiche is located in the Government Publications Reference area.

OTHER REFERENCE TOOLS IN THE GOVERNMENT PUBLICATIONS REFERENCE COLLECTION:

Blue books and statistical abstracts (latest editions only)

The Book of the States [and its supplements] JK2403.B6 (earlier editions are in the General Collection Stacks)

State Legislative Sourcebook JK2495.S689

The National Directory of State Agencies JK2443.N37

COLLECTIONS IN OTHER MADISON LIBRARIES:

The Steenbock Library has a large collection of material from departments of agriculture, conservation, natural resources, fisheries and forestry. The Law School Library collects laws, statutes, court reports, and materials dealing with criminal justice. Other campus libraries collect in the fields of their various subject specialties. The Legislative Reference Bureau and the State Law Library also collect selected state government publications; the former library is particularly strong in recently issued non-Wisconsin state government publications.

CENTER FOR RESEARCH LIBRARIES:

The Center for Research Libraries in Chicago has been systematically collecting state and territorial government publications (excluding those of state universities and colleges, laws and statutes and judicial branch publications) since 1952. It has also acquired a sizeable collection of pre-1952 publications. These are available to you through interlibrary loan. Interlibrary loan forms are available at the Circulation Desk of the Library.

4/5/88

WI89:J02

WISCONSIN STATE GOVERNMENT PUBLICATIONS

LIBRARY DIVISION

INFORMATION GUIDE, No. 9

The State Historical Society Library is the official depository for all Wisconsin state government publications, except the publications of the University of Wisconsin. Unpublished records of state agencies are housed in the State Archives, located on the fourth floor of the Historical Society building.

IDENTIFYING PUBLICATIONS:

1. Wisconsin state government publications received since 1977 have been fully cataloged. You may gain access to these publications by author, title, or subject through the card catalog in the Reading Room.

2. Wisconsin Public Documents (Government Publications Reference Annex, Stack Level 3, Case 42: Z 1223.5 W6 W65) lists Wisconsin government publications received by the Historical Society Library, 1916-date. An author-title index began with the 1968 annual cumulation, while the classification numbers used by the Historical Society Library have been included for each entry since the 1970 annual cumulation. There is a cumulative keyword-title-personal author index to the annual cumulations (1968-1974) on microfiche, adjacent to the microfiche reader in Government Publications Reference (Gov. Pub. Ref.).

3. Wisconsin Statistics: A Directory of Sources, second edition, 1980. (Gov. Pub. Ref.: WI Δ P/ 3. 8 2: S75 1980) A good place to begin a search for Wisconsin publications of a statistical nature.

4. Wisconsin Blue Book, 1853-date. (Gov. Pub. Ref.: JK 6074 A35; circulating copy in Library stacks with call number WI Δ A.1:year) The basic reference book for Wisconsin government. Some of the types of information found in the Blue Book are the following: biographies of state legislators, constitutional executive officers, Supreme Court justices, and members of the U.S. Congress from Wisconsin; thorough descriptions of the functions of state agencies as well as the names, addresses, and phone numbers of key agency personnel; and a wealth of statistics on such topics as agriculture, associations, commerce and industry, conservation and recreation, education, employment and income, geography, history, local government, elections, population and vital statistics, revenue, social services, and transportation. The Blue Book should be the first place to look for information on Wisconsin and its state government. Two important indexes to the Blue Book are:
   - Biography Index to the Wisconsin Blue Books, 1870-1973. (Gov. Pub. Ref.: JK 6074 A35 1973i)
   - A Guide to the Wisconsin Blue Book, 1853-1962. (Gov. Pub. Ref.: JK 6074 A35 1853-1962)

5. Wisconsin Statistical Abstract, fourth edition, 1979. (Gov. Pub. Ref.: HA 711 A4 1979; circulating copy in Library stacks with call number WI Δ A.2: 1979) Contains a wealth of information on Wisconsin and its counties in both statistical tables and maps.

6. Statistical Reference Index, 1980-date. (Gov. Pub. Ref.: Z 7554 U5 S73) Indexes and abstracts a selected number of Wisconsin state government publications.

2759

THE STATE HISTORICAL SOCIETY OF WISCONSIN

ARRANGEMENT:

Wisconsin state government publications are arranged by issuing agency. Within each agency, publications are arranged by type of publication. To find the agency abbreviation used in the classification number, you should consult the Guide to Wisconsin State Agencies and Their Call Numbers, located on the Government Publications Reference Table.

LOCATION:

Wisconsin state government publications are located on Stack Level 4.

CIRCULATION:

Most Wisconsin government publications circulate for 28 days, subject to recall after 7 days. Any resident of Wisconsin or student of the University of Wisconsin may borrow publications.

OTHER COLLECTIONS OF WISCONSIN STATE GOVERNMENT PUBLICATIONS IN MADISON:

1. The Legislative Reference Bureau (Room 201 North, State Capitol, Phone: 266-0341) also collects Wisconsin state government publications. In addition, the Bureau maintains a newspaper clippings file on Wisconsin subjects dating back to the early twentieth century. This library is open to the public from 7:45 a.m. - 4:30 p.m. (Monday - Friday).

2. Since publications of the University of Wisconsin are not collected by the Historical Society Library, you should first consult the U.W. Memorial Library card catalog for these publications. If you have no success at Memorial Library, you should try the branch or special library on campus most likely to be collecting publications in the subject area of your interest.

3. While the Historical Society Library collects most official Wisconsin legal publications, research in Wisconsin law can be much easier if you consult the privately published legal works at the U.W. Law School Library (Fifth Floor, Law School Building, 975 Bascom Mall, Phone: 262-1128). An excellent introduction to both state and privately published Wisconsin legal materials is Richard A. Danner's Legal Research in Wisconsin (Gov. Pub. Ref.: KFW 2475 D35).

REFERENCE ASSISTANCE:

Reference assistance is available from 9 a.m. to 5 p.m. (Monday - Saturday). The Government Publications Reference phone number is 262-2781.

10/22/86

WI89:J03

WISCONSIN COUNTY & MUNICIPAL GOVERNMENT PUBLICATIONS

LIBRARY DIVISION

INFORMATION GUIDE, No. 10

Over the years the Library has acquired a sizeable collection of Wisconsin county and municipal government publications. The collection is particularly strong in publications from the cities of Madison and Milwaukee and the counties of Dane and Milwaukee. We have attempted in the past to collect official directories from all of the counties, county board proceedings and municipal council proceedings from the state's major cities.

ACCESS TO THE COLLECTION

None of the collection is cataloged. It is therefore necessary to consult with the reference librarian in the government publications reference area before beginning a search.

The Index to Current Urban Documents, 1972/73 to the present (Government Publications Reference Collection Z7165.U5I654) lists selected publications from some of the larger cities and counties in Wisconsin. There are no other printed checklists of county or municipal government publications.

LOCATION

The collection is on Stack Level 4 immediately following the publications of the state of Wisconsin. It is arranged alphabetically by the name of each government. Within each government the publications are arranged as follows:

1. Official directories and statistical abstracts.
2. Collected reports of government agenies.
3. Individual reports of government agencies.
4. Legislative body journals.
5. Ordinances.

OTHER COLLECTIONS

The State Historical Society has established Area Research Centers in various parts of the state. Many of these make an attempt to collect publications of the governments in their area. The Society itself is the Area Research Center for Dane, Sauk and Columbia counties. A list of the counties and their ARC is provided on the back of this sheet. Local public libraries also often make an attempt to collect publications from the community and/or county in which they are located. For specific government publications at the county and municipal level, ask the librarian at the government publications reference desk. If the publication is not available in Madison, we may be able to borrow it from one of the above-mentioned libraries.

2761

THE STATE HISTORICAL SOCIETY OF WISCONSIN
816 STATE STREET · MADISON, WISCONSIN 53706 RICHARD A. ERNEY, DIRECTOR

WISCONSIN COUNTIES AND THEIR AREA RESEARCH CENTERS

Adams	(UW-Stevens Point)
Ashland	(Northland College)
Barron	(UW-Stout)
Bayfield	(Northland College)
Brown	(UW-Green Bay)
Buffalo	(UW-Eau Claire)
Burnett	(UW-River Falls)
Calument	(UW-Green Bay)
Chippewa	(UW-Eau Claire)
Clark	(UW-Eau Claire)
Columbia	(State Historical Society)
Crawford	(UW-Platteville)
Dane	(State Historical Society)
Dodge	(UW-Oshkosh)
Door	(UW-Green Bay)
Douglas	(UW-Superior)
Dunn	(UW-Stout)
Eau Claire	(UW-Eau Claire)
Florence	(UW-Green Bay)
Fond du Lac	(UW-Oshkosh)
Forest	(UW-Stevens Point)
Grant	(UW-Platteville)
Green	(UW-Platteville)
Green Lake	(UW-Oshkosh)
Iowa	(UW-Platteville)
Iron	(Northland College)
Jackson	(UW-La Crosse)
Jefferson	(UW-Whitewater)
Juneau	(UW-Stevens Point)
Kenosha	(UW-Parkside)
Kewaunee	(UW-Green Bay)
La Crosse	(UW-La Crosse)
Lafayette	(UW-Platteville)
Langlade	(UW-Stevens Point)
Lincoln	(UW-Stevens Point)
Manitowoc	(UW-Green Bay)
Marathon	(UW-Stevens Point)
Marineette	(UW-Green Bay)
Marquette	(UW-Oshkosh)
Menominee	(UW-Green Bay)
Milwaukee	(UW-Milwaukee)
Monroe	(UW-La Crosse)
Oconto	(UW-Green Bay)
Oneida	(UW-Stevens Point)
Outagamie	(UW-Green Bay)
Ozaukee	(UW-Milwaukee)
Pepin	(UW-Stout)
Pierce	(UW-River Falls)
Polk	(UW-River Falls)
Portage	(UW-Stevens Point)
Price	(UW-Eau Claire)
Racine	(UW-Parkside)
Richland	(UW-Platteville)
Rock	(UW-Whitewater)
Rusk	(UW-Eau Claire)
Saint Croix	(UW-River Falls)
Sauk	(State Historical Society)
Sawyer	(UW-Eau Claire)
Shawano	(UW-Green Bay)
Sheboygan	(UW-Milwaukee)
Taylor	(UW-Eau Claire)
Trempealeau	(UW-La Crosse)
Vernon	(UW-La Crosse)
Vilas	(UW-Stevens Point)
Walworth	(UW-Whitewater)
Washburn	(UW-River Falls)
Washington	(UW-Milwaukee)
Waukesha	(UW-Milwaukee)
Waupaca	(UW-Stevens Point)
Waushara	(UW-Stevens Point)
Winnebago	(UW-Oshkosh)
Wood	(UW-Stevens Point)

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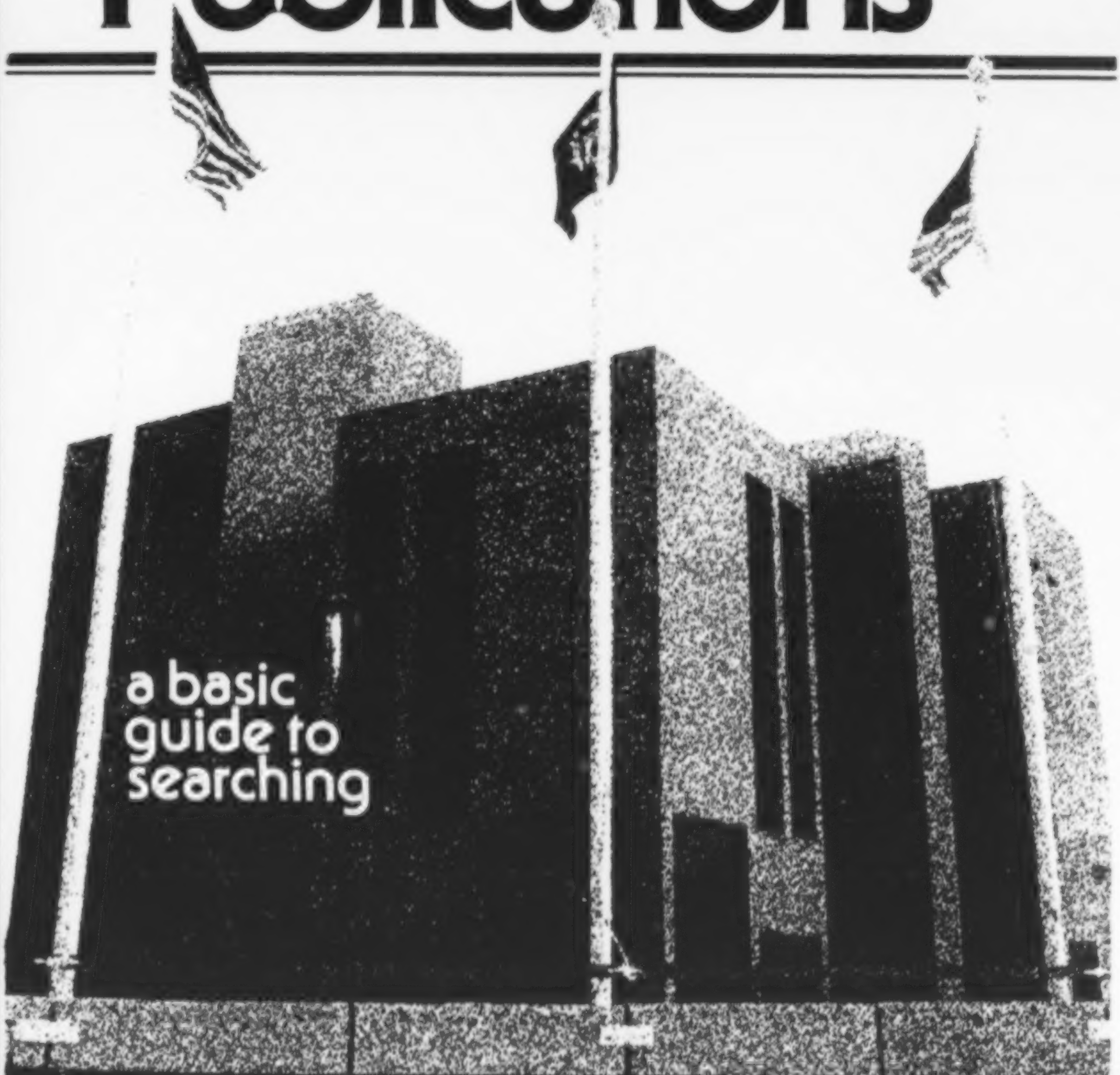
How To Use Government Publications



a basic guide to searching

University of Wisconsin-Green Bay : Library Learning Center

2763

The UWGB Library is a depository for public documents from the U. S. Government and the State of Wisconsin. A depository library is one which is designated to receive government publications free of charge and to make them available to the public. Thus, the Government Publications Department of the Library serves the information needs of the University faculty, staff and students, as well as of the citizens of Northeastern Wisconsin.

In addition to maintaining a depository collection of Federal and Wisconsin documents, the Library collects publications from Canada, the United Nations, intergovernmental organizations, and the Rand Corporation.

The purpose of this guide is to describe the various search strategies used in researching government publications. Included is an explanation of the following research tools:

American Statistics Index (see section No. 6)
CIS Index (No. 7)
Government Reports Announcement & Index (No. 8)
G. P. O. microfiche index (No. 4)
I. B. I. D. (No. 12)
Index to the Proceedings of the General Assembly (No. 12)
Index to U. S. Government Periodicals (No. 5)
Monthly Catalog of U. S. Government Publications (No. 4)
Selected Rand Abstracts (No. 10)
United Nations Index (No. 12)

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2764

HOW TO USE GOVERNMENT PUBLICATIONS

A Basic Guide to Searching

Table of Contents

Introduction

General Information

Getting Started ... No. 1
Map of 5th Floor ... No. 1
Arrangement of Government Publications Collection ... No. 1, 3
How to Cite Government Publications in a Bibliography ... No. 2
How to Browse Government Publications ... No. 3
Searching for Federal Publications ... No. 4
Searching for Current Federal Publications ... No. 4
Searching for Federal Periodical Articles ... No. 5
Searching for Statistical Information ... No. 6
Searching for Federal Laws & Legislative Documents ... No. 7
Searching for Technical Publications ... No. 8
Searching for Wisconsin Publications ... No. 9
Searching for Wisconsin Laws & Legislative Documents ... No. 9
Searching for Rand Publications ... No. 10
Searching for Canadian Publications ... No. 11
Searching for International Publications ... No. 12
Searching for U.N. Publications ... No. 12

2765

GENERAL INFORMATION

Before you begin searching through indexes you may want some basic information.

LOCATION: Government publications are located on the 5th floor of the Library. A map showing the locations of the collections follows in section No. 1 of this guide.

HOURS: Government publications are available for your use during regular Library hours:

Monday - Thursday	8:00 a.m. - 11:30 p.m.
Friday	8:00 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 11:30 p.m.

ASSISTANCE: Most people need assistance when using government publications. Librarians are on duty on the 5th floor Monday - Friday 8:00 a.m. - 4:30 p.m. For assistance in using the collections in the evening (4:30 - 9:00 p.m.) and on weekends (1:00 - 5:00) the librarian at the 3rd floor reference desk is available. Librarians love to help people—please be sure to ask questions.

CIRCULATION: Most documents may be checked out for a period of four weeks. Documents which have a restricted loan period are so designated.

INTERLIBRARY LOAN: Government publications which are not located in this library may be borrowed from other libraries through Interlibrary Services. Simply fill out an "Interlibrary Loan Application" form and submit it at the Interlibrary Services Office on 3rd floor, or the reference desks on 3rd or 5th floors.

USEFUL DEFINITIONS:

depository:	library should have the publications indicated by black dot (●) on index entry.
abstract:	a summary
microfiche:	a microfilm in card form
carrel:	a cubicle for study

GETTING STARTED

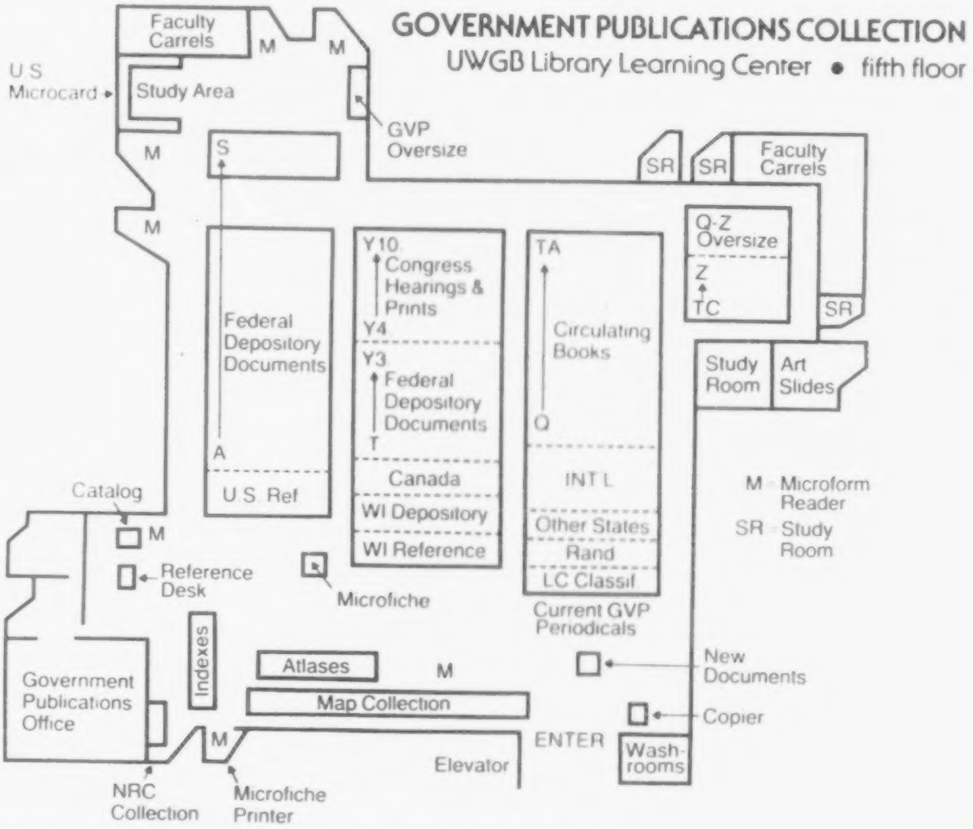
Begin by asking yourself the following questions:

DO I NEED	THEN REFER TO SECTION NO
Federal publications?	4 - 7
Wisconsin publications?	9
International or U.N. publications?	12
Canadian publications?	11
Background information on a subject?	4, 10
Laws or Congressional documents?	7, 9
Journal articles?	5
Technical publications?	8, 10

If you are not sure where to begin, start with section No. 4. **If at any time you need help using government documents, ask the librarian for assistance.**

GOVERNMENT PUBLICATIONS COLLECTION

UWGB Library Learning Center • fifth floor


Faculty Carrels
M
M
U.S. Microcard
Study Area
GVP Oversize
M
S
M
SR
SR
Faculty Carrels
Federal Depository Documents
A
U.S. Ref
Y10
Congress Hearings & Prints
Y4
Y3
Federal Depository Documents
T
Canada
WI Depository
WI Reference
TA
Circulating Books
Q
INT L
Other States
Rand
LC Classif
Q-Z Oversize
Z
TC
SR
Study Room
Art Slides
M = Microform Reader
SR = Study Room
Catalog
M
Reference Desk
Microfiche
Current GVP Periodicals
New Documents
Indexes
Atlases
M
Map Collection
Copier
Government Publications Office
M
ENTER
Wash-rooms
Elevator
NRC Collection
Microfiche Printer

1 Getting Started 5th Floor Map

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2

How to Cite Government Publications

HOW TO CITE GOVERNMENT PUBLICATIONS IN YOUR BIBLIOGRAPHY

Even people who are well acquainted with proper bibliographic citations for books and periodicals are often confused when it comes to citing government publications in their bibliography. This is not surprising since the title pages of government documents are often a jumble of agency names, programs, titles and subtitles. To complicate the situation, there are many different **styles** of citing publications.

The best manual for citing government publications is The Complete Guide to Citing Government Documents (GVP J9. 5G374x). Another useful source is chapter 9 of A Manual for Writers of Term Papers, Theses, and Dissertations, by Kate L. Turabian, 4th edition, 1973. This manual is kept at the reference desk on 3rd floor.

Also on 3rd floor near the reference desk is a rack which contains the Library Key entitled "Guide for Preparing Term Papers, Theses, and Reports." This guide lists more than a dozen books which describe different styles for citing publications.

It is a good idea to check with your professor to determine if he/she has a preference for a particular style of bibliographic citation for government publications.

The most important point to keep in mind when citing a government document is to include enough information so that the document can be easily located in a library. It is better to include too much information than not enough.

Below are four examples of standard citations for government publicatons:

EXAMPLES

U.S. Congress. Senate. Committee on the Judiciary. Subcommittee on Criminal Justice. Drug Paraphernalia and Youth: Hearing before the Subcommittee on Criminal Justice of the Committee on the Judiciary. 96th Congress, 2nd Session, Nov. 16, 1979. Washington, D.C. : U.S. Government Printing Office, 1980.

U.S. Department of Commerce. Bureau of the Census. United States Census of Population : 1970. vol. 1, Characterisitics of the Population, pt. 51 Wisconsin.

Nelson, William Roland. Ecology of Larval Fishes in Lake Oahe, South Dakota. Washington, D.C. : U.S. Department of the Interior, Fish and Wildlife Service, 1980.

Weisensel, Wendy. "High on Acid?" Wisconsin Natural Resources, vol. 4, no 3, May-June, 1980, pages 4-7.

2768

ORGANIZATION OF GOVERNMENT PUBLICATIONS COLLECTION
HOW TO BROWSE GOVERNMENT PUBLICATIONS

Many people prefer to browse through book collections when looking for information. Although the government documents collections are not designed as "browsing collections," it is possible (and sometimes fun!) to browse government publications **if you understand how the collections are organized.**

The outlines below should help to give you a better understanding of the arrangement of government publications. However, shelf browsing is not a substitute for searching through indexes. Good research requires extensive use of bibliographies, indexes/abstracts, and the library catalog.

FEDERAL DOCUMENTS are arranged by the issuing agency; subordinate bodies are shelved with the parent body. For a more complete listing of agency classifications see List of Classes of U.S. Government Publications Available for Selection by Depository Libraries, located at the 5th floor reference desk.

A	Agriculture Dept.
AC	Arms Control
C	Commerce
CR	Civil Rights Commission
D	Defense Dept.
E	Energy Dept.
ED	Education Dept.
EP	Environmental Protection
FEM	Federal Emergency Management
GA	General Accounting Office
HE	Health & Human Services
HH	Housing & Urban Development
I	Interior Dept.
J	Justice Dept.
JU	Judicary (courts)
L	Labor Dept.
LC	Library of Congress
LR	National Labor Relations Bd.
NAS	NASA
NS	National Science Foundation
P	Postal Service
PM	Personnel Management Office
Pr	President's Office
S	State Dept.
SI	Smithsonian Institute
T	Treasury Dept.
TD	Transportation Dept.
VA	Veterans Administration
Y3	Commissions, Committees, Boards
Y4	Congressional Hearings

3 How to Browse Government Publications

2769

3

How to Browse Government Publications

INTERNATIONAL DOCUMENTS include publications of the United Nations and its affiliates as well as intergovernmental agencies. These documents are located in the INT'L section arranged according to the Library of Congress Classification. Below is an outline of this classification system.

A	General Works
B	Philosophy, Psychology, Religion
C	Auxiliary Sciences of History
D	History: General & Old World
E-F	American History
G	Geography, Maps, Anthropology, Recreation
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music
N	Fine Arts
P	Language & Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography, Library Science

Most international documents published after 1985 are on microfiche arranged by IIS number. (See section 12.)

CANADIAN DOCUMENTS are arranged by the issuing agency.

A	Agriculture Dept.
C	Commerce Dept.
CS	Statistical Bureau
D	Defense Dept.
E	External Affairs
EC	Economic Council
EN	Environment Canada
F	Finance Dept.
Fo	Forestry Service
Fs	Fisheries Service
H	Health Dept.
Id	Industry, Trade & Commerce
J	Justice Dept.
L	Labor Dept.
M	Energy, Mines & Resources
MP	Employment & Immigration
NM	National Museum of Canada
NR	National Research Council
R	Indian & Northern Affairs
T	Transportation Dept.

WISCONSIN DOCUMENTS are arranged by the issuing agency; subordinate bodies are shelved under their own names rather than under the parent body. Below is a list of some major agency classifications.

Adm	Administration Dept.
Bud	Budget Office
Cri	Criminal Justice Dept.
Ed	Public Instruction
Emp	Employment Division
Env	Environmental Bureau
Ene	Energy Office
Fam	Family Services Division
Gov	Governor's Office
He	Health Dept.
Hig	Highway Division
Ind	Industry, Labor & Human Relations
Leg	Legislature
Nat	Natural Resource Dept.
Rev	Revenue Dept.
Trn	Transportation Dept.
Uni	UW System publications
Z	Local documents

2770

SEARCHING FOR FEDERAL PUBLICATIONS

Federal publications are not listed in the card catalog; therefore, it is necessary to use the indexes located on the 5th floor. The most complete index for searching federal documents is The Monthly Catalog of U.S. Government Publications, which is an index to depository and non-depository publications of the legislative, judicial and executive branches of government. It is issued monthly with semi-annual and annual cumulative indexes, and has been published since 1895.

DESCRIPTION: Each issue of The Monthly Catalog contains a listing of new publications arranged alphabetically by the issuing agency.

Each entry includes:

- the classification number
- the author, title, publisher
- a black dot (•) if it is a depository publication

At the back of each issue you will find:

- an author index (individuals, agencies or corporations)
- a title index
- a subject index
- a title keyword index (1980 to date)

HOW TO USE:

1. Look in the appropriate index. (author, title, etc.)
2. Read through the entries. Copy down the Monthly Catalog entry number, which will contain two digits, a hyphen, and then one or more digits. (EXAMPLE: 79-259) The first part of the entry number represents the year of the catalog; the second part represents the individual document.
3. Look up the entry number in the issuing agency section.
4. Check to see if there is a black dot (•) in the entry, which means that the library should have a copy. If there is no black dot, ask the librarian if a copy could be obtained for your use.
5. Also check to see if the publication is on microfiche. If so, it will be filed by the classification number in the microfiche cabinets.
6. Copy down the entire classification number and retrieve the document from the shelves or mircofiche cabinet.

4

Current Federal Publications

4

Current Federal Publications

SEARCHING FOR FEDERAL PUBLICATIONS

The easiest source to use for identifying federal documents published since 1976 is the Government Document Catalog Subscription produced by Autographics. Issued on microfilm and updated monthly, this index provides fast access to publications by federal agencies, the Congress and the Judiciary from June 1976 to present.

DESCRIPTION: The microfilm index is divided into four parts:

- author/title catalog
- subject catalog
- SuDocs no. index
- report no. index

Each entry includes:

- author, title, publisher
- date of publication
- item number (for depository publications)
- call number (SuDocs classification number)

HOW TO USE:

1. Turn on machine and rotate dial to move forward or backward in the catalog. Match the number on the counter display with the number corresponding to the letter code closest to your search term.
2. Read through the entries. Select the documents you wish to pursue.
3. Check for an item number (preceded by a rectangular box). If there is one, then the library should have a copy. If not, ask the librarian if a copy could be obtained.
4. Also, check to see if the publication is on microfiche. If so, it will be filed by the classification number in the microfiche cabinet.
5. Copy down the entire classification number, which is the last line of the entry, and retrieve the document from the shelves or microfiche cabinets.

ASK FOR HELP IF YOU HAVE DIFFICULTY LOCATING THE ITEM.

SEARCHING FOR FEDERAL PERIODICAL ARTICLES

The Federal Government publishes much information in the form of periodical and journal articles. The most comprehensive index to articles published in government periodical literature is the Index to U.S. Government Periodicals. This index is issued quarterly with annual cumulative editions.

DESCRIPTION: Each issue contains articles listed by subject and author. Each entry includes:

- author
- title of the article
- title of the journal (abbreviated)
- issue number, pages, and date

HOW TO USE:

1. Look in the index under the subject or under author's name. Begin with the most current issue and work backward in time.
2. Read through the entries; select the articles that interest you.
3. Copy down the following information:
   - first few words of the title of the article
   - title of the journal (the key to title abbreviations is found in the front of the index volume)
   - issue number, pages, and date of the journal
4. Look up the journal title in the UWGB Periodicals List (on microfiche) to check if we have the issue you need. Copy down the call number and retrieve the issue from the shelf. NOTE: The current issues of some journals are filed alphabetically by title on the GVP periodical display shelves near the 5th floor lobby door.

5 Federal Periodical Articles

6

Statistical Information

SEARCHING FOR STATISTICAL INFORMATION

When you are in need of any kind of statistical or quantitative information, the best source for tracking down data is the American Statistics Index (ASI). While this index is also very good for general research, it is particularly good for identifying statistical data published by the legislative, executive or judicial branches of government. ASI has been published since 1974. It is issued monthly, with quarterly and annual cumulations.

DESCRIPTIONS: ASI is issued in two parts: an ABSTRACT volume and an INDEX volume.

The ABSTRACT volume contains:

- the full bibliographic record
- the classification number
- a summary, or abstract, of the publication
- a black dot (●) to indicate a depository item

The INDEX volume contains:

- a subject and name index—look under the topic, or the name of a person, agency, corporation, or place
- a category index—look under the type of data, such as "data by industry," "data by age," "data about developing countries," etc.
- a title index

HOW TO USE:

1. Look in the INDEX volume under topic, name, category, etc.
2. Read through the entries and copy down the abstract numbers of those which seem promising. (EXAMPLE: 9824-3)
3. Look up the abstract number in the ABSTRACT volume.
4. Scan the summary to determine whether or not the document would be of help to you.
5. If so, check to see if there is a black dot (●) in the entry, which means that the library should have a copy.
   If there is no black dot, ask the librarian if a copy could be obtained for your use.
6. Copy down the classification number and retrieve the document from the shelf. The classification number is identified by a small circle immediately preceding the call number. (EXAMPLE: °C55.2:V53/2)

NOTE: For statistical data on foreign countries also see Section 12, IIS Index.

BEST COPY AVAILABLE

SEARCHING FOR FEDERAL LAWS & LEGISLATIVE DOCUMENTS

The library is a full depository for federal laws and regulations, as well as housing a comprehensive collection of Congressional publications from 1968 to date. Congressional hearings, committee prints, and reports and documents circulate for 4 weeks. All other legislative materials are for reference use and do not circulate.

BILLS:

The library has copies of House and Senate bills on microfiche (Y1.4/) from the 97th Congress on. The bills are arranged in chronological order according to action taken, not in order by bill number. There is an index by bill number (GVP US REF LC 14.6/3x:) which will help you identify the appropriate microfiche. To identify numbers of appropriate bills, use the Digest of Public General Bills and Resolutions (GVP US REF LC 14.6:) which provides subject, title and sponsor access, as well as action taken on a bill.

SESSION LAWS:

The current laws (slip laws) are filed by public law number (EXAMPLE: PL 97-201) under the classification number GVP US REF AE 2.110:. Earlier laws are bound together by session (of Congress) in a set called U.S. Statutes at Large (GVP US REF AE 2.111:).

STATUTES:

The U.S. Code (GVP US REF Y 1.2/5:) contains all statute law that is currently in effect, arranged by subject matter. A new edition is published every 6 years.

REGULATIONS:

The Code of Federal Regulations (CFR) contains the permanent and general regulations of the executive departments and agencies of the federal government. These regulations have the force and effect of law. It is divided into 50 broad subject categories and is revised annually. The current edition (GVP US REF AE 2.106/3:) does not circulate. The superseded edition (AE 2.106/3:) circulates for 3 days. The Federal Register (FR) contains both new and proposed regulations, and updates the CFR. The current year's issues are in the GVP US REF location while the previous 5 years are in the federal collection, all under the classification number AE 2.106:. Older issues may be obtained through interlibrary loan.

7 Federal Laws & Legislative Documents

7

Federal Laws & Legislative Documents

CASE LAW:

The U.S. Reports (GVP US REF JU 6.8:) contain the official decisions of the U.S. Supreme Court, arranged by date of decision. Subject and case name access is provided by the United States Supreme Court Digest (GVP US REF JU 6.8/X:).

LEGISLATIVE
REPORTS:

Congressional publications include hearings, committee prints, and House and Senate documents and reports. They provide information on the enactment or enforcement of a U.S. law, as well as Congressional action on social issues. Hearings and committee prints begin with the classification number, Y 4, followed by the number of the committee and the book number (EXAMPLE: Y 4.Ec7:So8). Current committee reports and documents, which are published individually, have classification numbers that begin with Y 1 and incorporate both the Congress number and report or document number. For example, Y 1.1/5:98-57 would be Senate report no. 57 of the 98th Congress. Older reports are bound together in the Congressional Serial Set (Y 1.1/2:) Since the reports are not bound in sequence, you must check the Numerical Lists and Schedules of Volumes (GVP US REF GP 2. 7/2:). This will tell you which volume of the Serial Set contains your publication, and will save your looking through numerous volumes. Starting with the 97th Congress, this information will be found in the Monthly Catalog Serial Set Supplement (GVP US REF GP 3.8/6:). The library also has the Congressional Record (classification number "X") back to 1909. This contains the proceedings of both branches of Congress. Congressional publications prior to 1970 are indexed only in the Monthly Catalog of U.S. Government Publications (see section No. 4). Since 1970, the CIS Index (GVP INDEX AREA) has provided subject and title access to these publications as well as the legislative histories of significant public laws.

SEARCHING FOR TECHNICAL PUBLICATIONS

The U.S. Government publishes an enormous amount of technical report literature each year. The library receives only a small percentage of these reports. The ones that we do receive are listed in *The Monthly Catalog of U.S. Government Publications*, (see No. 4) The most complete listing of technical reports will be found in *Government Reports Announcement & Index*, often referred to as the *NTIS Index*. NTIS, which stands for National Technical Information Service, issues the reports and the index. The index is issued every other week, with a cumulative index at the end of the year.

DESCRIPTION: Each issue contains thousands of entries organized into 22 broad subject categories, such as: aeronautics, behavioral and social science, energy conversion, physics, etc. Within each subject group the reports are arranged by narrower subjects called "fields," and then subarranged alphanumerically by NTIS order number.

Each entry includes:
- NTIS order number
- corporate author (agency performing the research)
- title of the report
- personal author
- keywords (may be used to suggest other search terms)
- summary of the report

At the back of each issue (and in annual index) is found:
- personal author index
- corporate author index
- subject/keyword index
- NTIS report number and contract number index

HOW TO USE:

1. Look in the appropriate index section (author, subject, or report number)
2. Read through the entries and select the reports that interest you. Copy down the following information:
   - first few words of the title
   - NTIS number (EXAMPLE: AD-A083 220/4)
   - issue number (EXAMPLE: 80-16, means vol. 80, no. 16)
   - field no. (EXAMPLE: 15E), page no. (EXAMPLE: 3177) or abstract no. (EXAMPLE: 502,054)
3. Look up the abstracts (summaries) to determine which reports you are interested in reading. Copy down the NTIS number.

8 Technical Publications

4. Check to see if the library has a copy of the reports.

- Look up the NTIS number in the 5th floor card catalog drawer labeled "NTIS REPORTS." If it is listed, you will find the report either in the microfiche cabinet filed by the report number, or on the documents shelves by call number. (The catalog card will tell you if the report is in paper copy.)
- If it is not listed in the card catalog, look up the title of the report in the The Monthly Catalog for the year in which the report was published and for the year following. If it is listed in The Monthly Catalog with a black dot (●), copy down the call number and retrieve the document.
- If it is not listed in the above sources, or if it is listed in The Monthly Catalog as non-depository (no black dot), you will have to request the report through INTER-LIBRARY SERVICES by filling out an "Interlibrary Loan Application" and submitting it at the 3rd or 5th floor reference desk.

SEARCHING FOR WISCONSIN PUBLICATIONS

When searching for information about Wisconsin State Government, or for publications issued by the State, it is best to begin your search in the library catalog.

To find a publication on a topic, look in the subject catalog. To find a specific publication look in the author/title catalog. Copy down the call numbers located in the upper left corner of the card of those documents which interest you. (EXAMPLE: GVP WI Nat. 3: T4 105)

SEARCHING FOR WISCONSIN LAWS AND LEGISLATIVE MATERIALS

This Library is a full depository for Wisconsin laws and legislative materials. These materials are located on the front row of the middle section of shelving.

BILLS:

GVP WI REF Z. 4	The Library receives copies of all bills and amendments to bills in paper form. They are filed in bill number order in three ring binders. Bills are kept for the current session only; bills from earlier sessions may be acquired through INTERLIBRARY SERVICES by filling out an "Interlibrary Loan Application" and submitting it at the 3rd or 5th floor reference desk.
GVP WI REF Z. 1:	A summary of action taken on bills will be found in Bulletin of Proceedings of the Wisconsin Legislature. The Bulletin can be used to determine what bills have been introduced on a particular subject.
GVP WI REF Z. 1:	The Senate Journal and Assembly Journal summarize action taken on the floor of the Legislature. Voting records are contained in the Journals.
GVP WI REF Z. 1a:	The Weekly Schedule of Committee Activities announces the time, place and subject matter of committee hearings. The State does not publish transcripts of hearings, so the Weekly Schedule is the only official publication of committee activity on bills.

9 Wisconsin Laws and Legislative Documents

9

Wisconsin Laws and Legislative Documents

SESSION LAWS: GVP WI REF Z. 5:	Each bill that is passed by the Legislature and signed by the Governor is numbered and published in slip law form. The slip laws are filed in chapter number order in three ring binders following the bills. At the end of the session a bound volume of the session laws is published called Laws of Wisconsin, replacing the slip laws.
STATUTES: GVP WI REF Z. 5/2:	Wisconsin Statutes, published at the end of each biennial session, contains all statute law that is currently in effect, arranged by subject matter. Wisconsin Statutes Annotated also contains current statute law arranged by subject; but, in addition, includes notes on court decisions, opinions of the attorney general, and law commentaries.
ADMINISTRATIVE RULES: GVP WI REF A. 5:	The Wisconsin Administrative Code is the official publication of administrative rules (regulations) issued and enforced by the executive branch of Wisconsin govenment. The Code is arranged by subject matter and includes an alphabetic index in the last volume.
CASE LAW: GVP WI REF Cou. 1:	The only source for Wisconsin case law in this Library is Wisconsin Reports, which contains the opinions of the Wisconsin Supreme Court.
LEGISLATIVE REPORTS: GVP WI Leg.	The Wisconsin Legislative Reference Bureau and the Legislative Council publish staff briefs, information memorandums, research bulletins, discussion papers, and other reports on Wisconsin legal issues. These reports are indexed in the library catalog.

ALL LAWS & LEGISLATIVE MATERIALS ARE CONSIDERED REFERENCE AND THUS DO NOT CIRCULATE; with the exception of legislative reports which may be checked out for one week.

BEST COPY AVAILABLE

SEARCHING FOR RAND PUBLICATIONS

"The Rand Corporation is an independent, non-profit organization engaged in scientific research and analysis. It conducts studies in the public interest supported by the U.S. Government, by local and state governments, by its own funds derived from earned fees, and by private foundations. The work involves most of the major disciplines in the physical, social and biological sciences, with emphasis on their application to problems of policy and planning in domestic and foreign affairs.". (Selected Rand Abstracts, Introduction)

This Library has a comprehensive collection of Rand publications from 1968 to present. The publications are not cataloged, but are indexed in Selected Rand Abstracts. Each quarterly issue is cumulative, with the December issue containing the annual index.

DESCRIPTION: Selected Rand Abstracts is divided into three parts:

- subject index
- author index
- abstract section—this section lists publications according to the series and report number

Each abstract entry includes:

- report number
- title
- author
- date of publication
- abstract or summary of report

HOW TO USE:

1. Look in the appropriate index (subject or author)
2. Read through the entries and copy down the report numbers of any which interest you. (EXAMPLE: R-2583-AF)
3. At this point you can go directly to the shelves to retrieve the reports since they are filed by report number. Or, you may wish to look up the numbers in the abstract section and read through the summaries before going to the shelves. You may find that some of the reports are not relevant to your topic and, thus, save yourself the time it would take to retrieve and examine the reports

2781

10 Rand Publications

11

Canadian Publications

The Canadian documents collection, which was begun in 1971, contains publications from all agencies of the Canadian Federal Government.

These documents are arranged on the shelves according to the "Queens Printer Classification," developed by the British Government. Basically, it arranges the publications alphabetically by the issuing agency. For an overview of this classification system, see the section on browsing, No. 3.

Many Canadian publications are listed in the library catalog, but you must also use an index to research the collection. The Government of Canada Publications catalog is a comprehensive guide to the publications of the Canadian Federal Government. It is published quarterly, with an annual cumulative index.

DESCRIPTION: The documents are arranged in the Government of Canada Publications catalog alphabetically by issuing agency, with an index by author, title, and subject at the back of each issue.

Each entry includes:

- title
- author
- issuing agency
- date of publication
- call number - listed as "Cat. No."

HOW TO USE:

1. Look in the index under topic, author, or title of a publication.
2. Read through the entries and select the ones that interest you. Copy down the first few words of the title and the page number.
3. Look up the full citation in the front section of the catalog.
4. Copy down the call number. (EXAMPLE: Cat. No. FS 41-31) and retrieve the document from the shelf.
5. If this Library does not have a copy of the document it may be acquired through INTERLIBRARY SERVICES by filling out an "Interlibrary Loan Application" and submitting it at the 3rd or 5th floor reference desk.

SEARCHING FOR U.N. AND INTERNATIONAL PUBLICATIONS

International documents represent publications of the United Nations, United Nations affiliates, and intergovernmental organizations. The Library maintains collections of international publications for the following:

UNITED NATIONS

- all documents issued between 1946 and 1968 are available on microcard and are indexed in the United Nations Documents Index.
- most sales number publications, journals and reference works from 1968 to 1986 are available in paper copy, cataloged and shelved in INT'L.
- most documents published after 1985 are available on microfiche, indexed in IIS (see below) and filed by IIS number.

UNITED NATIONS AFFILIATES AND INTERGOVERNMENTAL ORGANIZATIONS

- documents received prior to 1986 are listed in the library catalog
- most international documents published after 1985 are available on microfiche, indexed in IIS and filed by IIS number

In addition to the Index to International Statistics (IIS) described below, and the library catalog, there are numerous other indexes and reference works that are useful when doing research with international documents. The document librarian can suggest appropriate sources and strategies

2783

12 International Publications

12

U.N. and International Publications

HOW TO USE THE INDEX TO INTERNATIONAL STATISTICS

The Index to International Statistics (IIS) is a guide to the statistical publications of international intergovernmental organizations. The index provides subject, title, geographic area and issuing agency access to statistical publications, as well as detailed abstracts for those publications included. It indexes periodicals, yearbooks, series and monographs. It includes publications of the United Nations and its affiliates, as well as information from organizations such as OPEC, the Organization for Economic Cooperation and Development, and the European Community. It is also a good source of statistics for the United States. The index is issued monthly, with quarterly and annual cumulations. In addition to the index, the Library also subscribes to a microfiche collection of all available IIS reports. The collection begins with the 1986 edition and is arranged first by year and then abstract number.

DESCRIPTION: The IIS index is issued in two parts: an ABSTRACT volume and an INDEX volume.

The ABSTRACT volume contains:
- the full bibliographic record
- a summary, or abstract, of the publication
- report or series number
- availability

The INDEX volume contains:
- a subject, name, and geographic area index
- a title index
- an issuing source index
- a publication number index
- an index by categories, such as "data by age" or "data by country"

HOW TO USE:
1. Look in the INDEX volume under topic, name, etc.
2. Read through the entries and copy down the abstract number of the entries that seem promising. (EXAMPLE: 3410-D1)
3. Look up the abstract in the corresponding ABSTRACT volume. Be sure to match the issue number and year.
4. Scan the summary to see if the publication would be of use to you.
5. To retrieve the publication, go to the IIS microfiche drawer that corresponds to that year's index. The fiche are then arranged according to abstract number.

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2785

1988

WI89:M01

REPORT ON A SURVEY OF WISCONSIN PUBLIC DOCUMENTS RECIPIENTS

compiled by

Lloyd Velicer

Library-Government Publications Section
State Historical Society of Wisconsin
816 State St.
Madison, Wisconsin 53706
23 February 1989
Phone: (608) 262-4347

2786

REPORT ON A SURVEY OF WISCONSIN PUBLIC DOCUMENTS RECIPIENTS

The Government Publications Section of the State Historical Society Library decided to survey the 636 recipients of Wisconsin Public Documents in January 1989 to see how WPD might be changed to better serve its users and cut down on the amount of staff time devoted to its production. The survey was distributed with the Sept./Oct. 1988 issue of WPD after 1 January 1989. This late distribution date created some angry and some anxious respondents, since the deadline for return of the survey forms was 15 January 1989. It appears that most recipients received the survey by 10 January 1989. As of 23 February 1989, 58 percent of the WPD recipients have responded to the survey.

Following a review of the survey responses, the Government Publications Section made the following decisions concerning WPD:

1. WPD will continue to be issued on a bimonthly basis.

2. No changes will be made in the amount of information displayed in each entry of WPD.

3. A current periodicals, loose-leaf services and monographic series list will continue to be produced.

4. No author/title or subject cumulative indexes will be produced.

Questions concerning Wisconsin Public Documents may be directed to:

Lloyd Velicer
Library-Government Publications
State Historical Society
816 State St.
Madison, WI 53706

Phone: (608) 262-4347

1989 SURVEY OF WISCONSIN PUBLIC DOCUMENTS RECIPIENTS
(Revised February 23, 1989)

DO YOU WISH TO CONTINUE RECEIVING WISCONSIN PUBLIC DOCUMENTS?

No. of surveys distributed:	636
No. of responses:	362 (58%)
"YES" responses:	273 (75%)
"NO" responses:	89 (25%)

"YES" RESPONDENTS BY TYPE OF LIBRARY:

Academic library	89 (33%)
Private individual	17 (06%)
Public library	70 (26%)
School library	25 (09%)
Special library	47 (17%)
Wisconsin state agency	25 (09%)

"NO" RESPONDENTS BY TYPE OF LIBRARY:

Academic library	8 (09%)
Private individual	9 (10%)
Public library	37 (42%)
School library	15 (17%)
Special library	9 (10%)
Wisconsin state agency	11 (12%)

Please note: Individuals working for Wisconsin state government and special libraries in Wisconsin state government were counted as a "Wisconsin state agency." All University of Wisconsin libraries were counted under "Academic library."

1. Do you have access to OCLC?

YES	125 (48%)
NO	133 (52%)

2. Do you have access to WISCAT?

YES	124 (48%)
NO	134 (52%)

3. Do you have access to NLS?

YES	34 (14%)
NO	209 (86%)

3.5 Respondents having no access to OCLC, WISCAT or NLS: 71 (29%)

Distribution of respondents having no access

Academic library	9 (13%)
Private individual	13 (18%)
Public library	7 (10%)
School library	10 (14%)
Special library	18 (25%)
Wisconsin state agency	14 (20%)

4. Do you use WPD to find out what the state is publishing?

YES	257 (89%)
NO	27 (11%)

5. Do you use WPD as an acquisitions tool?

YES	185 (73%)
NO	67 (27%)

6. Do you use the Wisconsin documents classification system to arrange your collection?

YES	29 (11%)
NO	224 (89%)

7. Do you use WPD for cataloging purposes?

YES	49 (20%)
NO	192 (80%)

7a. Do you copy the cataloging from the pages of WPD?

YES	35 (19%)
NO	153 (81%)

7b. Do you use the OCLC number in WPD to copy catalog from OCLC?

YES	36 (20%)
NO	141 (80%)

8. If we decided to eliminate any of the below-mentioned elements in WPD, what would your reaction be?

8a. Indication of depository status.

POSITIVE	8 (04%)
NO REACTION	138 (62%)
NEGATIVE	65 (29%)
VERY NEGATIVE	10 (05%)

8b. Specific source from which material may be obtained.

POSITIVE	13 (06%)
NO REACTION	26 (12%)
NEGATIVE	85 (38%)
VERY NEGATIVE	100 (45%)

8c. Wisconsin documents classification system number.

POSITIVE	13 (06%)
NO REACTION	164 (74%)
NEGATIVE	28 (13%)
VERY NEGATIVE	16 (07%)

8d. Subject added entry headings

POSITIVE	12 (05%)
NO REACTION	104 (47%)
NEGATIVE	83 (37%)
VERY NEGATIVE	23 (10%)

8e. Other added entry headings.

POSITIVE	7 (03%)
NO REACTION	144 (67%)
NEGATIVE	54 (25%)
VERY NEGATIVE	11 (05%)

8f.	Annual/biennial subject indexes.	
	POSITIVE	16 (07%)
	NO REACTION	65 (29%)
	NEGATIVE	102 (46%)
	VERY NEGATIVE	38 (17%)

8g.	Annual/biennial author-title indexes.	
	POSITIVE	14 (06%)
	NO REACTION	81 (37%)
	NEGATIVE	90 (41%)
	VERY NEGATIVE	36 (16%)

8h.	Annual/biennial current periodicals, loose-leaf services and monographic series list.	
	POSITIVE	14 (07%)
	NO REACTION	101 (47%)
	NEGATIVE	76 (35%)
	VERY NEGATIVE	24 (11%)

8I.	OCLC number.	
	POSITIVE	13 (06%)
	NO REACTION	138 (62%)
	NEGATIVE	47 (21%)
	VERY NEGATIVE	24 (11%)

9.	Should WPD be issued--	
	MONTHLY	56 (23%)
	BIMONTHLY	87 (36%)
	QUARTERLY	96 (40%)

10.	Would you prefer to receive WPD on microfiche?	
	YES	22 (09%)
	NO	215 (91%)

11.	Do you want WPD to retain its present format?	
	YES	195 (95%)
	NO	11 (05%)

1989 SURVEY OF WISCONSIN PUBLIC DOCUMENTS RECIPIENTS

WISCONSIN DEPOSITORY LIBRARIES TABULATION

DO YOU WISH TO CONTINUE RECEIVING WISCONSIN PUBLIC DOCUMENTS?

"YES" responses:	32 (73% of the 44 Depositories)
"NO" responses:	00 (00%)

"YES" RESPONDENTS BY TYPE OF LIBRARY:

Academic library	12 (41%)
Public library	18 (56%)
Wisconsin state agency	1 (03%)

1. Do you have access to OCLC?

YES	29 (91%)
NO	3 (09%)

2. Do you have access to WISCAT?

YES	30 (94%)
NO	2 (06%)

3. Do you have access to NLS?

YES	8 (28%)
NO	21 (72%)

3.5 Respondents having no access to OCLC, WISCAT or NLS: None

4. Do you use WPD to find out what the state is publishing?

YES	28 (88%)
NO	4 (13%)

5. Do you use WPD as an acquisitions tool?

YES	22 (69%)
NO	10 (31%)

6. Do you use the Wisconsin documents classification system to arrange your collection?

YES	13 (41%)
NO	19 (59%)

7. Do you use WPD for cataloging purposes?

YES	15 (48%)
NO	16 (52%)

7a. Do you copy the cataloging from the pages of WPD?

YES	7 (28%)
NO	18 (72%)

7b. Do you use the OCLC number in WPD to copy catalog from OCLC?

YES	16 (62%)
NO	10 (38%)

8. If we decided to eliminate any of the below-mentioned elements in WPD, what would your reaction be?

8a. Indication of depository status.

POSITIVE	2 (06%)
NO REACTION	9 (29%)
NEGATIVE	17 (55%)
VERY NEGATIVE	3 (10%)

8b. Specific source from which material may be obtained.

POSITIVE	4 (13%)
NO REACTION	3 (10%)
NEGATIVE	9 (29%)
VERY NEGATIVE	15 (48%)

8c. Wisconsin documents classification system number.

POSITIVE	2 (06%)
NO REACTION	15 (48%)
NEGATIVE	4 (13%)
VERY NEGATIVE	10 (32%)

8d. Subject added entry headings

POSITIVE	2 (06%)
NO REACTION	17 (55%)
NEGATIVE	10 (32%)
VERY NEGATIVE	2 (06%)

8e. Other added entry headings.

POSITIVE	2 (08%)
NO REACTION	17 (68%)
NEGATIVE	4 (16%)
VERY NEGATIVE	2 (08%)

8f. Annual/biennial subject indexes.

POSITIVE	1 (03%)
NO REACTION	6 (19%)
NEGATIVE	17 (55%)
VERY NEGATIVE	7 (23%)

8g. Annual/biennial author-title indexes.

POSITIVE	1 (03%)
NO REACTION	5 (16%)
NEGATIVE	14 (45%)
VERY NEGATIVE	11 (35%)

8h. Annual/biennial current periodicals, loose-leaf services and monographic series list.

POSITIVE	1 (03%)
NO REACTION	9 (29%)
NEGATIVE	17 (55%)
VERY NEGATIVE	4 (14%)

8I. OCLC number.

POSITIVE	0 (00%)
NO REACTION	9 (29%)
NEGATIVE	16 (52%)
VERY NEGATIVE	6 (19%)

9. Should WPD be issued--

MONTHLY	13 (42%)
BIMONTHLY	12 (39%)
QUARTERLY	6 (19%)

10. Would you prefer to receive WPD on microfiche?

YES	1 (03%)
NO	29 (97%)

11. Do you want WPD to retain its present format?

YES	25 (93%)
NO	2 (07%)

SELECTED COMMENTS FROM SURVEY RESPONDENTS

"We find WPD extremely valuable for acquisition work, reference work and preliminary cataloging. We are most distressed by the thought that it might disappear in its present form!"

"We use OCLC 1st for cataloging. However, WPD is useful for classification numbers on some series that do not appear on OCLC. For example, with the State Park Visitor series, WPD gives the cutter number for each individual park. OCLC gives the classification number and then 'A-Z' for the cutter number for the series as a whole."

"I find WPD invaluable as an acquisition tool and classification schedule, particularly for documents put in by member libraries who do not input an 086 tag. I would find an annual title list very helpful but can live with a biennial list if necessary. I particularly like: 'LATEST ISSUE RECEIVED.' Helpful as a reference tool when publication is not a depository item to know what the current issue is. WPD is a job well done! And very much appreciated and used! Please do not discontinue entirely."

"Ideally, we would like WPD to retain its present format. There are elements that could be eliminated without diminishing the usefulness of the publication. All that our catalogers would need is a list of the document titles and the OCLC numbers. They can use OCLC to go from there. Without the OCLC number, our cataloging time would increase threefold. As state documents librarian, I find the following information most useful: 1) title 2) issuing agency 3) latest issue received/produced. I could survive with that much plus

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the OCLC number for the benefit of our catalogers. By retaining at least those four elements—title of publication, issuing agency, latest issue produced, OCLC number—WPD could continue to be very useful for acquisitions, cataloging and reference."

"Try to be more current with WPD List."

"Annual lists are quite helpful."

"We love your cataloging! Keep up the good work!!"

"Continue to publish this document as is unless plans are made to send serials lists to R.R. Bowker for inclusion in Ulrich's. A series start and cessation section would be useful on an annual basis."

"[We use WPD] particulary to acquire things which for some reason don't come to us thru the depository system. The OCLC control number is sometimes a short cut to finding the correct record and can help verify subsequent changes of title, 'deaths,' etc. All we really need is basic descriptive cataloging elements and an OCLC control number. This may markedly lessen the usefulness of WPD for others, however."

"Understand problems you have but in the past used WPD a great deal for finding docs. class no. and ordering. Really unhappy about it being so far behind. Good luck!"

"We need WPD in the [present] format so we can use as both a selection tool and a retrospective index. For those items not cataloged, it is important to have a source to locate them by year and agency."

"I can live without detailed cataloging and annual indexes, but I do rely on the documents classification system number. We really do like the docs. arranged this way. The few items that we catalog could be looked up on OCLC with no trouble. I do rely on the subject headings, though, for our Wisconsin documents card file. Otherwise, the purpose for having them becomes warehousing rather than use. There is no other way to access them other than by guessing. I'd hate to see WPD disappear...."

"[WPD] is invaluable to us in keeping track of Wisconsin documents. We use the OCLC number for cataloging access and freqently order items not included in document shipments. I miss it if it's late. The stacks of documents begin to topple off the shelf onto the floor of my office. Please don't do away with it completely."

"I presently rely very heavily on WPD although that could change since we very recently have gained access to NLS."

"Too much space and time is taken up with publications of extremely local significance: e.g., environmental impact statements, agricultural impact statements, city comprehensive plans, financial audits, transportation surveys, etc. Effort should be concentrated on getting publications of statewide significance classified with assigned call numbers as promptly as possible."

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"We use this for selection purposes only. Send the list for as little cost as you can. Spend your money on other things."

"WPD is most useful to us as an acquisitions tool. While it's true that we don't use it as frequently for reference with the advent of NLS, we do find it useful at times to consult an indexed catalog of only Wisconsin documents. We appreciate the amount of work that goes into producing WPD and certainly can understand your desire to become 'leaner.'"

"Students in this library use [WPD] as a browsing source to see what the State Historical Society is adding to the collection. They often need those materials for use in papers and course work."

"I probably use WPD most as an accession tool; it lets me know what is being published in areas with which we are concerned. I also use it as a shortcut in cataloging; hence my interest in subject and other added entries. I also view the cumulation of WPD as a growing bibliography, even though accessing it may be time-consuming. Since we have no OCLC or WISCAT or NLS, we appreciate every little bit of help we can get. Even though we are not OCLC subscribers, having the OCLC number helps when we resort to ILL. The source of material is important to us for ordering purposes. Although I don't use your classification system, I think it should be preserved as a genus of endangered and disappearing creature: the non-LC, non-Dewey, made-in-Wisconsin method of classification. Given the mounds of materials the WSHS has, I would bet you will never go to another system, nor should you. In sum: We appreciate your time, efforts and the expenditures which bring us, and hopefully will continue to give us, Wisconsin Public Documents."

"Thanks for producing such a good list."

"WPD is extremely helpful to me in tracking down publications that people request but that are not ours. It helps us to serve the public better. It also helps me direct people to reference sources."

"Our department does not have a librarian. WPD is routed to staff so they can keep up with what's being published."

"We scan WPD for women-related documents to include [in] our own bibliography in women's studies. Subject headings help us determine what category in the bibliography is appropriate, and what subject headings of our own to assign. Our primary need is for a current listing of new titles. Since we're on a quarterly production schedule, we would like WPD to be issued at least quarterly...."

"[Would like] ... bolder print or something to quickly find titles."

"This is useful for working with a small state documents collection when access to the publications is via mailing lists rather than depository status. The very detailed cataloging is not always needed, nor is the OCLC number, but the OCLC number is basic to our use of WPD. WPD is the only bibliography we have to let us know what documents have been published by agencies whose publications we try to collect, if the agency does not issue a list of publications."

"I work in the Public Information Office for our Division. Sometimes requests for publications are not ones that we have compiled. I use the WPD as a cross-check to see if I can direct the individual to the right department."

"I am a specialist in public health administration. In other states in which I've worked, a state public health dept. exists, and takes on the responsibility to keep actors in the public health arena apprised of significant reports and publications dealing with every aspect of the field (which includes environmental health, food production/sanitation, building codes that impact health, etc.). NOT IN WISCONSIN! Were it not for your publication I would have no other means by which to know what DHSS, DNR, DATCP, DILHR, UW, UWEX, Legislature, etc. were up to regarding health. I thank you most sincerely for WPD and hope you continue it in some format."

"Find it very useful to have Wisconsin public documents in one place. Easier to scan and use than search in NLS. Always used. Often hold documents until cataloging appears in WPD. Great help as an awareness tool .... Few agencies will maintain automatic distribution lists, even for libraries."

"If it works, don't fix it. WPD works!"

"Can be put in a binder easily."

"I hope that you will not discontinue issuing these lists. We are a small school library and our only access to what state documents are available are through these lists. We can live without the cataloging information and the annual indexes. We have obtained resources from these state publications that are far superior to any that we could purchase elsewhere. Some of the publications from the State Reference Library are a few of the publications that we really 'prize.'"

"So many items are important, but as a whole they remain untouched on our shelves. Statistics for Wisconsin seem to be the most highly used. AIDS materials have also been used. We have little use of other public health issues and receive too many environmental titles, although some are used. Could a clearinghouse be formed, with a good subject catalog for ordering items interlibrary loan?"

"I am at this school library as a first year librarian here, so I find these records aren't in place like they could be. As a smaller library we need all the information like this we can get."

"I would like instructions for use of these materials."

"If I personally had to choose, I would prefer more current announcement of materials over complete (or extensive) cataloging information. Thank you for putting out the publications."

ATTENTION ALL WISCONSIN PUBLIC DOCUMENTS SUBSCRIBERS

Your current mailing address is:

DO YOU WISH TO CONTINUE RECEIVING WISCONSIN PUBLIC DOCUMENTS? YES / NO
(circle one) (If your answer is yes, please make any necessary corrections to the address listed above.)

Wisconsin Public Documents has traditionally been looked upon as a way in which to find out about new state government publications, as an acquisition and reference tool, and, more recently as a source for cataloging and classification information. With the advent of OCLC, WISCAT and the University of Wisconsin NLS online catalogs, we sense that its reference function has diminished significantly, and that the detailed cataloging information may be little used. We wonder if the annual or biennial indexes are used in light of the fact that that information appears much faster in NLS and WISCAT. And we are seriously concerned about our inability to keep up with the cataloging of currently received state government publications and at the same time continue to produce WPD in its present form.

With this in mind we are asking you to fill out the following questionnaire and return it to us by January 15, 1989. While most of the questions are directed to libraries, we are also interested in hearing from non-library users, particularly your responses to questions 1 through 5 and 9 and 10.

Please send the completed form to:

WPD
Government Publications Section
State Historical Society Library
816 State Street
Madison, WI 53706

WISCONSIN PUBLIC DOCUMENTS USER SURVEY
December 1988
(Circle the appropriate answers)

1. Do you have access to OCLC? YES / NO

2. Do you have access to WISCAT? YES / NO

3. Do you have access to NLS? YES / NO

4. Do you use WPD to find out what the state is publishing? YES / NO

5. Do you use WPD as an acquisitions tool? YES / NO

6. Do you use the Wisconsin documents classification system to arrange your collection? YES / NO

(OVER)

7. Do you use WPD for cataloging purposes? YES / NO

   7a. Do you copy the cataloging from the pages of WPD? YES / NO
   7b. Do you use the OCLC number in WPD to copy catalog from OCLC? YES / NO

8. If we decided to eliminate any of the below-mentioned elements in WPD, what would your reaction be?

   8a. Indication of depository status.
   POSITIVE / NO REACTION / NEGATIVE / VERY NEGATIVE
   8b. Specific source from which material may be obtained. POSITIVE / NO REACTION / NEGATIVE / VERY NEGATIVE
   8c. Wisconsin documents classification system number. POSITIVE / NO REACTION / NEGATIVE / VERY NEGATIVE
   8d. Subject added entry headings
   POSITIVE / NO REACTION / NEGATIVE / VERY NEGATIVE
   8e. Other added entry headings.
   POSITIVE / NO REACTION / NEGATIVE / VERY NEGATIVE
   8f. Annual/biennial subject indexes.
   POSITIVE / NO REACTION / NEGATIVE / VERY NEGATIVE
   8g. Annual/biennial author-title indexes.
   POSITIVE / NO REACTION / NEGATIVE / VERY NEGATIVE
   8h. Annual/biennial current periodicals, loose-leaf services and monographic series list.
   POSITIVE / NO REACTION / NEGATIVE / VERY NEGATIVE
   8I. OCLC number
   POSITIVE / NO REACTION / NEGATIVE / VERY NEGATIVE

9. Should WPD be issued monthly / bimonthly / quarterly?

10. Would you prefer to receive WPD on microfiche? YES / NO

11. Do you want WPD to retain its present format? YES / NO

12. Comments you may wish to make:

WY

WY85:B01

RECORDER OF DOCUMENTS
DEC 3 1985
LOUISIANA STATE LIBRARY

WYOMING STATE LIBRARY
CHEYENNE, WYOMING 82002

November 27, 1985

MEMORANDUM TO: Grace G. Moore

FROM: Beth Agar

2800

Dear Ms. Moore,

Our documents program is fairly new. We are in the process of cataloging and classifying the collection so there hasn't been much time for anything else. We had devised a classification system based on Sudocs and I have enclosed three copies of that.

Sincerely,

Beth Agar

Beth Agar
State Documents Librarian

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WY93:B01

THE STATE OF WYOMING

MIKE SULLIVAN
GOVERNOR

PHIL KINER
DIRECTOR

Department of Administration and Information
State Library

February 12, 1993

Lauri Kram
Public Affairs Service
The University Library
University of California
Los Angeles, California 90024

Dear Ms. Kram:

I have enclosed a copy of the statute that, at present, serves as our state document collection policy.

Due to a variety of reasons including state government reorganization, intermittent catalogers, major downsizing projects, and severe budget cuts, we have ben remiss in our work with state documents. One of our future goals is to work with the county libraries and local documents.

At this point I am unable to be of much help. We do have long range plans (the next 1-3 years) to get a better handle on state documents and hopefully, the flow of state government information.

I would be happy to answer any questions you might have. Please feel free to contact me at (307) 777-5919.

Sincerely,

Beth Rulli

Beth Rulli, Program Manager
State Government Information Services

mek

2801

SUPREME COURT & STATE LIBRARY BUILDING - 2301 CAPITOL AVENUE - CHEYENNE, WY 82002-0060
TELEPHONE: 307-777-7281 FAX: 307-777-6289

WY94:D01

THE STATE OF WYOMING

MIKE SULLIVAN
GOVERNOR

PHIL KINER
DIRECTOR

Department of Administration and Information
State Library

MEMORANDUM

A&I-L004

TO: State Agencies

FROM: Beth Rulli, Program Manager

DATE: August 3, 1993

RE: AGENCY PUBLICATIONS

What: A reminder that we need your publications.

Why: State publications are heavily used by both state employees and the general public:

- research, both historic and current
- statistics
- general information

Agencies lose or dispose of their file copies over the years. This is especially a problem when reorganization occurs or as offices are moved.

Who: The depository system at the State Library was established by law to ensure long term accessibility to state publications. [(WS 9-2-1026.6(c)]. Having them in one central location makes it easier for people to get state information when they need it.

The State Library does several things with state publications:

- provides the central location
- catalogs and organizes them for easy retrieval (author, title, subject, etc.)
- provides reference service
- provides copies to UW's Library for their collections and use.

How: Send 7 copies of your publications to:

Technical Services
State Library Division
Supreme Court Building

Please use interoffice mail if possible.

(over)

SUPREME COURT & STATE LIBRARY BUILDING - 2301 CAPITOL AVENUE - CHEYENNE, WY 82002-0060
TELEPHONE: 307-777-7281 FAX: 307-777-6289

2802

When: Whenever you release a new or revised publication: This is a year-round, ongoing process.

Benefits to your agency:

This depository system can actually help your agency save:

$$ - Because our copies can be borrowed by both individuals and libraries all over the state, you may be able to print fewer copies for the public.

More $$ - You save postage money because we sent copies to the University of Wyoming Library for you.

Space - You won't need to have extra copies "in case someone might want one" taking up valuable office or storage space.

Staff Time - Your staff won't have to spend time finding these publications because they can simply refer people to the State Library.

More Staff Time - If your staff needs to see some other agency's publications you can just call us - there is no need to call everyone in another department to find what you need.

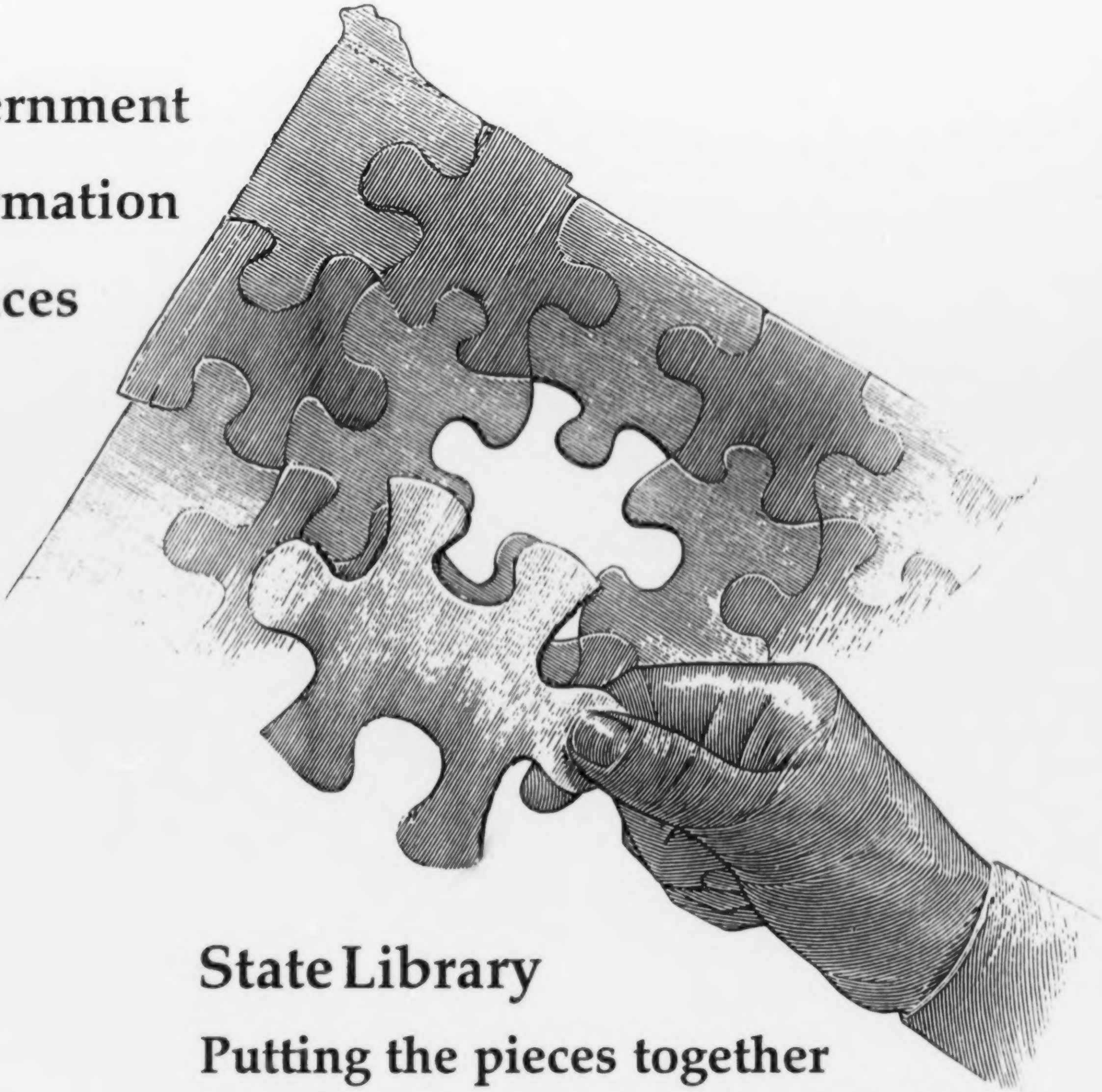
Caveat 1: This depository system works only if you send us copies of your publications!!

Caveat 2: Further nagging will occur if necessary!

Huh? Please call me at 777-5319 if you have any questions, comments, or concerns.

WY94:J01

State
Government
Information
Services



State Library

Putting the pieces together to solve your information needs

State Library Division, Department of Administration and Information

2804

WY 94 : J01
(1)

Government Publications

The State Library serves as a selective depository of government publications. Multitudes of state and federal documents are available at the State Library covering every area of interest from the Presidential budget to the cost of living in Jackson.

Government information and statistics are being released in electronic format. The State Library has a large collection of CD's that can be used in the library.

Federal government periodicals such as **Monthly Labor Review** and **Commerce Business Daily** are available.

Federal documents not owned can be requested through ILL.

Contact our Government Publications office at 777-7982.

2805

WY94:J01
(2)

Centralized Acquisitions

The Centralized Acquisitions section is available to you when ordering educational or reference materials.

The State Library can often obtain materials at a substantial discount (up to 42 percent) and relieve you of having to work with vendors and publishers.

Call the Acquisitions section for further details at 777-5918.

2806

WY94: JO1
(3)

State Publications

State Agencies send us seven copies of all their publications for the state publications depository system. The State Library keeps three copies, sends two copies to the University of Wyoming Libraries, one copy to the Council of State Government, and one copy to the Library of Congress.

State publications are heavily used by both state employees and the general public for:

- research, both historic and current
- statistics
- general information

Agencies lose or dispose of their file copies over the years. This is especially a problem when reorganization occurs or as offices are moved.

The depository system at the State Library was established by law to ensure long term accessibility to state publications [(WS 9-2-1026.6(c)]. Having them in one central location makes it easier for people to get state information when they need it.

The State Library does several things with state publications:

- provides the central location
- catalogs and organizes them for easy retrieval (author, title, subject.)
- provides reference service
- provides copies to UW's Libraries for their collections and use

JY 94: JC1
(4)

General Information

The State Library is a Division of the Department of Administration and Information. We are located in the Supreme Court/State Library Building, 2301 Capitol Avenue, lower level.

Hours: Mon-Fri 8-5

To obtain a library card: fill out a brief form and show proof of current address.

Loan period: 28 days. Materials can usually be renewed.

Important phone numbers:

Public Services	777-6333
Reference Online Information Services Interlibrary Loan State Publications	
Circulation Desk	777-5912
AV equipment Checking out and renewing materials	
Government Publications	777-7982
Federal publications State publications	
Technical Services	777-6331
Cataloging Assistance	
Centralized Acquisitions	777-5918
Book and magazine orders	
Administration Office	777-7281
FAX	777-6289

Additional Services

- **photocopies 10 cents each; you may use your agency's autotron key.**
- **Microfiche and microfilm reader/printers are available to state agencies at no charge up to $10; 10 cents thereafter.**
- **Extensive clip art collection is available for use through our Publications Office.**
- **You may use our fax machine**

The State Library is a service agency. Let us know how we can help you. We welcome your comments, suggestions and criticisms because we need to know how we're doing.

Elizabeth (Beth) Rulli
SGIS Program Manager
777-5919

Joe French
Business Office Manager
777-5916

WY94: J01
(5)

Tours

We offer customized tours of the State Library's services and resources. Please call Reference (777-6333) for further information or to arrange a tour.

Reference librarians are also available to come to your meetings to explain our services including online information services. Please call 777-6333 for information or to make the necessary arrangements.

WY 94: J01
(6)

Reference/Interlibrary Loan

Reference

The State Library has knowledgeable personnel to assist you in locating and using the books, periodicals and specialized reference materials available. The collection covers almost every professional area needed by state agencies.

Interlibrary Loan

Should you need a specific book, document or periodical article that is not available in the State Library collection, we can send a request statewide or through the nationwide interlibrary loan network. Ask us for details concerning this service.

Other Information Resources

- Most current Wyoming newspapers
- All current Wyoming telephone directories
- Telephone directories for many U.S. cities
- Referral to other information agencies

Call Reference/ILL at 777-6333

2810

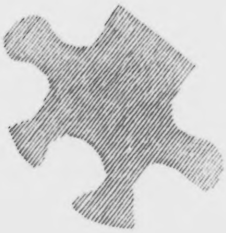
WY94: J01
(7)

Online Information Services

The State Library's reference librarians can search over 450 online databases to see if there are any current articles or reports on your topic. Online searching is a quick method of gaining access to specific information.

Some of the topics we have found using online services are:

- preventing developmental disabilities
- toxicity of halon fire extinguishing systems
- Total Quality Management (TQM)
- customer service and public service



Call or stop by the Reference and Interlibrary Loan section (777-6333), lower level of the Supreme Court Building) and ask to speak with one of the reference librarians. They will go through a "pre-search interview" with you to determine what kind of results you want. They will then determine which databases are most likely to have the information you need, what the best strategy might be, and perform the online search. Afterwards, they will go over the results with you to ensure that the received citations are tailored to your specific information needs. Items of interest not in the State Library collection can then be requested through Interlibrary Loan.

WY 94: J01
(8)

Congressional Quarterly's

Washington Alert

The State Library can track the **Federal Register** for notices, grants and rules and regulations of importance to you and your agency. We usually have access to today's **Federal Register** by 10 am.

Washington Alert also provides daily updates on federal legislation. Immediate access to information on new bills introduced, amendments added, committee schedules, floor and recorded committee votes and final bills sent to the President are now possible.

Access to Washington Alert is provided by the State Library's State Government Information Services program. Contact Reference at 777-6333.

WY 94: JL1
(9)

Herschler Building Information Center

A satellite branch of the Wyoming State Library, the Herschler Building Information Center (HBIC) combines the resources of several agencies.

The agencies involved include: State Engineer's Office; State Planning Coordinator; Department of Commerce's Division of Economic and Community Development; Department of Environmental Quality's Industrial Siting Division; Wyoming Water Development Office; and the State Library.

The library is located in Room 4319, fourth floor, east wing of the Herschler Building. Phone: 777-7641 or call the State Library at 777-6333.

WY94: JC1
(10)

STATE OF WYOMING
Department of Administration & Information
State Library

JOE FRENCH
Management Services Officer

Supreme Court &
State Library Bldg.
Cheyenne, WY 82002

Phone (307) 777-5916
FAX (307) 777-6289

♻

STATE OF WYOMING
Department of Administration & Information
State Library

ELIZABETH (BETH) RULLI
Program Manager
State Government Information Services

Supreme Court &
State Library Bldg.
Cheyenne, WY 82002

Phone (307) 777-5919
FAX (307) 777-6289

♻

WY85:M01

DEC. 3 1985

WYOMING DOCUMENTS CLASSIFICATION SYSTEM

GOVERNMENT PUBLICATIONS DEPOSITORY

WYOMING STATE LIBRARY

2815

WYOMING DOCUMENTS CLASSIFICATION SYSTEM

The Wyoming State Publications classification system is based generally on SuDocs principles, with the collection arranged by issuing agency.

To separate the State collection from the federal publications, each State publication has the prefix "Wy" before the classification number itself.

Each agency has been assigned a two-letter alphabetical designation, usually based on the name of the agency. A complete list of these designations is attached.

Each subordinate unit within the agency is further assigned a number, with the number "1" designating the parent agency. Thus we have an alphanumeric designation for each unit and sub-unit in state government who have published materials which we have received.

The second breakdown in the scheme is for the various series of publications. A number is assigned to each series, and this number is followed by a colon. The following numbers have been assigned for the types of publications:

.1 Annual/biennial reports
.2 Monographs
.4 Serials
.5 Maps
.6 Laws
.7 Addresses
.8 Directories
.9 Periodicals

For agencies that issue a number of serials, but in different series, tie-in is provided by using a shilling mark (/) after the .4 and adding a number (1, 2, 3, etc.) before the colon for each separate series.

Tie-in for separate publications, such as a reprinted section of laws printed individually, use a letter designation (a, b, c, etc.) after the shilling mark (.6/a: for example) and before the colon to differentiate them from the general category. This is used sparingly, with the exception of the .6 category, since one-of-a-kind publications generally are handled as monographs.

An individual accession number follows the colon. Unlike SuDocs, the Wyoming system does not use Cutter numbers, but simply uses an assigned accession number. The materials have been arranged chronologically initially, and new materials will be assigned the next number as they are received. New editions are assigned the same accession number as the original, but with a year designation indicating the new edition.

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For publications issued annually, such as agency reports, laws, statistical reports, directories, etc., the year covered is used instead of an accession number.

For numbered series, such as bulletins, the number assigned by the agency, is used instead of assigning an arbitrary accession number.

Periodicals are assigned a year/month designation, thus alleviating the problem of volume/number designations which are occasionally duplicated or omitted.

Each publication thus has a unique alpha-numeric classification which is entered on Field 099 when OCLC cataloging is done.

ALPHABETICAL DESIGNATION OF WYOMING STATE AGENCIES

AC	Accountants, Certified Public, Board of
ACL	Accelerator Committee
AD	Administration and Fiscal Control, Department of
AE	Aeronautics Commission
AG	Agriculture Department
AM	Archives, Museums and Historical Department
AR	Arts, Council on the
AT	Attorney General
AU	Auditor, State
BC	Bicentennial Commission
CA	Capitol Building Commission
CB	Charities and Reform, Board of
CC	Chemist, State
CD	Child and Animal Protection, Board of
CH	Civil Defense
CI	Commerce and Industry, Department of
CK	Community College Commission
CL	Conservation and Land Use Study Commission
CO	Constitutional Convention
CR	Criminal Administration, Governor's Planning Committee on
DA	Dairy, Food and Oil Department
DE	Dental Examiners, Board of
DI	Disaster and Civil Defense
EC	Economic Planning and Development, Department of
ED	Education, Department of
EG	Educational Problems, Citizens Committee on
EM	Employment Security Commission
EN	Energy Conservation Office
EO	Engineer, State
EQ	Environmental Quality, Department of
ES	Equalization, Board of
EX	Examiner, State
FM	Fire Prevention and Electrical Safety
GA	Game and Fish Department
GE	Geological Survey
GO	Governor's Office
HA	Health, Board of
HE	Health and Social Services, Department of
HH	Highway Department
HL	Historical Landmark Commission
HO	Horticulture, Board of
IB	Immigration, Board of
ID	Industrial Siting Administration
IG	Intergovernmental Relations, Commission on
IN	Insurance, Department of
IR	Industrial Research Council

LB	Labor and Statistics, Department of
LC	Land Use Commission
LE	Legislature
LG	Legislative Service Office
LI	Library, State
LQ	Liquor Commission
LS	Livestock and Sanitary Board
LV	Livestock Commission
MD	Military Department
MI	Mines, Inspector of
MP	Manpower Planning and Coordination, Office of
MT	Motor Pool Council
NB	Natural Resource Board
NS	Nursing, Board of
OC	Occupational Health and Safety
OI	Occupational Information Coordinating Committee
OL	Oil and Gas Commission
PC	Personnel Commission
PE	Pharmacy, Board of
PG	Planning and Coordination, State
PH	Public Health, Department of
PL	Public Lands and Farm Loans, Commission of
PP	Probation and Parole, Department of
PS	Public Service Commission
PW	Public Welfare, Department of
RA	Real Estate Commission
RE	Recreation Commission
RT	Retirement System
RV	Revenue and Taxation, Department of
SA	Secretary of State
SE	Seventy-fifth Anniversary Commission
SH	Sheep Commission
SU	Supreme Court
TC	Tax Commission
TR	Travel Commission
TZ	Treasurer, State
UC	Unemployment Compensation Commission
UW	University of Wyoming
VT	Veterinarian, State
WA	Water Development Commission
WC	Workers'Compensation Department
WM	Wyoming Commission for Women
YC	Youth Council

WY94:M01

THE STATE OF WYOMING

MIKE SULLIVAN
GOVERNOR

PHIL KINER
DIRECTOR

Department of Administration and Information
State Library

MEMORANDUM

A&I-L006

TO: State Agencies

FROM: Beth Rulli
State Government Information Services

DATE: September 30, 1993

RE: Attached Survey

The Information Age, with all its electronic possibilities, is here. The State Library Division is part of this new era. Providing information services to your agency and the rest of state government is our number one reason for being here.

But we need your help. The services we offer your agency today may no longer be of use. We need to know which present services are still important to you, which ones can be scaled back or eliminated, and which new possibilities should be developed.

Attached to this memo is a short survey. I realize time is a rare commodity and that your mail basket receives an oversupply of questionnaires. However, we need to know what YOU need and expect, so that we can tailor our services to meet your needs and expectations. There will be benefits for your agency from this survey: better services, new kinds of services, possible cost savings for your agency.

We are sending this survey to Cheyenne based department and agency heads, division heads within the departments, our agency contact people, and individual State Library users. We will be conducting follow-ups as needed, either by phone or appointment.

PLEASE RETURN THE COMPLETED SURVEY TO BETH RULLI, STATE LIBRARY DIVISION, SUPREME COURT BUILDING BY OCTOBER 29, 1993.

I have enclosed an information packet for you to keep. The packet explains our present services so as to make it easier for you to respond to our survey. Please call me at 5919 if you have any questions, concerns or comments about this survey or any of our services.

Thank you very much for giving us the information we need in order to serve you better in this Information Age.

SUPREME COURT & STATE LIBRARY BUILDING - 2301 CAPITOL AVENUE - CHEYENNE, WY 82002-0060
TELEPHONE: 307-777-7281 FAX: 307-777-6289

Department of Administration & Information
Library Division

Library Services Survey

Your name: ____________________________

Agency and Division: ____________________________

Your phone number: ____________________________

A. PRESENT SERVICES: Please indicate which of the following are of use to you.

1. Telephone directories: Wyoming, regional, national
   ___often ___occasionally ___rarely ___never

Reference services:

2. Telephone reference
   ___often ___occasionally ___ rarely ___never

3. Walk-in service and use of our reference books, documents, or magazine collections
   ___often ___occasionally ___rarely ___never

4. In-depth reference/research
   ___often ___occasionally ___rarely ___never

5. Current Wyoming newspapers
   ___often ___occasionally ___rarely ___never

6. Fax service
   ___often ___occasionally ___rarely ___never

7. Online searching
   ___often ___occasionally ___rarely ___never

8. CQ Washington Alert service:

a. Federal Register update service
   ___often ___occasionally ___rarely ___never

b. Congressional legislation: tracking bills, hearings,etc.
   ___often ___occasionally ___rarely ___never

c. Making these materials available in either print or electronic format
   ___often ___occasionally ___rarely ___never

9. Clipart (black/white line art) for your publications
___often ___occasionally ___rarely ___never

10. Interlibrary loans (borrowing materials from other libraries)
___often ___occasionally ___rarely ___never

11. Government publications:
a. Federal: ___often ___occasionally ___rarely ___never
b. State: ___often ___occasionally ___rarely ___never

12. Microfiche/microfilm reader-printers
___often ___occasionally ___rarely ___never

13. Ordering books for your agency through our Centralized Acquisition Office
___often ___occasionally ___rarely ___never

14. Attending one of our workshop/presentations, such as the ones on the 1990 Census, National Trade Data Bank, CQ Washington Alert service
___often ___occasionally ___rarely ___never

15. Consulting: having State Library staff give you or your agency advice on organizing a library, helping you catalog your library, etc.
___often ___occasionally ___rarely ___never

B. NEW AND POSSIBLE SERVICES

1. Please indicate which ones might be of interest to you, in priority order with 1 being most important.

___ More workshops/presentations by State Library staff or other information professionals on topics of interest to your agency

___ Use of interoffice mail to: ___borrow materials from State Library
___return materials to State Library

___ A borrowing card for your agency (department, division, etc.)

___ State Library Hot Info Bulletin Board System on SYSM

___ Updating services:you fill out a profile form that lets us know what topics are of interest to you and we'll keep you posted on new information.

___ Assistance with Internet (the national data system or "information highway")

___ Consulting on creating or producing publications

C. FUTURE POSSIBILITIES

1. Please indicate which ones might be of interest to you, in priority order with 1 being most important

___ Our CD-Roms available online via LANs and/or dial-up access (Some examples include Census information, magazine indexes, other federal documents in CD-Rom formats)

___ State Library as part of a state government "one stop information shop"

___ A coordinating body to deal with state government information policy

___ Electronic publishing of your publications.(Full text online should result in fewer paper copies being printed.)

D. OTHER SERVICES YOU WOULD LIKE TO SEE THE STATE LIBRARY PROVIDE OR BE PART OF:

E. INFORMATION:

1. What kind(s) of information do you or your agency need?
___statistics
___general or background information
___specific topics
___phone numbers, addresses, etc.
___keeping current in your field
___keeping current in what other states are doing
___other________________________________

2. How do you obtain this information?
___ from co-workers
___ from other state agencies
___ from federal agencies
___ from associations
___ from the State Library
___ publications your agency subscribes to
___ other:________________________________

3. How do you use this information?
___ in writing reports, regulations, proposals, etc.
___ for investigations
___ to pass on to agency clients
___ to keep current in your field
___ for decision making purposes
___ other:______________________________

4. How do you prefer to obtain this information?
___ by telephone
___ by computer or other electronic access
___ by interoffice mail
___ by going to the source, such as the State Library
___ other:______________________

5. Do you prefer to receive your information in:
___ print/paper format
___ electronic format(online access, CD-Roms, bulletin boards, etc)
___ other

6. How good are you at finding this information?
___ Do you prefer to locate or access it yourself, or
___ Do you prefer to tell the State Library what you need & have us search for it (online searching, etc)

7. What information resources exist in your agency? (check all that apply)
___ subscriptions to magazines, newspapers, newsletters, etc.
___ organized library
___ unorganized library-type materials
___ electronic resources (LANs, bulletin boards, CD-ROMs, etc)

F. CUSTOMER SERVICE:

1. If you have used the State Library, was our staff:
___ courteous and helpful
___ adequate
___ in need of customer service training
___ other:__________________________

2. What aspects of our service delivery are important to you? (please indicate in priority order, with 1 being most important)
___ customized reference
___ speed in locating items and obtaining them for you
___ using us as your access point to information
___ using interoffice mail to get materials to and from the State Library
___ being located in the Capitol Campus
___ being able to request information or materials with a phone call
___ making materials available in electronic format when possible
___ other: ______________________________

3. Do you have information resources that we could use or refer others to when needed?
___ yes ___no ___possibly

4. What is the best or preferred means of communication with you?
___newsletter ___SYSM (state E-mail) ___phone ___memos
___other:______________________________

5. What three things would you like the State Library to do for you or your agency? (Please indicate priorities with 1 being the most important)

COMMENTS:

Department of Administration and Information

Wyoming State Library
Supreme Court/State Library Building
Cheyenne, WY 82002-0060

From: 3/21
Beth Rulli
Program Manager

Laurie -

My apologies - this is the best copy of the summary that I have.

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draft 1/4/94

Results of state governement library survey

New [redacted] offer:

Dept. heads:
1. use of interoffice mail to borrow/return State Library materials,
2. updating services (SDI)
3. assistance with Internet
4. information workshops

Our contact people with the agencies:
1. use of interoffice mail to borrow/return State Library materials
2. updating services (SDI)
3. assistance with INternet
4. information workshops

Division heads:
1. updating services (SDI)
2. Use of interoofice mail to borrow/return State Library materials
3. assistance with Internet
4. information workshops

Library patrons:
1. Use of interoffice mail to borrow/return State Library materials
2. updating services (SDI)
3. assistance with Internet
4. Hot Info bulletin board

Overall composite results:
1. use of interioffice mail to borrow/return State Library materials
2. updating services (SDI)
3. assistance with Internet
4. information workshops

[redacted]-

Dept.heads:
1. our CD-Roms available via LANs/dial-up access
2. electronic publishing of their publications
3. State Library as part of "one stop info shop"

Agency contacts:
1. coordinating body to deal with state govt. info policy
2. State Library as part of "one stop info shop"
3. our CD-Roms availabble via LANs/dialup access

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Division heads:
1.our CD-Roms available via LANs or dialup access
2. State Library as part of "one stop info shop"
3. coordinating body to deal with state govt info policy

Library patrons:
1. our CD-Roms available via LANs /dialup access
2. State Library as part of "one stop info shop"
3. coordinating body to deal with st. govt. info policy.

Overall composite results:
1.our CD-Roms available via LANs/dialup access
2. St Library as part of "one stop info shop"
3. coordinating body to deal with state govet info policy.

[redacted]

Dept. heads:
1. being able to request information/materials with a phone call
2. speed in locating items and obtaining them
3. making materials available in electronic format when possible.

Agency contacts:
1. being able to request information/materials with a phone call
2. speed in locating items and obtaining them
3. using the State Library as their access point to information

Division heads:
1.being able to request information/materials with ta phone call
2. speed in locating items and obtaining them
3. State Library being located in the Capitol complex

Library patrons:
1. speed in locating items and obtaining them
2. StLibrary being located in the Capitol complex
3. being able to request information/materials with a phone call

Overall composite:
1. speed in locating items and obtaining them
2. being able to request information/materials with a phone call
3. St Library being located in the Capitol complex.]

[redacted]

The overall composite gave the St Library staff recognition for being courteous and helpful (208). We received 47 ratings of adequate, and 1 in need of custormer service training. There were many expanded comments on the State Library staff always being helpful, professional, and willing to go the extra mile.

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I[redacted]:

[redacted]

Dept heads:
1. keeping current in what other states are doing
2. statistics
3. specific topics

Agency contacts:
1. specific topics
2. keeping current in what other states are doing
3.(TIE) statistics
3. general or background info

Division heads:
1. specific topics
2. keeping current on what other states are doing
3.statistics

Library patrons
1.specific topics
2. keeping current in your field
3. (TIE) statistics
3. keeping current in what other states are doing

Overall composite:
1.specific topics
2. keeping current in your field
3. keeping current in what other states are doing
4. statistics

[redacted]

Dept. heads:
1.from publications your agency subscribes to
2. from other state agencies
3. from associations

Agency contacts:
1.(TIE) from other state agencies
1. from publications your agency subscribes to
2. from associations
3. from federal agencies

Division heads:
1.(TIE)from federal agencies
1. from associations
2. from other state agencies
3. from publications your agency subscribes to

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Library patrons:
1. from publications your agency subscribes to
2. from other state agencies
3. (TIE) from the State Library
4. from federal agencies

Overall composite:
1. from publications your agency subscribes to
2. fromn other state agencies
3. from federal agencies
4. from associations

[redacted]n?

Dept.heads:
1. for decision making purposes
2. (TIE) in writing reports, regulations, proposals,, etc.
2. to keep current in your field

Agency contacts:
1. in writing reports, regulations, proposals, etc.
2. for dcision making purposes
3. to keep current in your field

Division heads:
1. to keep current in your field
2. in writing reports, regulations, proposals, etc.
3. for decision making purposes

Library patrons:
1. for decision making purposes
2. to keep current in your field
3. in writing reports, regulations, proposals, etc.

Overall composite:
1. for decision making purposes
2. to keep current in your field
3. in writing reports, regulations, proposals, etc.

[redacted]on?

Dept. heads:
1. by interoffice mail
2. by computer or other electronic access
3. by going to the source, such as the St Library

Agency contacts:
1. by computer/electronic access
2. by interoffice mail
3. by going to the source, such as the St Library

Division heads:
1. (TIE) by computer/electronic access
1. by interofficemail
2. by telephone

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Library patrons:
1. by going to the source, such as the St Library
2. by computer/electronic access
3 (TIE) by telephone
3. by interoffice mail

Overall composite:
1. by going to the source, such as the St Library
2. by computer/electronic access
3. by interoffice mail

Most respondents [redacted]ve

[redacted] you at finding this information? search yourself or [redacted] tiny margin (126-103)[redacted] choices, saying "it [redacted] time, complexity, etc."

The number one infromation [redacted]r [redacted] newspapers, newsletters, etc.

The prefered means of communicating with survey respondents was
1. phone (106)
2. memos (59)
3. SYSM (57)
4. newsletter (56)

[redacted]

-We're so good at helping people
-they're glad we don't have voice mail
-NOT EVERYONE HAS COMPUTERS/ELECTRONIC ACCESS!!!
-they want more electronic access
-keep ILL service
-they want directories of our electronic services
-statistics information is important
-federal govt information is important
-St Library should let them know what materials/services are available--many said thanks for the info packet
-(OPAC)
-continue to be there for them
-continue to go electronic: LANs, WANs, bbs, Internet-teach them how to get information via these technologies
-CQ, Congressional info, fed regulations
-online access to state statutes
-build a professional library for govt: good govt, management, personnel issues, etc.
-SYSM is too limited/limiting-find other means of electronic dissemination
-greater variety of periodicals/materials
-some reference were made to A_V equipment
-provide more access to computerized databases, esp federal ones
-stay in Capitol complex
-provide CURRENT info

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--continue to respond quickly for reference & ILL
-Let everyone know all about us
-provide desktop publishing support
-assist with organizing/cataloging agency libraries
-publish a newsletter
-thanks for asking for input
-HBIC!
-STATISTICS!
-thanks for being there.